



# EAST JEFFERSON FIRE RESCUE

## POLICY

Title of Policy: Purchasing

Policy Number: 6006

Date of Implementation: 12/20/17

Replaces: Policy 706, SOG A04-03

Signature of Approval:

Date: 12/12/17

### SECTION 1.0 PURPOSE

It is the purpose of this policy to provide direction to the process of purchasing of goods and services by the District in order to maintain an accountable procurement process. It is also the intention of the board to allow for the flexible application of this policy & following guidelines for more efficient and cost effective purchases where their strict application would not be in the District's best interest.

### SECTION 2.0 DEFINITIONS

**Budget:** The formally adopted budget of the District

**Emergency:** Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).

**Designated Purchasing Cooperatives:** The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.

- **KCDA:** The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public school districts. The KCDA allows the District to purchase materials, equipment and supplies through the cooperative pursuant to the interlocal cooperation act (Chapter 39.34 RCW) in a manner that complies with statutory bidding and procurement requirements.
- **State Purchasing Cooperative:** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration and establishes a purchasing cooperative that allows the District through the interlocal cooperation act (Chapter 39.34 RCW) to purchase materials, equipment and supplies in accordance with statutory bidding and procurement requirements.
- **Department of Information Services:** The Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments. Purchases of software and information services through the Department of Information Services complies with the statutory bidding and procurement requirements.

**Bid Exemptions:** RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.

**Lowest Responsible Bidder:** The lowest bidder on a competitively bid purchase of equipment, material or supplies or a public work as determined by the statutory criteria established under RCW 43.19.1911.

**Public Work:** Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

**Cooperative Purchase:** A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

**General Expenditures:** Minor expenditures for the ongoing operations of the Department. Typical general expenditures would include office supplies, vehicle maintenance supplies, cleaning and household supplies.

**Program Expenditures:** Expenditures for the ongoing operations of specific programs. Typical program expenditures are radios and radio parts, EMS supplies, vehicle parts, training supplies and props, protective clothing and uniforms. Expenditure limitations:

- Career Employees and Company Officers \$300
- Program Managers and Assistant Chiefs \$2500
- Fire Chief \$5000

Expenditures not approved via the budget in excess of these limits require approval of the Board of Commissioners.

**Administrative Expenditures:** Expenditures for the ongoing administration of Fire and EMS services offered by the Department. Typical Administrative expenditures include professional services, EMS billing contracts, other service contracts and insurance premiums.

**Payroll expenditures:** Expenditures for the salary and benefits of administrative and career employees, Commissioners, and volunteer stipends.

**Vehicle Purchasing:** Shall be in accordance with procurement process stipulated in RCW 52.14.110 and 54.14.120.

### SECTION 3.0 POLICY

The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. Expenditures within specified budgetary limits shall not require any further Board approval beyond the approval of the budget. Purchases of goods or services outside of budgetary limits shall require approval by the Board.

Purchases made using a Bid Exemption shall require formal action of the Board in the form of a Resolution approving use of the Bid Exemption.

The Fire Chief, or in the Fire Chief's absence the Deputy Fire Chief, shall approve all budgeted purchases of goods or services in excess of \$10,000.00. The Fire Chief shall notify and inform the Board of all purchases or contracts with a value in excess of \$50,000.00.

The Finance Manager, or Finance Manager's designee shall approve all budgeted purchases of \$10,000 or less.

In the event of an emergency the Fire Chief, or in the Fire Chief's absence the Deputy Fire Chief, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board. In the absence of the Fire Chief and Deputy Fire Chief, the Finance Manager may make an emergency purchase within budgetary limits but in excess of the \$10,000 limit.

### SECTION 4.0 RELATED SOG'S

- See following SOG's beginning with 6006a