

## **Policy for Solicitation and Procurement**

1. That a formal bidding process be put in place for all work and materials estimated to be in excess of \$30,000.
2. That the procurement shall be by sealed bid, delivered to WPM by the time and date specified in the solicitation
3. That the solicitation be reviewed by a member or members of the BOD for accuracy before being submitted to potential bidders.
4. That the bids be opened by WPM and a designated member of the BOD and reviewed for accuracy. The results will then be presented to the complete Board via a meeting or email for discussion and vote for the successful contractor.
5. WPM will then be requested to draw up a contract for the project.

Policy enacted by the Board at the regular quarterly meeting on: April 6, 2012