

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Purchasing Policy

POLICY NUMBER: 3000

Revised May 16, 2019

3000.10

Purpose:

In order to establish policies and procedures for the purpose of supplies and equipment by the District which will assure the acquisition of supplies and equipment at the lowest cost commensurate with sound quality, in accordance with appropriate standards and specifications, to provide for positive financial control over purchases, to provide for competitive bidding and to provide a uniform procedure and notice thereof to prospective suppliers.

3000.20

Purchasing Officer:

- A. There is created position of Purchasing Officer.
- B. The Fire Chief is designated as Purchasing Officer.
- C. The Fire Chief can delegate a Purchasing Officer.
- D. The Purchasing Officer shall have the authority to:
 1. Purchase or contract for supplies and equipment required by any office or department of the District in accordance with purchasing procedures required by this Chapter and such other rules and regulations as may be prescribed by Resolution of the Board of Directors;
 2. Negotiate and recommend execution of contracts for the purpose of supplies and equipment to meet the needs of the District.
 3. Act to procure to the District optimum quality in supplies and equipment to meet the needs of the District.
 4. Seek to obtain as full and open competition as possible on all purchases, commensurate with the needs of the District;
 5. Prepare and recommend to the Board rules and regulations governing the purchase of supplies and equipment for the District;
 6. Prescribe and maintain such forms as necessary to the operation of this chapter and such other rules and regulations as may be adopted;
 7. Supervise the inspection of all supplies and equipment purchased to ensure conformance with specifications;
 8. Transfer surplus or unused supplies and equipment between departments, as needed.
 9. Negotiate for the district to obtain the least expensive contract for the product, having evaluated all elements of the bid, and determined the most responsive bid.

3000.30

Bidding:

Except as provided, purchase of supplies and equipment shall be by competitive bid pursuant to procedures established and rules and regulations adopted from at least three vendors. Bidding shall not be required in any of the following cases:

- A. Emergencies:
 1. The Fire Chief may waive the requirements for formal bidding in the event of an emergency if the item to be purchased is necessary to adequately respond to the emergency. The Board of Directors shall be notified of the purchase, within 30 days;
- B. When the total amount involved is less than; five thousand dollars.

- C. When the commodity can be obtained from only one vendor;
- D. When the item is purchased from the State or Federal Government and verification has been made with the State or Federal Government is the most economical purchase available.

3000.40

Independent Departmental Purchasing

The Purchasing Officer may authorize any department to purchase specified supplies and equipment independently; provided that such purchases shall be made in conformity with procedures established.

3000.50

Purchase Orders

Purchase of supplies and equipment over five thousand dollars shall be made by purchase orders. Except as provided, no purchase order shall be issued without the prior approval of the purchasing officer or his designated representative.

3000.60

Formal Bidding-Required When-Call Authorization

Except as otherwise provided, purchases of supplies and equipment of an estimated value of twenty five thousand dollars shall be written contract with the lowest responsible bidder.

3000.70

Formal Bidding-Solicitation

A. Notice Inviting Bids

1. Notices inviting sealed bids shall include a general description of the article(s) to be purchased, shall state where bid forms and specifications may be obtained and the time and place for opening bids. The notice shall specify the amount and form of bidder's security if required. The notice shall state that provisions and resolution setting forth other applicable rules and regulations.
2. Notices inviting bids shall be published at least once in a newspaper of general circulation, printed and published in the County and circulated in the District. A notice shall also be posted on a bulletin board in the District office.

B. Bidder's Lists

1. The purchasing officer shall also solicit sealed bids from all responsible suppliers known to the purchasing officer or who have made written requests that their names may be added to any bidder's list maintained by the purchasing officer.

3000.80

Formal Bidding-Security-Failure to Perform

- A. The Board may require bidder's security for contracts in excess of one hundred thousand dollars.
- B. Bidders shall be entitled to return of bid security upon award of contract or rejection of all bids; provided that a successful bidder shall forfeit his bid security upon his refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed.
- C. The Board may, upon refusal or failure of the successful bidder to execute the contract, award the contract to the next lowest responsible bidder.

3000.90

Formal Bidding-Submission-Opening

Sealed bids shall be submitted to the purchasing officer and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place specified in the notice calling for bids. A tabulation of all bids received shall be posted for public inspection for a period of not less than ten calendar days after the date on which bids are opened.

3001.00

Formal Bidding—Rejection

The Board may, in its discretion, reject any and all bids and may re-advertise for bids pursuant to the procedure described.

3002.00

Formal Bidding-Award-Performance Bond

Except as otherwise provided, a contract shall be awarded by resolution of the Board of Directors to the lowest responsible bidder, as determined by the Board. The Board may require a performance bond in such amount as it may find reasonably necessary to protect the interests of the District, and the form and amount of such bond shall be specified in the notice inviting bids.

3003.00

Formal Bidding—Tie Bids

If two or more bids received are for the same total amount of unit price, and all other applicable considerations are equal, the Board may, in its discretion, accept either bid.

3004.00

Informal Bid Procedure

Purchases of supplies and equipment of an estimated value less than twenty five thousand dollars may be made by the purchasing officer pursuant to the procedure prescribed in this section and subject to the provisions of Section 3000.30 without compliance with procedures set forth in Section 3000.60 through 3002.00.

- A. Purchases shall, whenever possible, be based on at least three independent bids, and shall be awarded to the lowest possible bidder, having evaluated the bids to ensure all aspects of the bid are met and determined the most responsive bid.

The purchasing officer may solicit the three independent bids by written requests, by telephone, advertising, or by notice posted on a public bulletin board in the District office, or by any combination of these methods.

3005.00

Records

The purchasing officer shall keep a record of all bids received for a period of one year after the date specified for receipt of such bids.

3006.00

Purchases Listed in Budget

The approval of the Boards' annual budget shall constitute authorization for the purchase of equipment specifically listed and described in that budget. The purchasing officer may

purchase any equipment so listed without further authorization from the Board, provided that such purchases are made in conformity with the procedures established.

3006.10 Deleted May 2019

3007.00

Government Code Section 1090

No purchases shall be made from any store or business in which a member of the District Board or a District employee has a financial interest unless the interest of such Board member or employee is determined to be remote in nature and the appropriate disclosures are entered into the official records of the District, under Government Code Section 1091.