



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 6006a

Purchasing Procedures

SECTION 1.0 PURPOSE

It is the purpose of this policy to provide guidelines for the purchase of goods and services by the District in order to maintain an accountable procurement process.

SECTION 2.0 PURCHASING PROCEDURES

- 2.1** Purchases under \$10,000: No statutory process requirements. Staff shall use commercially reasonable means to make such purchases.
- 2.2** Purchases from \$10,000 to \$50,000: Purchases must be made from one of the District's Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable.

If purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$50,000.

- 2.5** Purchases over \$50,000: Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.

SECTION 3.0 PURCHASE ORDERS/APPROVALS

- 3.1** Purchase Orders: All purchases exceeding program expenditure limits, except for those involving existing contracts or open purchase orders, shall be made with a purchase order or written approval. Open purchase orders will be used on an annual basis. Purchase orders and approval processes are intended to encumber funds. Warrants or department credit cards shall be used for the actual payment. Employees may produce purchase orders per established instructions.

The Department will maintain a number of open signature accounts with vendors. Designated employees will be allowed to purchase items within their spending limitations by signing receipts for purchase and submitting a Small Purchase Tracking form.

- 3.2** Credit Card and Account Card Purchasing: Credit card purchases may be made in the event that an open purchase order does not exist. Credit card purchases can also be made to reserve travel, conference costs and make program purchases online. Credit Cards purchases shall be in conformance with the following:
 - a. Cards shall be issued to the Fire Chief, Deputy Chief, Assistant Chief, District Secretary and Finance Department.
 - b. Cards may be granted to designated department members for out-of-area purchases.
 - c. It is the responsibility of the card holder to maintain security of the card and meet the intent and guidelines of this policy.

- d. It is the responsibility of the card user to collect and submit any and all receipts to the Department Finance Officer immediately upon making the purchase; this includes internet purchases.

3.3 Fuel Cards: Fuel cards may be issued when individuals leave the district in a department vehicle. The cards may be checked out from the Admin office.

SECTION 4.0 PUBLIC WORKS

4.1 Insofar as practicable, purchases and any public works by the District shall be based on competitive bids. A formal sealed bid procedure shall be used as standard procedure for purchases and contracts for purchases executed by the Board of Commissioners. Unless otherwise authorized by the Board of Commissioners purchases in excess of \$10,000 - \$50,000 must follow one of the following procedures: (1) Public Bidding, (2) Purchase from the State of Washington Vendor list, (3) Purchase through established contract, (4) Purchase through intergovernmental contract to take advantage of competitive pricing from another jurisdiction.

Open Competitive Bidding For purchases requiring competitive bidding, the District shall purchase supplies, materials, and equipment from the lowest responsive bidder, provided that the District reserves the right to reject any and all bids and call for new bids. The District also reserves the right to waive procedural irregularities. The following factors, in addition to price, may be taken into account by the Board of Commissioners in determining the lowest responsive bidder:

- a. Any preference provided by law to Washington products and vendors
- b. The best value, considering the quality of the supplies, materials and equipment to be purchased
- c. The conformity of the supplies, material and equipment to the District specifications
- d. The purpose for which the supplies, materials and equipment are required
- e. Time of delivery of the supplies, materials and equipment
- f. The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- g. Such other information as may have a bearing on the decision to purchase the supplies, materials and equipment.

4.2 Public Works

- a. Notice of the call for bids shall be given by publishing the notice in a newspaper of general circulation within the district at least thirteen days before the last date upon which bids will be received. If no bid is received on the first call, the Commissioners may re-advertise and make a second call, or may enter into a contract without a further call.
- b. A public work involving three or more specialty contractors requires that the district retain the services of a general contractor as defined in RCW 18.27.010.
- c. A low bidder who claims error and fails to enter into a contract with a fire protection district for a public works project is prohibited from bidding on the same project if a second or subsequent call for bids is made for the project.

4.3 Public Works projects under \$20,000: No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such Public Works. Public Works contracts will require prevailing wages when required.

4.4 Public Works projects from \$20,000 - \$300,000: The District shall establish and use a Small Works Roster established with MRSC Rosters.

4.5 Public Works projects over \$300,000: Formal Sealed bidding shall be used except in case of an emergency.

4.6 Competitive Bidding Exemptions

Formal sealed bidding shall not be required for:

- a. The purchase of any materials, supplies, or equipment if the cost will not exceed the sum of \$10,000. However, whenever the estimated cost does not exceed \$50,000, the Commissioners may by resolution use the process provided in RCW 39.04.190 to award contracts
- b. Contracting for work to be done involving the construction or improvement of a fire station or other buildings where the estimated cost will not exceed the sum of \$300,000 which includes the costs of labor, material, and equipment;
- c. Contracts using the small works roster process under RCW 39.04.155
- d. Any contract for purchases or public work pursuant to RCW 39.04.280 if an exemption contained within that section applies to the purchase or public work.
- e. Purchases that are clearly and legitimately limited to a single source of supply
- f. Purchases involving special facilities or market conditions
- g. Purchases in the event of an emergency
- h. Purchases of insurance or bonds
- i. Public works in the event of an emergency

4.7 Sole Source Declaration

In order to conform with the declaration of a sole source provider, Sole Source Request and Sole Source Justification Forms will be completed and presented to the Board of Commissioners for consideration. The Sole Source Justification Form includes the following categories:

- a. Compatibility to existing District standard or to existing equipment, inventory, systems, data, programs, or service
- b. Licensed or patented product with only one dealer
- c. Authorized Service Provider, Repair, and/or Warranty Services
- d. Unique Design
- e. Used Item
- f. Delivery Date
- g. Project or Research Continuity
- h. Requirement by Funding Source
- i. Legal Monopoly
- j. Other

SECTION 4.0 SERVICES – ARCHITECT AND ENGINEER

The District shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects and engineers.

SECTION 5.0 SERVICES – TELECOMMUNICATIONS AND DATA PROCESSING

If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

SECTION 6.0 SERVICES – OTHER

No statutory procedures required. District staff shall use commercially reasonable means to identify and contract with service providers.

APPENDIX

- **SAMPLE sole source justification form**
- **SAMPLE sole source request form**

EFFECTIVE DATE:	REPLACES:	Policy 129 Policy 706 SOG A04-03
FIRE CHIEF:		