

# Waterford Special Taxing District

## Purchasing Policy and Procedure

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Pursuant to Florida Statutes, Chapter 287, the WSTD has adopted the following guidelines dealing with the various vendors and contractors working in our community.

These guidelines are meant to protect the Trustees in possible litigation from dissatisfied vendors or unlicensed contractors. A further compliment is to allow for speedy issuance of contracts from proposals.

### **Insurance/Liability**

- All vendors and Contractors doing business with the WSTD must have valid licenses\* issued from the appropriate State or County authority.
- A contractor or vendor must carry Workman Compensation insurance\* within the guidelines imposed by such authority.

\*Not applicable when work is done by residents or family members

### **Bids/Proposals**

1. Any expenditure up to two thousand dollars (\$2000.00) can be approved by a vote of the Trustees after reasonable consideration of prevailing rates and prior use of vendors. In the event of possible conflict or to obtain a more competitive pricing, the Trustees may subject the expenditure to the next process (item 2) for consideration.
  2. Any expenditure exceeding Two Thousand dollars (\$2000.00) must be supported by at least three (3) written proposals. These should specify quantity and quality of goods and/or service to be performed, terms/price of such, time and completion dates among other specified orders from the Trustees.
  3. Any expenditure exceeding ten thousand dollars (\$10,000) must meet the above guidelines. Plus, the request for bid must be placed in local area servicing newspaper(s). A deadline for submission should accompany the advertisement.
- All bids received under item 2 or 3 above, shall be discussed, reviewed and approved, amended or disapproved at the meeting of the Trustees at the next available Board meeting. Such bids must be submitted to each board member at least forty-eight (48) hours prior to such meeting.

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- In the event the proposal is approved, such shall be converted into an acceptable contract and signed by the President, Vice-president and/or the Treasurer of the WSTD at the first available Board meeting.

The above, nonetheless, does not alleviate the Trustees from their fiduciary duty to maintain the community in the event of an emergency. The definition of an emergency should be limited to a downed tree, ingress or egress or other such peril requiring immediate attention. In these cases the Board shall make a determination as to the need to alleviate the problem or danger in an expedient manner, either by calling a special board meeting or otherwise acting in a responsible manner to protect the community.

Adopted this 14th day of July, 2009

Trustees:

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Ed Arvel

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Patrick Utt

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Frank Bragg

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Lisa Bonebrake

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Jacquelyn O'Steen

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Julie Wilkinson

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Ken Curcio