

RESOLUTION NO. 21-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH CENTRAL FIRE PROTECTION DISTRICT AMENDING THE DISTRICT'S PURCHASING POLICY

WHEREAS, there is a need to amend the District's purchasing policy adopted by Resolution No. 18-10 on October 22, 2018:

WHEREAS, such amended policy will enable the North Central Fire Protection District to more effectively and efficiently utilize public funds;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the North Central Fire Protection District that the following Declaration of Policy relative to purchasing be enacted:

- 1) Purchases, contracts for equipment, materials, supplies or services, except professional or technical services, shall be made in the following manner:
 - a) The Fire Chief shall make purchases and execute contracts not to exceed the amount of \$10,000.00 in the open market after such inquiry, as a reasonable person would deem necessary to insure that the price obtained is advantageous to the District.
 - b) For purchases and contracts over \$10,000.00 but less than \$50,000.00, the Fire Chief shall solicit informal bids by telephone or in writing from at least three suppliers. The bids must be submitted to the Fire Chief in writing. The Fire Chief shall keep on file a tabulation of the solicitations made and quotations received. The Fire Chief may also use competitive negotiations where applicable. The Fire Chief shall have the right to refuse any or all bids submitted. The Fire Chief shall execute contracts and make purchases following the bid process.
 - c) For purchases and contracts in excess of \$50,000.00, the Fire Chief shall invite formal bids by one of the following methods as selected by the Fire Chief at his sole discretion: (1) advertisement in at least one newspaper of general circulation, or (2) mail or email bid invitations to all available known vendors, or (3) post notices on the District Webpage and in public places, or by a combination of such methods. A tabulation of bids received shall be retained. The Fire Chief shall execute contracts and make purchases following the bid process.
 - d) Expenditures under \$500.00 may be made from the petty cash fund and shall be supported by receipts. Expenditures from \$500.00 to \$50,000.00 shall be authorized by the Fire Chief or a designee authorized by the Fire Chief to approve purchases. Expenditures in excess of \$50,000.00 shall be made by formal contract.

- 2) For purchases and contracts specified in Paragraph 1-C above, bidding may be dispensed with if the Fire Chief determines, (a) an emergency exists which permits no delay because of the possibility of injury to life or destruction of property, (b) when only one source of supply is available, (c) when the district desires to maintain standardization of equipment, or (d) when the District is able to use State bids or competitive bid with piggyback authorization. When the foregoing is applicable, the Fire Chief shall so certify in writing and file the certification in the records of the District. If an award is made without competition, a formal report of such award, together with a certification of statement justifying the lack of competition shall be made to the Board of Directors at the next available Board meeting.

- 3) For purchases and contracts specified in Paragraph 1-C above, in excess of \$50,000.00 the Board of Directors will purchase from or award contracts to the qualified bidder submitting the lowest proposal complying with the conditions of the invitation for bids, providing the bid is reasonable and it is in the best interests of the District to accept it. The bidder to whom the award is made will be notified at the earliest practical date. The District, however, reserves the right to reject any and all bids whenever such rejection is in the interest of the District. All bidders shall be required to complete a Statement of Experience and the Fire Chief shall verify the information contained therein. The successful bidder shall obtain a performance bond as a condition precedent to the award of the contract, if determined necessary to the Fire Chief.
 - a) Criteria for determining the qualified bidder shall include, but not be limited to past performance on similar work or services, including:
 - i) Compliance with the plans, specifications and/or contracts;
 - ii) Quality of workmanship or service;
 - iii) Timely completion of the project;
 - iv) Ability to meet insurance and/or bonding requirements.

- 4) Petty Cash and Credit Cards:
 - a) The petty cash fund established shall not exceed \$750.00. The petty cash is used when there is not an established account with a vendor and the vendor does not accept credit card payments, or for incidental purchases. The petty cash will be kept in the safe in the control of the District's Business Manager. For reimbursement, all personnel using petty cash must submit an itemized receipt with the details regarding the transaction to the Business Manager. The petty cash fund will be balanced monthly. The Fire Chief approves all cash receipts.

 - b) The Business Manager shall also be authorized to open credit card accounts to be issued to the following personnel:
 - i) Fire Chief
 - ii) Deputy Fire Chief

- iii) Battalion Chiefs
- iv) Business Manager
- v) Property Maintenance Worker

Each credit card will have a maximum limit to be determined by the Fire Chief. Each cardholder shall be accountable for any and all purchases made with their credit card. Purchases shall only be made for District business.

- 5) The Fire Chief may delegate the authority granted under the provision of the foregoing policy to such other District personnel as he deems advisable.
- 6) This policy supercedes and replaces all prior District purchasing policies and procedures as of the date of adoption of this resolution.

Passed and adopted at a regular meeting of the Board of Directors of the North Central Fire Protection District held on the 22nd day of July 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN

APPROVED:

Ken Abrahamian, Board Chairperson

ATTEST:

Rusty Nonini, Board Vice Chair

CERTIFICATE

STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss.
CITY OF KERMAN)

I, Rusty Nonini, Board Vice Chair of the North Central Fire Protection District, do hereby certify the foregoing Resolution of the Board of Directors of the North Central Fire Protection District was duly passed and adopted at a Regular Meeting of the Board of Directors on July 22, 2021.

DATED: July 22, 2021

Rusty Nonini, Board Vice Chair