

902 PURCHASING

Purpose: This policy was created to establish internal control over purchases, delegate purchasing responsibility and authority, and encourage competitive bidding, as well as to streamline purchasing of approved budgeted items by not requiring double approval.

This policy shall apply to all material and service procurements and related activities.

It is the individual responsibility of each employee involved in the procurement process to understand this policy and the meaning and intent of the procedures contained within this policy.

If there are any questions or concerns relative to this policy, or the ability of the employee to respond effectively to the requirements of the policy, then it is the responsibility of the employee to bring such matters to the attention of the purchasing agent.

The fundamental purpose of this policy is not to restrict the effectiveness of the individuals involved in procurement, but to provide a foundation for effective, consistent, and complete consideration of all aspects of the task with the expected result being a positive professional relationship between the employees of the District and the suppliers who serve the District.

Definitions:

Purchases: Any of the various supplies, material, goods, merchandise, and printed matter, repair work, equipment and other personal property purchased, leased or otherwise contracted for by the Fire Control District.

All vendors shall be subject to the public records requirements of Chapter 119 of the Florida Statutes. The District retains the right to request and obtain any and all documents pertaining to purchases and services provided. It is the District's policy to require that the following language be included in any and all contracts or agreements:

“Vendor acknowledges and agrees, pursuant to Chapter 119 of the Florida Statutes, that he/she shall comply with all terms and provisions of Chapter 119,F.S., the Public Records Act.”

Board: The Board of Fire Commissioners of the Immokalee Fire Control & Rescue District.

Purchasing Agent: The Fire Chief or his designee.

Agent of Record: The Fire Chief.

Local Vendor: Any vendor with primary/home offices and business location within the Immokalee Fire Control District Boundaries or within twenty (20) road miles of the Immokalee Fire Control District administrative offices.

Purchasing Authorization:

- A. The Board reserves the final authority to approve all purchases of the district.
- B. The Purchasing Agent shall be authorized to execute purchase orders for the District in accordance with funds appropriated by the Board, within the dollar limits specified below, and excluding those purchases involving leases, contracts, or other legal documents, except as provided.

Leases, Contracts, and Other Legal Documents:

- A. The Chairman, upon majority vote of the Board in open session, shall be the only authority to execute contracts or other legal documents having a binding effect upon the district.
 - 1. **Petty Cash** – This type encompasses all small purchases of materials, goods, or supplies purchased by a District employee that needs to be reimbursed by the District. These purchases are limited to \$200.
 - 2. **Emergency Purchases** – Emergency purchases are those which must be incurred by the District because of an unforeseen emergency, exceed the dollar limit that the Fire Chief has the authority to approve, and have not received prior Board approval. There is a limit of \$35,000.00 on this type of expense. The Fire Chief must approve the purchase prior to disbursement and must inform the District Board of Fire Commissioners at their next meeting of any disbursement of funds for emergency purchases. Construction services must be bid by statute. If an emergency purchase exceeds the limit of \$35,000.00, the Fire Chief may obtain verbal approval by a majority of the Board for the expenditure prior to disbursement, and then the Fire Chief must inform the District Board of Fire Commissioners of such a disbursement at their next meeting.
 - 3. **Purchases Required During a Declared Emergency** – In the event a state of emergency is declared by the Board of County Commissioners for Collier County, the Governor for the State of Florida, or the President of the United States, the Fire Chief is authorized to approve, via purchase order, the necessary purchase of goods or services, up to a maximum of \$50,000.00 for each purchase. This provision acknowledges that circumstances may arise which make it impossible to contact members of the Board for verbal approval. The Fire Chief must inform the Board of Fire Commissioners of any and all purchases under this provision at the next Board of Fire Commissioners' meeting.
 - 4. **Exempt Purchases** – Certain other purchases are exempted from formal purchasing procedures because of the kind of expense. These include expenses which are under contract or are contractual in nature (consultant fees, rental expense) reimbursements subject to the

District's Education Reimbursement Policy or ordinary, routine, unavoidable expenditures (payroll, utility, vehicle parts, repair and maintenance, etc.). While such purchases are exempt from formal purchasing procedures (i.e., submission of Purchase Request and Receipt of Purchase Order), these purchases are subject to the approval process as identified in the District procedure. The Fire Chief, where applicable, must approve these purchases prior to disbursement of funds.

5. **Purchases requiring a Purchase Order** – All other purchases of goods or services in excess of \$200.00 require a Purchase Order.

The purchase order is the instrument used to initiate and control purchases. It must be completed and approved prior to making a purchase so that effective managerial control over resources is continually maintained. The purpose of the system is to ensure that only those items needed by the District are purchased.

6. **Purchases requiring Board Approval** – All purchases in excess of \$10,000 require Board approval at a Public Meeting.

A. Purchases up to \$100.00

Petty cash for emergency or incidental purchases.

B. Purchases over \$100.00 to \$500.00

- 1) Receive authority to make a purchase.
- 2) Make every effort to obtain the most reasonable price based on previous experience and personal knowledge.
- 3) Obtain purchase order number.

C. Purchases over \$500.00 to \$10,000.00

- 1) Obtain minimum of three written price quotes.
- 2) Summarized the written quotes. Include a recommended vendor in this summary. If less than three quotes were received, list reason on summary sheet.
- 3) Obtain purchase order number.

D. Purchases over \$10,000.00 to \$35,000

- 1) Obtain three written price quotes.
- 2) Summarize the written quotes. Include a recommended vendor in this summary. If less than three quotes were received, list reason on summary sheet.
- 3) Obtain approval from the Board of Commissioners.
- 4) Obtain purchase order number.

E. Purchases over \$35,000.00

- Competitive Sealed Bids.

- 1) All bid invitations issued by the District shall provide that all costs for delivery, storage, freight, and packing are to be prepaid by the vendor, F.O.B. the address or addresses listed on the bid invitation unless otherwise specified.
- 2) No purchase shall be divided or subdivided in order to circumvent the competitive bid requirement for this policy.

- 3) It shall be the responsibility of the Purchasing Agent to determine the lowest responsible bidder meeting specifications and conditions of the bid invitation and make a recommendation of his findings to the Board.
- 4) In the event no bids are received, the purchasing agent shall advise the Board of the conditions and circumstances, surrounding the bid and make recommendations to purchase at the best possible price.
- 5) The Board reserves the right to reject any and all bids, and such reservations are to be indicated on bid invitations.

Preference to Local Vendors: For any purchases less than \$10,000 and/or not requiring a competitive bidding process, preference may be given to local vendors, as defined herein, if the cost quoted by the local vendor is no greater than 5% above the lowest quote received from any other vendors. For purchases requiring a competitive bid process, preference to local vendors may be approved by the Board of Fire Commissioners on a case-by-case basis, as long as the bid is no greater than 5% above the lowest bid submitted, provided that the purchase amount does not exceed the amount budgeted for the purchase if it is a budgeted purchase.

For all purchases and competitive bidding, as per policy, a purchase order will be required.

Exceptions:

Rentals/Leases
Contract Services
Professional Services
Utility Bills
Payroll Insurance
Travel Subscriptions
Dues
Used Equipment Purchases
Co-op Purchases
State Contract
Credit Card Billing
Vendors Selected on Yearly Best Bid. (i.e. fuel, shop and office supplies, etc.)