



SUBJECT: PURCHASING

POLICY: All purchases incurred by department personnel on behalf of Clark County Fire & Rescue shall be made in accordance with Department Expenditures Policy No. 514.10.01.

PURPOSE: To ensure legal compliance and consistency in expenditure authorization and purchasing practices throughout the Department.

SCOPE: All Department personnel.

REFERENCE: Department Expenditures Policy 514.10.01
Education, Travel, & Tuition SOG & Form 514.44.01
Credit Card SOG 514.10.02
RCW 52.14 Commissioners (110, 120, 130)
RCW 39.04 Public Works
RCW 43.19.1911 through 43.19.1939

PROCEDURE: Purchase Orders

All expenditures require a purchase order with the following exceptions:

1. District MasterCard account purchases (*note: see Credit Cards SOG 514.10.02*);
2. Imprest Petty Cash expenditures;
3. Pre-authorized advance travel expenditures;
4. Payroll and related benefit expenditures;
5. Subscriptions, dues, and membership fees (*Administrator or Administrative Chief pre-authorization required*);
6. Emergency purchases:
 - a. Up to \$300 are authorized at the discretion/ coordination of the Duty Chief;
 - b. Over \$300 require verbal or written approval of an Administrative Chief;
 - c. Greater than \$100 shall be confirmed with a purchase order the following business day *unless* an invoice has already been submitted (vendor shall be advised of the PO number prior to invoicing);
7. Fuel purchases for Department vehicles and equipment;
8. Utility services; and
9. Consultant or other services under contract or agreement.

Purchases without a valid purchase order and not meeting the exception criteria may be considered unauthorized and become the responsibility of the party initiating the purchase.

Finance will maintain and publish a current approved Vendor List on the Department Shared drive. Personnel shall ensure a vendor is on the list



before requesting a purchase order. If the selected vendor is not on the current list and prior to initiating the purchase, the purchaser shall contact Finance to start the process of adding the new vendor to the Vendor List and, if necessary, to determine an alternate purchasing method. **Purchase orders shall not be issued to vendors not on the current Vendor List.**

Purchase orders will be pre-printed, three-part NCR forms numbered sequentially for tracking purposes. The top (white) copy will be given to the vendor at the time the purchase is made. The yellow copy will be retained by the administrator or Chief issuing the purchase order. Finance will keep the pink copy for record keeping purposes. **All purchase orders shall reflect the specific details of the order either directly on the form or by reference on an attached document.**

Personnel shall bring or email their purchasing request to the appropriate Administrator or Administrative Chief who will then authorize and issue a purchase order for the purchase. Authorizations by Administrators and Administrative Chiefs may be routed via email to the Logistics Chief or his/her designee. Verbal authorizations shall be followed up in writing as soon as feasible – by signature or email. The completed purchase order shall be signed or authorized via email (attach to the file copy) by the appropriate Administrator or Administrative Chief. The Logistics Chief or his/her designee will then provide a copy of the purchase order to the purchaser. A copy of the purchase order (pink) with any backup documentation shall be forwarded to Finance.

A purchase order shall be issued before placing verbal, telephone, or online orders. The vendor shall be provided with the correct purchase order number. Vendors shall be advised that the purchase order number is required as reference on all documentation submitted. Notation regarding the details of the verbal order shall be written on the purchase order. Two copies of the purchase order (white/pink) shall be kept together and forwarded to Finance. The yellow copy shall be retained by the Administrator or Administrative Chief issuing the purchase order.

Purchase orders may be faxed, scanned and emailed, or sent via interoffice mail by an Administrator or Administrative Chief to the designated purchaser. The faxed purchase order should be given to the vendor and notations to that effect should be made on the original purchase order. Copies of the original purchase order shall be kept together and forwarded to Finance.



Purchase orders may also be faxed to vendors with the appropriate documentation. Again, copies of the purchase order shall be forwarded to Finance.

Shipping Documentation

Documentation is required for all products purchased by Clark County Fire & Rescue. Most deliveries include some kind of shipping documentation or packing list. Upon receipt of an order:

1. Purchaser shall verify items received with items ordered;
2. Date stamp or print "RCD" (received) with the delivery date on the packing list. If there is no packing list use a hard copy of the format used to place the order (you may also send an email to Finance);
3. **Highlight** any backordered or missing items;
4. Sign or initial the documentation acknowledging that the product(s) were received (add the verification date if it was different than the delivery date);
5. Forward all original shipping documentation to Finance within three (3) business days of delivery;
6. Retain a copy of the documentation if any items are on backorder or missing –resolve with vendor if necessary;
7. Check the entire shipping container for documentation – many vendors insert the original invoice or other paperwork **INSIDE** the shipping carton;
8. If there is no packing list or other shipping documentation, confirm delivery with Finance via email;
9. Advise Finance in writing if there are any issues with the order (i.e. damaged, missing, or incorrect items to be returned or replaced).

Department Credit Cards & House Accounts

All MasterCard account purchases by non-Administrative personnel shall be pre-authorized by an applicable Administrator or Administrative Chief. Amounts over \$250 shall be approved in writing (email or initialing the order). Reference Credit Cards SOG 514.10.02. All other department charge and house account purchases shall follow the purchase order procedure as outlined above.

Inventory

The Department shall strive to maintain an adequate inventory of commonly used office, operating, and facility supplies to facilitate quantity buying and reduce the need for single unit or emergency purchases.



Budget

The Department uses cash basis accounting. Expenses are recognized in the year they are paid. Finance will establish an invoicing deadline at the end of each budget year; generally five (5) business days before December 31. All invoices received by this date will be posted to the current budget year. Invoices received after the deadline will be posted to the following budget year.

To track actual costs in a consistent manner, expenditures shall be posted to the correct budget line item and not placed where "funds are available." Operational expenditures exceeding budgeted amounts and reallocation of line item budgets within Section sub-categories may be approved at the discretion of the Fire Chief. Board authorization is required for capital expenditures exceeding budgeted amounts and significant changes to overall budgeted revenue and expenditures.

Out-of-Pocket Expenditures

All expenses should be paid by the Department directly to the vendor and be made by purchase order, credit card, or petty cash check. However, on *rare* occasions, extenuating circumstances may occur that would cause an individual to pay out-of-pocket expenses that must be reimbursed. Requests for reimbursement shall be submitted on Expense Reimbursement Form 514.10.01 with original receipts attached within ten (10) days of the purchase. The form shall be approved by the appropriate Administrator or Administrative Chief (date and signature). The grace period may be reduced when approaching year-end (reference **Budget**). Reimbursement requests submitted more than thirty (30) days after the purchase date or for unapproved purchases may be denied. Purchases less than one hundred dollars (\$100) may be reimbursed with a Petty Cash check. Larger amounts shall be processed in the next regular payment processing cycle.

Solicitation and Donations

The department and/or its employees will not accept donations of materials, services, gifts, or gratuities in exchange for a commitment to continue or initiate a purchasing relationship.

Specifications

All specifications must be written in a manner so as not to preclude products or services of an equal nature to participate and compete.

Sole Source Supplier

In the instance of a sole source supplier, the requirement of special facilities, or there are special market conditions related to the purchase the bidding requirements may be waived by authorization of the Board (RCW 52.14.110; 39.04.280).



Maintenance/Supplies/Equipment

The department shall follow the vendor list procedure as outlined by resolution.

Expenditures for maintenance services, supplies, and equipment up to \$10,000 may be made from available vendors. Effort shall be made to obtain goods and services at the most cost effective price.

For maintenance services, supplies, and equipment expenditures over \$10,000 and up to \$50,000 a minimum of three (3) quotes shall be solicited from available vendors listed on a current Clark County Risk Management Group Vendor List. Quotes may be submitted in writing or by fax or telephone.

For maintenance services, supplies, and equipment expenditures over \$50,000 a formal bid process is required (RCW 52.14.110 and 52.14.120). Competitive Bid Contract Checklist Form 514.60.01 shall be completed. A legal ad requesting formal bids shall be published. Bids are to be logged when received using Bid Receipt Log Form 514.60.02. Unopened bids shall be properly secured through the bid opening date and time. At the time the bids are opened the results shall be recorded on Bid Result Log Form 514.60.03. The Board of Commissioners shall award the bid following RCW 43.19.1911. Notice of bid award shall be distributed using Bid Award Notice Form 514.60.04.

Public Works

The department shall follow the small works roster and limited public works projects procedures as outlined by resolution. Prevailing wage payment documentation is required on all public works projects. Copies or original documentation as appropriate shall be forwarded to Finance.

Public works projects less than \$20,000, including tax, shall be awarded using a three quote process (written, fax, or phone). Quote summaries shall be forwarded to Finance.

Public works projects between \$20,000 and \$35,000, including tax, shall require at a minimum of three (3) written quotes (electronic form is acceptable) from the appropriate contractors listed on the current Small Works Roster. The project shall be awarded to the lowest responsible bidder. The contractor must file with Washington State L&I. All documentation shall be forwarded to Finance.

For public works projects between \$35,000 and \$300,000 quotes should be solicited from not less than five (5) contractors listed on a current Small Works Roster, provided there are that many available. If quotes are solicited from less than all the appropriate contractors on the



roster the department must also notify the remaining contractors that quotations for the work are being sought. Notice may be made by:

1. Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
2. Mailing a notice to these contractors; or
3. Sending a notice to these contractors by facsimile or other electronic means.

The department may not favor certain contractors on the roster over other contractors listed who perform similar services. The project shall be awarded to the lowest responsible bidder. These projects are subject to prevailing wage laws. The contractor must file with Washington State L&I. Immediately after award the quotations shall be recorded, open to public inspection, and available by telephone inquiry. All documentation shall be forwarded to Finance.

A formal sealed bid process is required for public works projects of \$300,000 or more. Competitive Bid Contract Checklist Form 514.60.01 shall be completed. A legal ad requesting formal bids shall be published (RCW 52.14.120). Bids are to be logged when received using Bid Receipt Log Form 514.60.02. Submitted bids shall be properly secured until the bid opening date and time. At the time the bids are opened the results shall be recorded on Bid Result Log Form 514.60.03. The Board of Commissioners shall award the project to the lowest responsible bidder (RCW 43.19.1911). Notice of bid award shall be distributed using Bid Award Notice Form 514.60.04. Results shall be posted for public viewing (RCW 39.04.155).

Lowest Responsible Bidder

In determining the *lowest responsible bidder*, in addition to price the following elements will be given consideration:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- Whether the bidder can perform the contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or service;
- Any preference allowed by law; and
- Such information as may be secured having a bearing on the decision to award the contract, including, but not limited to life cycle cost (i.e. the total cost of an item over its useful life) where warranted.



Emergency Purchases

In the event of an emergency, bidding requirements may be waived by authorization of the Board (RCW 52.14.110; 39.04.280).