

OLDE OAKS COMMUNITY IMPROVEMENT ASSOCIATION PROCUREMENT POLICY

The following Purchasing Policies are intended to ensure that the Association procures goods and services at the lowest possible cost while protecting the Associations financial interests.

1. Contracts, approved by the Board and signed by the President, shall be used to procure all routine ongoing services. Contracts shall also be used for one-off services as directed by the Board. Exceptions to this policy include:
 - 1.1. Public utility services
 - 1.2. Other services approved by the Board on a case by case basis.

2. All contracts for services will be competitively bid at least every 5 years. Exceptions to this policy include:
 - 2.1. The Deputy Patrol agreement.
 - 2.2. The Management contract which will be rebid at the discretion of the Board.
 - 2.3. Other exceptions as approved by the Board on a case by case basis.
 - 2.4. Notwithstanding the above the Board may recommend re-bidding services at any time, as permitted by the terms of any agreement, if the contractor fails to perform its responsibilities to the satisfaction of the Board.

3. To facilitate prompt response to situations while maintaining proper Board oversight and approval the following procedure and guidelines shall be used.
 - 3.1. To ensure prompt response to maintenance issues the Board approves the following:
 - 3.1.1. ACMI, without first seeking Board approval, is hereby authorized to proceed with any individual repair for which OOCIA is responsible so long as it does not to exceed \$1,000 per repair. Such repairs include but are not limited to repair of common area fences, sprinklers, lighting fixtures, etc. as well as the replacement of dead plants, shrubs, flowers, trees, grass etc.
 - 3.1.1.1. Though the above expenditures do not require prior Board approval ACMI will immediately notify the Board of its actions under the above procedure
 - 3.1.2. ACMI, with the approval of the President, is authorized to make the expenditures described in paragraph 3.1.1 above for amount not to exceed \$2,500.
 - 3.1.2.1. The President shall notify the rest of the Board of any expenditure authorized under this provision.

4. Expenditures not covered under Paragraph 3 above shall be procured using the following guidelines with respect to obtaining quotes.

OOCIA Competitive Bid Criteria			
Category of Expenses	Procurement Limits		Placement Criteria
	From	To	
Single one off expenditures & Ongoing repetitive expenditures with an annual value of:	\$2,501	\$10,000	Minimum 2 quotes
	\$10,001	And above	Minimum 3 quotes

- 4.1. Whenever multiple quotes are obtained the lowest quote will be used to determine the total number of quotes to be obtained in accordance with the above criteria.

- 4.2. ACMI will be responsible for developing the bid slate and shall submit it for Board input and approval.

Approved by the Board on the 13th day of June 2012.