

Association of Unit Owners of the Bluffs

[An Oregon not-for-profit Homeowners Association]

Procurement Policy and Procedures

As a matter of policy and best business practices, the Board of Directors of the Association of Unit Owners of the Bluffs (the Board) has adopted the following as guiding principles in the procurement of materials and services from outside sources:

FOR ALL PURCHASES OF \$1,000 OR GREATER

- Procurement process is initiated by submission for Board approval of:
 - proposed procurement and reasons there for
 - a description of material/services required
 - anticipated cost of action
 - benefits to the Association of approval
 - consequences to the Association of rejection or delay

Board approval, rejection or deferral shall be documented in meeting minutes.

- Upon approval, requests of less than \$3,000 shall be procured by Property Manager directly from known qualified vendors, with procurement status reported to the Board at their next regular meeting.
- Upon approval, requests of \$3,000 or greater, to the extent possible, will require Property Manager to secure written bids from no less than three qualified vendors. Property Manager will provide the Board names and contact information of all vendors contacted for bid submission, to include those declining to bid, and the reasons for their declination, if known.
- At Property Manager's discretion, vendors unknown to the Association will be investigated on-line, or otherwise, as to reputation and history. Property Manager has the authority to reject vendors based on such research.

- With respect to labor services: “qualified vendor” means either a vendor who is licensed, bonded and insured, or a vendor willing to sign a Liability Waiver.
- Property Manager shall present secured written bids to the Board for their selection of a qualified vendor, or their rejection of the bids. Bids submitted will include:
 - Vendor’s name and contact information
 - Scope of work
 - Materials (and quality thereof) to be provided
 - Anticipated project duration
 - Anticipated start date
 - Cost of service

The Board shall evaluate whether bids fall within the previously-approved parameters of the initial procurement proposal.

Board approval or rejection shall be documented in meeting minutes.

- Upon bid rejection (all bids), the Board shall determine how the subject issue is to be remedied, and provide direction thereon to the Property Manager.

Board action shall be documented in meeting minutes.

- Upon Bid approval, the Property Manager shall inform the successful bidder and secure:
 - a written contract for President’s (or in the President’s absence the Vice President) and vendor’s signatures specifying terms and conditions to include:
 - vendor’s name & contact information
 - vendor’s license #
 - vendor’s tax ID#;
 - scope of work
 - materials to be provided
 - anticipated start/completion date
 - contract amount
 - payment terms

- a photocopy of the vendors contractor's license, if applicable
- a photocopy of a current insurance certificate, if applicable
- waiver of liability, if applicable
- Property Manager shall submit supporting documents and approved contract for President's signature, retaining signed original and providing a copy to vendor.
- Property Manager shall supervise all aspects of vendor's work, and report progress or completion at the next regular Board meeting, or sooner if so requested by the President.

FOR ALL PURCHASES OF LESS THAN \$1,000

- Property Manager is authorized to acquire materials and/or services in an amount of up to \$500 for a single transaction.
 - On-site labor falling under this authority requires a signed liability waiver from service provider.
 - Invoice for payment shall be submitted directly to Association Accountant, with copy to Vice President.
- Materials and/or services in an amount exceeding \$500, but less than \$1,000 per transaction will require the Property Manager to secure the written approval of one Board member.
 - On-site labor falling under this authority requires a signed liability waiver from service provider.
 - Invoice for payment shall be submitted directly to Association Accountant, with copy to Vice President.
 - Property Manager shall report at the next regular Board meeting the nature and reason for the expenditure.

EMERGENCY* EXPENDITURES

In the event of emergency, and with no Board member immediately available for consultation, the Property Manager is authorized to approve an expenditure of up to \$5,000 per incident.

As soon as practically possible, the Property Manager shall notify the Association President (or in the President's absence the Vice President) of the nature of the emergency and the amount authorized to be expended to rectify such. The Property Manager shall also advise said individual on the perceived need for further mitigating expenditures.

*For the purpose of this provision, "emergency" is defined as an immediate threat of bodily injury, or loss of property as it relates to Association Common Property.

Approved: 9/15/2023