

Ross Valley Fire Department Purchasing Policy

Purpose and Scope:

This policy establishes procedures for the procurement of supplies, materials, equipment, and services in compliance with all applicable federal and state laws. It is enacted pursuant to Government Code Section 54202. This chapter does not apply to public projects as defined by California Public Contracts Code Section 20160 et seq. or to federal award contracts.

Purchasing Agent Designation and Duties:

(a) The Fire Chief and Executive Officer are designated as the purchasing agent for the Fire Department and are responsible for procuring supplies, materials, equipment, and services for the department. The Fire Chief may delegate these duties to Fire Department staff as necessary.

(b) The purchasing agent's duties include:

1. Procuring or contracting for the procurement of supplies, materials, equipment, and services as required by the Fire Department in compliance with this policy and applicable laws.
2. Negotiating and recommending the execution of contracts for procurement and leasing as required by the Fire Department.
3. Ensuring that all purchases meet necessary quality standards and specifications.
4. Supervising the inspection of all goods and services to ensure compliance with specifications.
5. Recommending the sale or disposal of surplus or obsolete supplies, materials, and equipment.
6. Maintaining a list of potential bidders, including local vendors who have an established business within the Fire Department's jurisdiction.
7. Periodically reviewing vendor pricing for competitiveness.

Purchase Procedures:

(a) The purchasing agent shall seek favorable pricing for all procurements, with bids solicited from local vendors whenever feasible.

(b) "Lowest responsible bidder" is defined as the bidder who submits a complete and responsive bid that best meets the Fire Department's needs in terms of price, quality, service, fitness, and capacity, with price not being the sole determining factor.

(c) The purchasing agent may approve purchases up to \$10,000 without requiring formal quotes.

(d) For purchases between \$10,001 and \$50,000, an informal bidding process should be used, with at least three bids obtained when possible.

(e) Any purchase exceeding \$50,000, which has not been authorized pursuant to a specific contract or other action previously approved by the Board of Directors, shall be presented to and approved by the Board of Directors.

Exemptions:

Bidding is not required under the following conditions:

(a) Emergency conditions requiring immediate action.

(b) Sole source procurement, where the goods or services are unique and available from only one source.

(c) Professional services such as architectural, engineering, legal, and financial services, which may be selected based on qualifications and competence.

(d) Cooperative purchasing agreements with other public entities.

Local Vendor Preference:

(a) The Fire Department shall prioritize purchasing from vendors with a principal place of business within its jurisdiction.

(b) A local vendor is defined as one who has been in business within the jurisdiction for at least 12 months.

(c) Exemptions to the local vendor preference include professional services, emergency purchases, public projects, and purchases under \$1,000.

Surplus Materials, Supplies, and Equipment:

The purchasing agent shall periodically report and manage the sale or disposal of surplus or obsolete materials, supplies, and equipment.

Staging Prohibited:

Purchases shall not be staged or split to evade procurement procedures.

Inflation Factor:

Dollar limits in this chapter shall be adjusted annually based on the San Francisco, California All Urban Consumer Price Index.

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