

Seeley Lake Community Council

**Policy for Procurement of Goods and Services**

The Seeley Lake Community Council will follow the Missoula County Purchasing and Contracts Policy for procurement of goods and services. However, in addition, for procurements less than \$10,000, the following guidelines will also be followed.

For all procurement of goods and services, efforts will be made to assure that the community is obtaining the best value for its expenditure of funds.

For purchase of materials, equipment, supplies or other goods exceeding \$500.00, cost comparisons will be made among local vendors to assure the best price is obtained. If local vendors do not carry the product or have prices that are significantly higher than can be obtained from other sources, cost comparisons from internet or out-of-town sources will be considered.

For services for work exceeding \$1000.00, a request for bids will be prepared, will be posted in the Community Newsletter, and distributed as appropriate by other means. Bids will be reviewed by the Council or its designated committee, and the vendor or service provider deemed to provide the best value for the community (may not be the lowest bid) will be selected.

For services exceeding \$1000.00, a written agreement will be agreed to between the service provider and the Community Council or its designated committee prior to the initiation of any work. The agreement will include, as appropriate, reference to the specifics of the work to be accomplished, identify all costs associated with the services, timelines for work, invoicing and payments, method of approval of satisfactory completion of services prior to payment, all insurance or bonding requirements, indemnification of the Community Council, severability of the agreement, and other items.

The above shall be the policy of the Seeley Lake Community Council. Approved, May 3, 2010.