

ALA GOODS AND SERVICES PROCUREMENT POLICY

Approved by Board of Directors 10/28/2006

It is the policy of ALA to provide equal and fair opportunities for suppliers and contractors to provide goods and services to ALA.

Ten Thousand Dollars

The Board of Directors directs the General Manager to qualify and select sources for goods and services up to ~~40,000~~\$5,000 without Board or Committee approval. All expenditures must be within the budgetary constraints set by the Board of Directors.

Twenty-five Thousand Dollars

~~For goods or services that range from \$10,000 to \$25,000 the General Manager shall solicit at least three qualified sources and after conferring with the committee involved in the expenditure, shall select the most appropriate bid. Before selecting the bid, the General Manager shall post an advertisement for such good or services in the public viewing area of the ALA office for ten (10) days, and bidders shall be given two weeks after the posting is complete to submit bids for consideration. The Board of Directors may request that the General Manager explain his selection in writing. DELETE~~

Over Twenty-five Thousand Dollars

~~For goods and services that will cost more than \$25,000, the specifications for such goods or services shall be advertised for at least one week in a publication readily available to the Lake Arrowhead Community. In addition to the newspaper advertisement, the General Manager shall solicit bids for at least three qualified sources or explain to the Board of Directors why that is impossible. The written bid evaluation shall be made by the General Manager and the Committee involved in the expenditure. After this process has been~~

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~~completed the General Manager shall recommend in writing, to the Board of Directors, his choice.~~ **DELETE**

Board Action

~~The Board shall either approve the General Manager's recommendation, direct the General Manager to obtain additional bids or disapprove the expenditure.~~ **DELETE**

Emergency Action

In an emergency, including matters of health and safety, where the amount of loss could exceed the cost if not ordered immediately, the General Manager with the approval of the President or Treasurer of the Association, may order goods and/or services in the amount up to \$100,000. The General Manager must give a written report of his action in this regard at the next Board Meeting.

Dated _____

President

Secretary

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~~Typographical corrections done: June 14, 2007~~ **DELETE**

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