



Policy: Bidding Process for Goods and Services

PURPOSE:

The Little Falls Area Chamber of Commerce wishes to provide its members equal opportunity to provide goods and services to the Chamber of Commerce.

PROCEDURE:

The procedure is twofold:

- ~ One procedure for goods and services
- ~ One procedure for financial services.

Chamber members in good standing will be given first priority in the in bidding process. In the event that no Chamber member provides the needed goods and services, the Chamber reserves the right to seek outside bids.

Bids must be received in writing by the due date. A minimum of three (3) bids will be solicited. Bids with an expiration date are acceptable.

The Chamber reserves the right to refuse any and all bids.

Goods and Services: Purchased goods and services estimated to be in excess of \$1,000 will be bid out. Examples: lawn care, snow removal, equipment purchases, building repairs and maintenance.

Financial Services: Financials services such as annual auditing and checking accounts will be bid out for a term of 3 years. Certificates of Deposit and Money Market accounts will be bid out as needed.

Adopted by the Board of Directors on April 13, 2006