

Builders Association of Northern Nevada

BIDDING & PROCUREMENT POLICY

The Builders Association of Northern Nevada's (BANN) acknowledges that ethics dictates that business be conducted with integrity, fairness and openness, which requires open communication within and among both buying and supplying organizations, ensuring a competitive procurement and thereby giving any organization a chance to compete for BANN's business.

The purpose of this Bidding & Procurement Policy is to clarify the bidding and procurement procedures for BANN.

When requesting bids for goods, services or contractual partnerships, staff is directed to solicit bids from BANN members and to accept all such bids. While non-members are encouraged to bid, additional weight shall be given to BANN members when reviewing the bids submitted.

PURCHASING OF GOODS OR SERVICES UNDER \$2,500

1. All purchases over \$500 must be approved in advance by the Executive Director or the Director of Operations.
2. The staff person ordering or purchasing is responsible to know if the item ordered or the service requested is with the budget and/or purchasing guidelines.
3. If the purchase is less than \$500, then the staff person authorized by the Executive Director or the Director of Operations can make the purchase, as long as the purchase is within budget guidelines.

PURCHASING OF GOODS OR SERVICES OVER \$2,500

1. All purchases over \$500 must be approved in advance by the Executive Director or the Director of Operations.
2. Purchases over \$2,500 will be required to undergo a competitive bid procedure.
3. All bid requests will contain clear specifications which shall be uniformly applied and will not contain features which unduly restrict competition.
4. The staff person ordering or purchasing will be responsible to ensure that all conditions and specifications of the contract, bid, or order have been satisfactorily fulfilled and will be responsible for timely follow-up of these purchases.
5. The staff person ordering or purchasing will obtain at least 3 bids wherever possible unless prior approval by the Executive Committee has been obtained.

6. The Executive Director or the Director of Operations will review the recommended bid prior to execution of an agreement or final purchase of merchandise or materials. Justification for selection made may be requested at this time.
7. Purchases of over \$2,500 will not be fragmented or reduced to components of less than \$2,500 to avoid the bid process.

ADDITIONAL CONSIDERATIONS

1. Contracts for professional services shall be reviewed no less than every three years.
2. Revenue partnerships shall be evaluated no less than annually, and must be rebid no less than every three years.