Birkdale Community Association – Procurement and Disbursement Policy

Approved on 1-4-2024 Effective Date 1-4-2024

I. Purpose and Intent

The Procurement Policy shall be followed by the Birkdale Board of Directors, and all volunteers and contractors who seek business on behalf of the Homeowner's Association. The objective of this policy is to obtain the maximum benefit from every dollar spent. ACS West, Inc., Birkdale's Management Agent, is responsible for all accounting and payment functions.

II. Policy

For the procurement of supplies or services, the Association shall establish procurement thresholds and shall follow the guidelines below.

AMOUNT	POLICY
Up to $1,000	No competitive pricing at the Buyer's discretion; approval of a Board Member or Community Manager
$1,000-$2,500	At least 2 written or oral quotes and approval of the Board
$2,500-$10,000	At least 3 written quotes and approval of the Board
Greater than $10,000	Formal bidding process and approval of the Board

III. Procedures

- All requests for purchases up to $1,000 may be obtained without competitive prices, if the Community Manager or Board Director determines the price to be fair and reasonable. ACS West, Inc. may require only routine procurement, i.e., the use of oral quotations from suppliers and recording any notes on the requisition form.

- **For procurements between $1,000 and $2,500**, the Community Manager, Board Member, or appropriate Committee Chair shall seek written or oral quotations from at least two entities providing the required supplies or services. The Community Manager shall record the names and addresses of all entities from whom quotations were sought the names of the persons submitting quotations, and the date and amount of each quotation. The Board of Directors shall award the contract to the responsive and responsible entity offering the needed

quality, quantity, delivery and performance of the supply or services at the lowest, and best quotation.

- **For procurements between $2,500 and $10,000**, the Association shall seek written quotations from at least three entities providing the required supplies or services. The Community Manager, Director or Committee Chair shall record the names and addresses of all entities from whom quotations were sought, the names of the persons submitting quotations and the date and the amount of each quotation. The Board of Directors shall award the contract to the responsive and responsible entity offering the needed quality, quantity, delivery and performance of the supply or services at the lowest, and best quotation.

- **For procurements over $10,000**, the Association shall use a formal competitive bid/proposal process. The Community Manager shall issue an invitation for bids (IFB) or requests for proposals (RFP) which shall include:

  - The time and date for receipt of bids/proposals
  - The address of the office to which bids are submitted
  - The maximum time for bid acceptance by the Board of Directors
  - The purchase description and all evaluation criteria to be utilized
  - All applicable contractual terms and conditions.

  A bidder may correct, modify, or withdraw a bid by written notice prior to the time and date set forth in the bid document. A mistake can be corrected subsequent to the opening of the bid only if the mistake is clearly evident and the Community Manager is in agreement.

  The Board of Directors shall award the contract by written notice to the selected bidder within the time for acceptance as specified in the invitation for bids.

  The time for acceptance may be extended by mutual agreement between the Association and the apparent lowest responsible and responsive bidder.

  A person submitting a bid or a proposal for the procurement of supplies or services in the Association shall certify in writing that he has submitted the bid or proposal in good faith and without collusion or fraud with any other person. As used in this certification, the word person shall mean any entity, organization, or group of individuals. The winning bidder must submit a W-9, state license, bonding, or information as required by the Community Manager.

IV. Exceptions

The Community Manager shall not allow the splitting or division of any procurement for the purpose of evading procurement requirements.

- **Sole Source**
  The Board of Directors may award a contract without competition when, after reasonable investigation, the Community Manager determines in writing that only one practicable source for the required supply or service exists. This may occur when a particular vendor provides unique services or has industry experience or expertise that other vendors do not possess The Community Manager shall record all sole source procurements specifying each contractor's name, the amount and type of each contract, a listing of supplies or services procured under each contract, and the basis of determination that the contractor was the only practicable source for the required supply or service.

- **Emergency**
  Whenever the time required to comply with procurement requirements would endanger the health or safety of people or property, the Community Manager, in consultation with the Board President, may make an emergency procurement. An emergency procurement shall be limited to only supplies or services necessary to meet the emergency and shall conform to the procurement requirements to the extent practicable under the circumstances.

- **Specialized Professional Service**
  The services of attorneys, certified public accounts, or other similar types of professional services are not normally subject to competitive bidding.

- **Regular Services**

  For regular services performed by such persons as Electricians, Plumbers, and Maintenance Technicians, the Community Manager may use known services at their disposal after approval of the Board of Directors. The Board of Directors should annually re-affirm the list.

V. Disbursements

Distribution of funds for the payment of obligations of BCA shall follow the same general classifications as elsewhere in this practice and shall be in accordance with basic accounting principles.

- **Contractual Obligations and Recurring Amounts** may be paid by the Community Manager on the contractual schedule or when received. This includes but is not limited to landscaping services, management services, utilities, and taxes.

- **Sole Service Providers** may be paid by the Community Manager at the direction of a Board Member or a Committee Chair with oversite responsibility for the activity.

- O**ther providers** may be paid by the Community Manager at the direction of a Board Member with oversite of the activity. This may include checks paid directly to the

service provider or reimbursement to an authorized individual for expenses paid on behalf of the community. These disbursements should have an independent level of approval.

Payment to Sole Service Providers or other service providers shall be made through use of the Check Request for Payment or Reimbursement. Documentation may be submitted by physical media or digitally. Separation of amounts for payments shall be done in accordance with the General Ledger of Accounts used by ACS West.

BIRKDALE COMMUNITY ASSOCIATION

CHECK REQUEST FOR REIMBURSEMENT or DISBURSEMENT

Submit request to: Lee Ann King, Birkdale Community Manager, ACS West, Inc.
1904 Byrd Avenue Suite 100, Richmond, VA 23230
Phone: 804-282-7451 email: leeann@acswest.org

Date of Request _____/_____/_____ **Total Amount of Check** _____

Person Making Request _____ **Phone** _____

Reimbursement check payable to: _____

Address: _____

_____

Or mail check to vendor: _____
(name)

_____
(address)

** Attach paid receipts for items purchased on behalf of the Association or vendor invoice. Digital submission is permitted. This Information is required and will be part of the Birkdale Community Association general ledger.

Acct. # (Account # & name to be completed by Community Manager)	**Account Name**	**Amount**	**Description**

Purpose of expenditure; additional notes/instructions, if any: _____

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_____

Approved by_____ Date _____/_____/_____
(Board Member or Community Manager)