

Evergreen Village Cooperative, Inc.

Procurement Policy as approved by the Membership

The following policies and procedures shall be followed when Evergreen Village Cooperative, Inc. (the ROC) purchases equipment, materials, supplies, property, or services from an outside source.

I. General Policy

- A. **No Conflict of Interest.** All Directors, employees, or agents who participate in the selection or acceptance of a contract for equipment, materials, supplies, or services must comply with the ROC **Conflict of Interest Policy**. No Director, employee, or agent will participate in the selection or acceptance of a contract involving a conflict of interest without full disclosure of the conflict or potential conflict to and the approval of the Board. Conflict of interest includes situations in which the employee, family member, or Board Member has a financial interest in the business or individual selected for the contract.
- B. **No Purchase of Items for Personal Use.** No Director, employee, or agent who participates in the selection or acceptance of a contract for equipment, materials, supplies, or services shall use such items for personal use.
- C. **No Receipt of Gratuities.** No Director, employee, or agent shall solicit or accept gratuities, favors, or anything of value from contractors, potential contractors, or parties to agreements with the ROC.
- D. **No Purchase of Items Not Approved in the Budget.** No Director, employee, or agent shall solicit or accept any equipment, materials, supplies, or services that have not been approved by the Board of Directors in the annual budget without prior approval of the Board of Directors.
- E. **Document Cost Analysis.** The ROC shall conduct a cost analysis and document the analysis in the procurement files in conjunction with every purchase, which may include but is not limited to an internet search, calling several retailers, comparison of retailer advertisements, etc. The procurement file should include a justification for the lack of competition if competitive bids or offers are not obtained.
- F. **Contract with Winning Bidder.** If a contract is competitively bid, the ROC will enter into a contract with the winning bidder that specifies the equipment, materials, supplies, property, or services to be purchased and the payment terms.
- G. **Evaluate Each Contractor.** The ROC, through its Management Agent, will evaluate each contractor at the completion of each contract. The evaluation will be utilized to make decisions to award future contracts and to maintain a preferred vendors list for the ROC.

II. Acquisition Procedure

The ROC will ensure that all procurement transactions are performed in a manner that maximizes opportunities, increases quality, and reduces the cost of purchase. The ROC reserves the right to reject any bids or offers, if deemed to be in its best interest.

- A. **Pricing Procedures.** *One of the following procurement procedures* shall be utilized for all purchases of equipment, materials, supplies, property, or services involving amounts over \$500.00:
 1. Open Market Inquiry: Inquire in the open market to ensure an advantageous price and quality. The file shall document the inquiries made and offers received.
 2. Request for Competitive Quotes: Request competitive quotes, orally or in writing, from at least three different sources. The file shall document each invitation made and offer received.
 3. Formal Proposal Procedure: If required, solicit competitive responses through a formal bid procedure. Bids will remain sealed until the time designated in the proposal. All requests for proposals shall contain the phrase "Equal Opportunity Employer".
- B. **Document Prices.** A file shall be maintained documenting the proposals requested and received. In all instances in which the lowest bid is not awarded in the contract, justification for the selection must be documented in the file.
- C. **Payment:** The Board of Directors must approve purchases over \$100.00. Reimbursed expenses and payments will only be paid upon presentation of receipt/ invoice and any contracted work shall be inspected by the Operations Manager or Management Agent before payment is made. Notation of such inspection shall be made on the invoice before approval for payment is made.

III. Property and Equipment Policy

When purchasing property (both real estate and equipment), the following procedures must be followed:

- A. Title in the Name of the ROC: All property purchased belongs to the ROC and title shall be in the name of the ROC.
- B. Property Inventory: A list of all property owned by the ROC shall be kept showing the type of property, identification number, original cost, and depreciated value. The inventory list must be completed at the time of purchase and annually at the end of the ROC's fiscal year.
- C. Insurance Coverage: The ROC will maintain insurance coverage for all property owned by the ROC and maintain documentation of each policy in a safe deposit box, locked filing cabinet or fire proof box.

CERTIFICATION

I hereby certify that this Membership Procurement Policy was adopted by the Membership of **Evergreen Village Cooperative, Inc.**, at its meeting held on April 30, 2022(**DATE**) with a Vote of 84 in favor 0 opposed and 0 abstained.



Name: Barbara Massarano