

## RESOLUTION 2019-02

### A RESOLUTION OF LAKESHORE ESTATES IMPROVEMENT DISTRICT PERTAINING TO A PURCHASE POLICY.

#### PURPOSE:

The purpose of the process is for Lakeshore Estates Improvement District to obtain products and services for the best value.

#### SECTION I. Definitions. For the purpose of this resolution.

**Formal Sealed Bid:** Defined as a bid received on or before the date specified in a sealed envelope marked with the vendor name and address, bid opening date, bid opening time and stamped or signed off on by the receiving board member. Formal bid may not be submitted by fax, online or email. They are required for all purchases over \$10,000. Formal bids must be submitted to the Board of Directors of Lakeshore Estates Improvement District.

**Informal Bid:** Defined as a bid received on or before the date specified not necessarily required to be sealed, but containing the vendor name and address, bid opening date, bid opening time and stamped or signed off by a board member. May be submitted by mail, fax, online or email. Informal bids are required for all purchases between \$500 and \$10,000. Informal bids are to be submitted to the Board of Directors.

#### SECTION II. Waiver of Bid/Proposal Requirements

Requirements that purchases be offered to multiple vendors may be waived by the Board of Directors as to subsequent "A" through "G". Except as otherwise provided in this Section, approval of any such purchases shall occur in the manner provided in this Resolution.

- A. **Emergencies.** Competitive bid/proposal requirements may be waived when unexpected or unforeseen events may cause serious financial loss to public or private property, endanger the health or lives of the citizens of Lakeshore Estates Improvement District, unless immediate action is taken to purchase said goods and services. Emergency purchases may be approved by a board member.
- B. **Public Exigency.** Competitive bid/proposal requirements may be waived when after advertising for bids, no bids are received, and the needs of Lakeshore Estates Improvement District warrants purchasing said goods or services without delay while awaiting additional advertising for bids.
- C. **Sole Source.** Competitive bid/proposal requirements may be waived for the procurement of items or services that are generally available only from one manufacturer, publisher, local distributor, or dealer and for which there is no basis for expecting multiple vendors to bid on said items.

- D. **Joint Governmental Purchase.** Competitive bid/proposal may be waived when purchases are made in cooperation with other city, county, state, or federal agencies and it is deemed to be in the best interest of the Community to purchase supplies, services and equipment from contracts and agreements of other governmental agencies.
- E. **Insurance.** Competitive bid/proposal requirements may be waived for the purchase of insurance and indemnity. Insurance and indemnity contracts shall be approved by the Board of Directors.
- F. **Professional Services.** Competitive bids/proposals may be waived for contracts for Professional Services. Professional services shall be defined as services provided and performed by individuals or firms where a certification mandated by local, state or federal government is required. Examples of said services include but are not limited to architectural, engineering, specialized consulting, accounting services.
- G. **Legal Professional Services.** Competitive bids/proposals are unnecessary for contracts for Legal Professional Services. Legal Professional Services are defined as services that may only be performed by licensed attorneys (including support staff) in representing or advising the Board of Directors. All purchases of Legal Professional Services shall be approved by the Board of Directors.

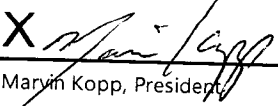
**SECTION III. Authority to Reject Bids.** The Board of Directors shall have the authority to reject any and all bids/proposals when it is deemed in the best interest of the Community. In those instances where after advertising bids/proposals received exceed the budgeted amount, the Board of Directors is authorized to negotiate for purchases with the responsive low bidder or best proposal to bring such bids/proposals within budgeted amounts.

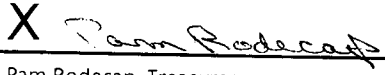
**SECTION IV. Annual Policy Review.** This policy shall be reviewed annually by the Board of Directors for necessary revisions and updates after reorganization of the Board in January.

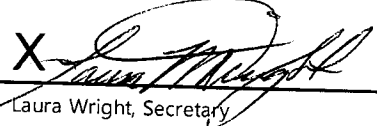
**SECTION V. Effective Date.** This Resolution shall take effect after passage by the Board.

**SECTION VI. All Board Members will compare and vote on all bids in an open meeting.**

ADOPTED THIS 8 DAY OF August 2019. BY THE LAKESHORE BOARD OF DIRECTORS.

X   
Marvin Kopp, President

X   
Pam Rodecap, Treasurer

X   
Laura Wright, Secretary