

# PURCHASING

The following guidelines are to be used when purchasing materials and services for the Ponderosa FD. In case of discrepancy between these standards and the laws of the State of Texas, the laws of the state shall take precedence.

## A. Personnel Purchasing Authority

1. Any member in good standing is eligible to purchase certain fire department materials. Blanket order accounts are established at various suppliers.
2. Others may be established by the Fire Chief if necessary.

## B. Value Amount Limitations

Materials or service purchased shall not surpass \$200.00 at any one purchase, unless approved by the command staff present. A purchase order must be issued for any individual item ordered surpassing \$1,000 (the PVFA level for declaring assets).

## C. Identification

Any purchase shall require departmental identification, printed first and last name and personal signature on the invoice where possible. The individual must note (on the invoice) for which specific project the materials are being purchased.

## D. Non-Budgeted Items

The Fire Chief shall make the final decision regarding the purchase of non-budgeted materials or services greater than \$750.00. Emergency repairs are exempt but require Fire Chief's (or senior officer in district) approval.

## E. Budgeted Items

The Fire Chief is ultimately responsible for all purchases. Members may research, request and purchase on their signature budgeted items, only after review by the Fire Chief. The Fire Chief must verify proper purchasing procedures have been followed.

## F. Bid Requirements

Most total purchases over \$10,000 must be submitted to bid. Some specific items are exempt such as portable radios, tires and specialized equipment meeting PFD standardization guidelines. However, each and every purchase order must have the Fire Chief's review. As per State law, items valued at \$25,000 or more must be bid. Exempt items include fuel and PPE.

## G. Bid Procedures

There may be instances when a newspaper ad should be submitted for two consecutive weeks prior to or during the bid-letting time period. The guidance is that common sense will be the driver on determining the need for a newspaper ad. Best practice is to utilize a minimum of a three telephone bid process with documentation as an acceptable method. Another method is via quotes obtained from three vendors, if possible.

1. An example follows:

"The Ponderosa Fire Department is accepting bids for miscellaneous firefighting equipment. Vendors may pick up bids at 17061 Rolling Creek, Houston, Texas, 77090 by calling 281-444-8465 for appointment. The bid opening is scheduled for `Month Day Year, time of day'."

2. The newspaper ads must remain on file. A separate file for each bid shall be maintained.
3. Copies of all related bid correspondence must be maintained in the file. The original purchase order shall be submitted to the successful bidder. Purchases should require one delivery and one invoice. The purchase order numbering system is as follows:
  - a. Month Day Year-Initials-number written per day-code of vendor.
  - b. An example of this system would be: 41401-SFW-1-MES
4. Bids shall be mailed to a minimum of three vendors. Bids shall be read at the specified time and date. A comparison sheet shall be produced for item(s) comparison. Purchase orders shall be awarded as soon as feasible to the successful bidder(s) who meets or exceeds the requirements of the bid.
5. Justification in writing must be added to the file if the low bid meeting all requirements is not chosen. This justification may be provided to the vendor(s) if they so desire.
6. The Fire Department reserves the right to reject or deny any, part of, or all bids. The Fire Department may notify each bidder of the specifics or outcome upon request of the individual vendor.

## H. The Purchase Order

A blank copy of a purchase order shall be completed in full by the individual purchaser. That copy will then be submitted to the office manager for typing and subsequent authorizing signature.