

## ***Golf Hammock Owners Association Procurement Policy***

Any contracts signed by the Association or any expenditure in excess of \$5,000 for the purchase of a single item or service shall have competitive bids from three (3) suppliers if possible. These bids will be reviewed by the HOA's Board of Directors and the bid award must be specifically approved by the Board. The Board may approve a bid coming from less than 3 suppliers if a reasonable attempt was made to solicit as many potential suppliers as possible with the RFQ. The RFQ shall be posted on the Association's website and a Legal Announcement shall be printed in the "Highlands Today" newspaper for a period of no less than seven (7) calendar days. In addition, it may be mailed or emailed to previously approved vendors and/or any other interested parties.

Prior to solicitation of competitive bids, the Association will prepare a Request for Quote (RFQ) consisting of:

1. Instructions and information to bidders concerning the bid submission requirements, including the time and date set for receipt of the bids and the address where bids are to be delivered
2. The purchase description, delivery and performance schedule, and any special instructions necessary
3. If applicable, the contract terms and conditions, including warranty and bonding or other requirements
4. A statement regarding how the award will be made specifically whether that award shall be made to the lowest responsive and responsible bidder or the award shall be made to the responsive and responsible bidder whose bid represents the best value to the Association by optimizing quality, cost and efficiency
5. The invoicing requirements and payment policies

In order for a bid to qualify as a "competitive bid", there must be competition among more than one supplier. A single supplier that submits two or three written bids for comparable products, in an attempt to meet the number of bids required by this policy, will not individually qualify as having met the "competitively bid" criteria. The Association must receive quotes from more than one supplier in order for the good or service being quoted to meet the criteria of "competitively bid".

In some cases, goods or services, regardless of cost, may only be available from one supplier. Such cases are:

1. Sole Source Purchase: The good or service being obtained can only be requested from one manufacturer or service provider and no other manufacturer or service provider makes or provides comparable products or services that will meet the association's needs.
2. Sole Source Brand: A "Sole Source Brand" means that only a particular brand is acceptable for a particular reason, although the required brand may be obtained from more than one source. Something can be a "Sole Source Brand" and still not be a "Sole Source Purchase", if more than one supplier can provide competitive quotes.
3. Unique: A "unique" good or service is one of a kind in nature, and signifies that comparable goods or services do not exist.

Documentation of requested bids, emails, brochures, proposals shall provide support in the Board's decision-making process.

Approved: February 8, 2016

Amended: March 14, 2016