

LOCH LOMOND BEACH CLUB

POLICY AND PROCEDURES MANUAL

SUBJECT: PROCUREMENT POLICY
REVISED:

POLICY#: 21
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EFFECTIVE DATE: 4/16/2011

POLICY:

The purchase of goods and services for use by the Beach Club and its members will follow one of three procedures depending on the size (in dollars) of the purchase. All purchases must be made in accordance with the Conflict of Interest Policy.

PROCEDURE:

For Purchases Under \$2000

Purchases under \$2000 may be made at the Manager's discretion provided the purchase does not cause any budget category to exceed the current annual budget. In an emergency situation where either the continuing operation of the club's services or the member's safety is involved, the Manager may exceed this amount but must inform the Board as soon as possible.

For Purchases Between \$2000 and \$10,000

The Board must pre-approve purchases between \$2000 and \$10,000. Approval can be obtained at a Board meeting or by email. A majority is required for a Board meeting approval. For email approval, no fewer than four Board members must approve.

For Purchases Over \$10,000

For purchases over \$10,000, the following conditions must be met:

1. A written and comprehensive Request for Proposal (RFP) must be approved by the Board.
2. The RFP must be submitted to multiple vendors with the goal of obtaining a minimum of three separate bids. The Board must approve the list of vendors under consideration.
3. The RFP will be distributed to the vendors as simultaneously as possible, and each vendor will be given the same amount of time to reply.
4. No vendor will be favored in any way nor will be given information not available to all vendors.
5. The written response to the RFP will be the only information the Board will use to evaluate the vendor's proposed work product. No other "side commitments" or promises will be considered. The Board can consider other information (references, the vendor's presentation, etc.) in deciding which vendor to choose.