

BID POLICY

Purpose:

For the procurement of goods or services in excess of \$5,000, specifications must be made in writing in sufficient detail for a responsive bid to be prepared. Appropriate inclusions, exclusions and exceptions must be clearly stated.

Requesting Committee:

1. The requesting committee, or staff if appropriate, implementing the project is responsible for directing preparation of specifications
2. At least 3 qualified sources must be solicited with responses received in writing
 - a. Catalog prices are acceptable
 - b. Extra effort should be exerted to solicit merchants on our mountain
 - c. A reasonable period of time must be allowed for bidders to prepare bids
 - d. All bidders must receive identical written specifications
- 3. Staff will complete Bid Review Coversheet**
4. Staff will review all bids received with the Requesting Committee
5. The Requesting Committee will approve the bid selection

General Manager:

1. A listing of all bids currently being solicited must be posted for the public's viewing in the ALA office.

NOTE: If necessary, in an emergency, the bid policy may be waived with the approval of the General Manager and at least 2 executive Board members written approval. A summary of the procurement will then be documented and presented to the Finance Committee and Board of Directors.