Stoney Point Fire Department

BID PROCESS SOG

Policy Number
4A.002
Page 1 of 2

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members regarding purchasing supplies, equipment and vehicles within the District.

PURPOSE

To establish the policies and procedures for purchasing supplies, equipment and services by the Stoney Point Fire Department.

It is the Board of Directors responsibility to evaluate and define the process of purchasing and BID processes within the Stoney Point Fire Department.

DEFINITIONS

SHALL - Indicates a mandatory requirement.

STANDARD OPERATING GUIDELINES (SOG) - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

GUIDELINE

Purchase of Goods and Services.

The one-time purchase of *goods* or *services* costing $1,000 or more requires approval from the Fire Department Board of Directors.

The purchase of any service or capital expense over $1,000, regardless of the type of service or whether it has been competitively bid, requires the department to seek the Board approval.

BIDDING PROCESS

It is the responsibility of the Fire Chief to identify any vendor terms and conditions or vendor purchase agreements and have these documents reviewed by the Board of Directors prior to authorizing the purchase or transaction.

The Fire Chief may authorize the agreement upon approval by the Board of Directors.

The Fire Chief will work with the Board of Directors in obtaining approval of vendor terms and conditions for all *price agreements* and when conducting a competitive bid Process.

It is the responsibility of the Fire Chief or his designee to request documentation from vendors and submit at least 3 BIDS for review to the Board of Directors for approval and further guidance.

PIGGYBACK PURCHASES

The Fire Chief has been granted authority to "piggyback" on any other governmental agency's contract, whether federal, state or local, for the purchase of any *good* on behalf of the County when the other governmental agency has used an appropriate competitive bid process to select the vendor with whom it has contracted. This guideline is specific to *goods* and not to *services*.

The Fire Chief will determine whether it is advantageous for the Fire Department to contract by This method on a case-by-case basis. While this guideline allows for the use of the contract, it does not globally approve the terms and conditions of the contract. Board of Directors approval is required before the Fire Chief can enter into any contract with a vendor, including those awarded through "piggybacking" on another governmental agency's competitively bid contract.

GROUP PURCHASING

The Fire Chief may obtain authorization to participate in a Group Purchasing with other organizations and to use the vendors affiliated with these organizations.

The authorization to participate in such a GPO must first be granted by the Board of Directors upon request by the Fire Chief.