



Sudden Valley Community Association

Procurement and Purchasing Policy

Policy No. 2025-06
Date: October 23, 2025

For all Capital and operational procurement and purchases over \$2,500, a minimum of three bids must be obtained from qualified bidders. If three responsible bids are not received, an explanation must be attached. This policy supersedes all previous purchasing policies.

Procurement ensures operations run smoothly by providing teams with the necessary resources. The procurement process begins with identifying a company's needs, which includes specifying the required goods and services. It connects with planning, logistics, and budgeting to maintain operational efficiency across departments. A robust procurement strategy ensures timely deliveries, high-quality input, and a steady inventory flow.

For operational expenses for the procurement of goods and services, or revenues earned by providing goods and services, the Association-designated department managers shall be authorized to approve orders for purchases of less than Ten Thousand Dollars (\$10,000). Examples of operational expenses include inspections, pest control, laundry services, etc. An example of operational revenues is the rental of various small facilities. Successful procurement involves:

1. **Supplier Selection:** Choose reliable suppliers based on pricing, service level, quality control, and delivery capability to reduce risks in the supply chain.
2. **Negotiations:** Discuss terms, prices, and delivery schedules to reach fair, clear agreements that support long-term supplier relationships.
3. **Goods Receipt:** Inspect goods upon delivery, check condition and accuracy, and report any issues for quick resolution and better quality assurance.
4. **Invoice Reconciliation and Payment:** Match invoices with purchase orders and receipts to approve payment and keep the overall procurement process error-free.

If a contract is required for such operational purchases, the General Manager (GM) shall be authorized to approve contracts for less than Ten Thousand Dollars (\$10,000).

*Exceptions may be goods and services that the Board is responsible for, such as the yearly external audit, legal settlements, reserve studies, and sales of assets such as lots. Contracts for these goods and services will require Board review and approval.

Reference Board Policy SVCA Contracting Policy No.2024-03 for further information on contracts.

Rescinded: _(Date)_____

Superseded/Replaced: Policy # 2017.02