

# FOREST LAKES FIRE DISTRICT PROCUREMENT POLICY POLICY NUMBER 0018



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## Purpose

Ensure that the fire district is getting value for investment.

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## Definitions

Although there are rather specific examples and direction for bidding procedures in the AFDA handbook none of these appear to be mandatory. The district is responsible for carefully managing public funds and therefore should have a policy that specifies the district procurement practices.

## Policy

This policy applies to the purchase of all capital items and not to the routine operational purchases. Guidelines stated in ARS **41-2501-2673** applies to expenditure of public monies and will be followed by the Forest Lakes Fire District

All solicitations must be approved by the FLFD Board.

This policy applies to all expenditures of public money including federal or state assistance but not to contracts between the district and its political subdivisions or other governments.

This policy applies to the disposal of District surplus property but will not prevent the district from complying with the terms of any grant, gift, bequest or cooperative agreement.

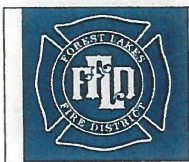
Any procurement that is \$50,000 or more must be bid and the procurement must not be artificially divided to avoid a bid.

Any procurement between \$10,000 and \$50,000 must have a request for quotations or bid.

Quotations are not required for procurements of \$10,000 or less that are advantageous to the district; however, quotations or other methods of procurement may be used.

### Request for Bid

Chief of District will develop detail procedures for district bidding.



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### **Request for Quotation**

Chief of District will develop detail procedures for district bidding

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### **Request for Information**

Chief of District will develop detail procedures for district bidding

### **Sole source**

Materials or service may be procured sole source if one of the following apply:

- There is only a single source for the material or service or
- No reasonable alternative source exists.

All sole source procurements must have the following supporting documentation:

1. A description of the procurement need and the reason why there is only a single source available or no reasonable alternative exists;
2. The name of the proposed supplier;
3. The duration and estimated total dollar value of the proposed procurement;
4. Documentation that the price submitted is fair and reasonable; and
5. A description of efforts made to seek other sources.

### **Emergency Procurement**

Materials and services may be procured under emergency provisions if a condition creating an immediate and serious need for materials or construction in which the district's best interests are not met through the use of other procurement methods. The condition must seriously threaten the functioning of the district, the protection of property or endanger health or safety of personnel.

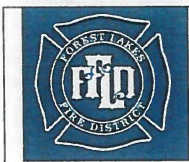
All emergency procurements must have the following supporting documentation:

1. A description of the procurement need and the reason for the emergency;
2. The name of the supplier;
3. The duration and estimated total dollar value of the procurement; and
4. Documentation that the price submitted is fair and reasonable.

### **Competition Impracticable**

This option can apply if requirements exist which make other procurement methods impracticable, unnecessary or contrary to the public interest, but which is not an emergency.

All Competition Impracticable procurements must have the following supporting documentation:



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1. An explanation of the competition impracticable need and the unusual or unique situation that makes compliance impracticable, unnecessary, or contrary to the public interest;
2. A definition of the proposed procurement process to be utilized and an explanation of how this process will foster as much competition as is practicable;
3. An explanation of why the proposed procurement process is advantageous to the state;
4. The scope, duration, and estimated total dollar value of the procurement need.

### **Disposition of Surplus Property**

Needs procedures for disposing of surplus property

Approved by the Forest Lakes Fire District Board on: March 11, 2019

A handwritten signature in cursive script that reads "John Hennessey".

John Hennessey, Clerk

