

OPTIMIST CLUB OF COOPER CITY, INC.

DRAFT PROCUREMENT POLICY

1. PURPOSE AND SCOPE

This Procurement Policy establishes guidelines and procedures for the purchase of all goods and services by the Optimist Club of Cooper City, Inc. This Policy ensures compliance with the Facilities Use Agreement with the City of Cooper City and promotes transparency, fiscal responsibility, and ethical purchasing practices. This Policy applies to all purchases of goods, services, equipment, and supplies by the Club, regardless of funding source.

2. PURCHASING AUTHORITY

2.1 General Authority

- Directors and/or Sport Commissioners and authorized volunteers may approve purchases that are allocated within their approved budgets
- **Up to \$2,000:** Directors and/or Sport Commissioners and authorized volunteers may approve purchases that are not allocated within their approved budgets.
- **\$2,001 to \$5,000:** Officer approval required if item was not part of the approved budget.
- **\$5,001 to \$10,000:** Approval of two officers required (Treasurer, President or Vice President)
- **Over \$10,000:** Board approval required, subject to competitive bidding requirements in Section 3

2.2 Use of Purchasing Cards (PEX)

Directors and/or Sports Commissioners are authorized to make purchases utilizing purchasing cards within the budgets and consistent with section 2.1.

2.3 Emergency Purchases

In cases of emergency affecting participant safety or facility integrity, the President or Treasurer may authorize purchases up to \$5,000 without prior Board approval, subject to ratification at the next Board meeting.

3. COMPETITIVE BIDDING REQUIREMENTS

3.1 Individual purchases over \$10,000

For any single purchase or contract exceeding \$10,000, the Club shall:

- Obtain at least three (3) written quotes from qualified vendors
- Document the quote solicitation process, including dates, vendors contacted, quotes received, evaluation criteria, past performance and basis for vendor selection
- Maintain quotes for a minimum of five (5) years

3.2 Multi-Year Contracts

Passed: _____ **Adopted:** _____ **Effective Date:** _____

For ongoing services or supplies where written quotes have been obtained for purchases over \$10,000:

- Quotes shall be re-solicited at least every three (3) years
- The three-year period begins from the date the initial purchase order or contract was executed
- The Treasurer shall maintain a schedule tracking when quotes must be re-solicited.

3.3 Quote Requirements

Written quotes must include:

- Detailed description of goods or services
- Material, Product Number, where applicable.
- Itemized pricing
- Unit and/or bulk pricing options
- Terms and conditions including costs of supplemental orders
- Delivery timeframes and related costs.
- Vendors contact information and date

3.4 Exceptions to Competitive Bidding

Competitive bidding may be waived with Board approval for:

- Sole source providers (must document why no alternatives exist)
- Purchases from government agencies or cooperatives
- Professional services where qualifications outweigh cost (legal, accounting)
- Urgent safety or compliance issues

All exceptions must be documented in Board meeting minutes.

4. CONFLICTS OF INTEREST PROHIBITION

4.1 Board Member and Relative Restrictions

Consistent with the Facility use agreement, no voting Board member or relative of any voting Board member shall, directly or indirectly, purchase, rent, lease, or provide any realty, goods, or services to the Club from any business entity in which the Board member or relative:

- Is an officer, partner, director, or proprietor
- Has a material financial interest

4.2 Definition of Relative

For purposes of this Policy, relative is defined in accordance with Florida Statute Section 112.3135, as may be amended, which includes:

- Father, mother, son, daughter, brother, sister
- Father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law
- Grandparent, great-grandparent, grandchild, great-grandchild, spouse

4.3 Disclosure Requirements

All Board members shall:

Passed: _____ **Adopted:** _____ **Effective Date:** _____

- Annually disclose any business interests that could create potential conflicts
- Immediately disclose any conflict when purchasing decisions arise
- Recuse themselves from voting on matters where a conflict exists
- Abstain from participating in quote solicitation or vendor selection where conflicts exist.

4.4 Penalties for Violations

Violations of conflict of interest provisions may result in:

- Removal from the Board
- Rescission of the transaction
- Referral to appropriate authorities

5.0 Reference Section 6.15 Facilities Use Agreement

Purchasing. LICENSEE shall establish purchasing guidelines to govern the purchase of all goods and services by the LICENSEE. Such guidelines shall include, at a minimum, a requirement that all purchases over \$10,000 only occur after LICENSEE has received at least three (3) written quotes for the goods or services being procured. LICENSEE shall obtain such written quotes for purchases no less frequently than every three (3) years. In addition, no voting member or relative of a voting member of LICENSEE shall, directly or indirectly, purchase, rent or lease any realty, goods or services for LICENSEE from any business entity of which the voting member or relative is an officer, partner, director, or proprietor, or in which the member or the member's relative has a material interest. For purposes of this section, "relative" shall be defined in accordance with Sec. 112.3135, F.S., as may be amended from time to time.

ADOPTED BY THE BOARD OF DIRECTORS:

Date: _____

President Signature: _____

Secretary Signature: _____

This Procurement Policy complies with Section 6.15 of the Facilities Use Agreement between the Optimist Club of Cooper City, Inc. and the City of Cooper City dated June 27, 2025.

Passed: _____ **Adopted:** _____ **Effective Date:** _____