

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

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Purchasing Policies & Procedures

Issued: January 14, 2014

Revised: October 26, 2020

PURPOSE:

To establish a uniform method of procurement and purchasing management procedures consistent with District policy and public contracting rules, Oregon Revised Statutes, and Oregon Administrative Rules, to the extent applicable.

POLICY:

Yamhill Fire Protection District will provide a standardized system of purchasing management within the guidelines provided by the District's Purchasing Policy and Procedures and Public Contracting Rules (see District Policy Section 300), Oregon Revised Statutes ("ORS"), and Oregon Administrative Rules ("OAR"), to the extent applicable.

Pursuant to ORS 279A.065, the district has opted out of the AGs Model rules and adopted its own Public Contracting Rules. The District's Public Contracting Rules reflect and incorporate the Oregon Public Contracting Code, Revised Statutes, Chapters 279A, 279B, and 279C. Where appropriate, in accordance with Local Contract Review Board (LCRB) Resolution # 20-21-03, the LCRB has made all required findings and approvals necessary to authorize the adoption of the following purchasing policies and rules.

Note: For this policy, the Fire Chief or their designee will serve as the head of the Logistics, Financial, and Human Resource Departments.

PROCEDURE:

I. GENERAL POLICY

- A. The District will follow the Public Contracting Rules adopted by the Board for its purchasing policy and procedures, unless otherwise stated in this Standard Operating Procedure (SOP). These rules explain all the requirements needed to solicit a goods and services, public improvements contracts, and personal services. Personnel authorized to perform purchasing for Yamhill Fire Protection District will do so within the policies and laws cited in this (SOP).

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- B. All contracts will be awarded by competitive process, except as otherwise allowed by the district's public contracting rules, state statutes, OARs, the guidelines of this SOP, LCRB resolutions, and/or as authorized by Board policy.
- C. Purchases and contracts that are not subject to competitive solicitation requirements, including extended personal services contracts or those entered or extended by direct appointment, and that are within budgeted parameters may be executed without further approval by the Board. These items include, but are not limited to employee insurance, including workers' compensation, medical, dental, or life; taxes and PERS payments; investment purchases as authorized by Board policy or other adopted investment policies; payments on personal services contracts within contracted amounts for legal and medical supervision services, dispatch, data, and video and voice connectivity; and property and liability insurance purchases.
- D. The District is tax exempt as a political subdivision or instrumentality of government under Internal Revenue Code Section 115.

I. AUTHORITY AND RESPONSIBILITY

- A. Board of Directors: Prior to execution, the Board of Directors must approve all purchases or contracts that exceed \$5,000 except in cases of emergency and certain contract extensions.
 - 1. Signature: Fire Chief is authorized to sign all contract documents for the Board of Directors, unless otherwise stated on the contract.
- B. Fire Chief or designee: The Board of Directors authorizes the Fire Chief, or the Fire Chief's designee to approve purchases or contracts that are subject to competitive solicitation requirements without prior approval of the Board, provided such contracts do not exceed \$5,000 and are within budget parameters.

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- C. Budget/Department Head: Budget control begins with the individual responsible for a cost center within the overall District budget. A cost center includes stations and programs such as wellness, volunteers, fire prevention, training, and EMS. A full list of the current cost centers may be found in Budget Documents. The budget responsibility for the cost center lies with the individual program manager, assistant fire chief, captain, lieutenant, volunteer president, and volunteer treasurer assigned to the program. For purposes of this policy, this individual will be known as the Department head, and responsible for exercising general supervision and control over his or her budget. The Department Head is authorized to approve purchases, provided such purchases do not exceed \$5,000 and are within budget parameters and have final approval by the Fire Chief.
1. Delegation of authority: Purchasing responsibility may be delegated to a subordinate with the understanding that ultimate budget responsibility remains with the individual assigned overall budget responsibility (Fire Chief). No expenditure will be made without express authorization and request of the individual responsible for the cost center and Fire Chief approval.
- F. Employee/Volunteers: Employees/Volunteers must have been granted authority to purchase for the District by the Fire Chief or as delegated under the Purchase Card SOP procedures. Each employee/volunteer is responsible for knowing their individual purchase authority.
- G. Completed authorization: Vendor purchases are authorized when a District requisition has been approved, except as allowed by the Purchasing Card SOP or emergency procedures described herein.

II. PURCHASING GUIDELINES

- A. To maintain consistency, all purchases will require a formal process to be followed. The purchasing process may differ depending on type and amount of purchase.

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1. **Budget Authorization** – No purchase shall be approved without budget authorization (i.e., available funds, authorized items of capital outlay) unless authorized in writing by the Fire Chief for amounts up to \$5,000. The Fire Chief also must authorize any unbudgeted purchase that exceeds \$5,000. The Fire Chief may require that certain Requisition Orders be authorized by him/her prior to sending the requests to the Logistics Department. Such authorization does not allow District funds to be expended or committed without following the prescribed procedures. No purchases will be made until approval has been established.
2. **Goods or Services and Trade Services** – Unless a special procurement or exemption applies, when the total contract or purchase amount is estimated to be:
 - (1) Less than or equal to \$5,000: Requires authorization from the Fire Chief, or his/her delegate. No quotes are required but obtaining three verbal quotes is recommended to ensure the best price and product.
 - (2) Over \$5,00 but no more than \$150,000: Requires review and approval from the Fire Chief and Board of Directors. Three written quotes are required in conformance with the procedures set forth in District Public Contracting Rule 137-047-0270 (see District Policy 300 – p. 17 and ORS 279B.070).
 - (3) Purchases exceeding \$150,000: In addition to requirements above, these purchases will require a formal Invitation to bid or Request for Proposals process. See District Public Contracting Rules 137-047-0260 (see District Policy Section 300 – p. 17) for further information.

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3. **Personal Services** – Personal Services are defined in District Public Contracting Rule 137-046-0110(23) and (24) (see District Policy Section 300 – p. 1) and are also commonly referred to as ‘independent contractor’, ‘professional services’, or ‘consulting services.’ Personal Services contracts engage third party service providers who possess professional knowledge or specialized skills required to perform the service. Examples include doctor, financial advisor, attorney, auditor, mediator, real estate broker, trainer/speaker, and lobbyist.
 - a) In all cases, the district shall follow the rules and procedures in District Public Contracting Rule E-17 (see District Policy Section 300 - p. 88) unless governed by Public Contracting Rules, Division 48 (see District Policy Section 300 – p. 35).
 - b) **Employee vs. Independent Contractor Determination:** Generally, an established vendor is an independent contractor. A compensated individual, like a sole proprietor, who works for the district providing personal services, may be considered an employee unless the individual can meet the requirements to be categorized as an independent contractor.
 - c) **District Employees as Independent Contractors:** In very rare cases, a District employee may contract with the district as a vendor:
 - (1) The employee must be classified as an independent contractor by the Fire Chief.
 - (2) The employee is required to execute a formal contract under the employee’s business name, and the contract may only be awarded to the employee after an appropriate competitive solicitation process is performed.
 - (3) The employee must abide by the Code of Ethics and Conduct and Conflict of Interest SOPs.

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- d) Unless a special procurement or exemption applies, when the total Personal Services contract is estimated to be:
 - (1) No more than \$5,000: No quotes are required, however, obtaining three verbal quotes is recommended. Approval from the Fire Chief is required.
 - (2) Over \$5,000 to \$150,000: Three written quotes are required per District Public Contracting Rule E-17 (see District Policy Section 300 – p. 88). Approval from the Fire Chief and Board of Directors is required.

4. Public Improvement and Related Professional Services

- a) Architectural, Engineering and Related Services refers to professional services that are required to be performed by an architect, engineer, transportation planner or land surveyor. Contracting for these services must be pursuant to the District Public Contracting Rules Division 48 (see District Policy Section 300 – p. 35) and Board Policy.
- b) Public Improvement Contract generally means a contract for construction, reconstruction, or major renovation, as more specifically defined in ORS 279A.010(1)(cc). Contracting for such projects is governed by District Public Contracting Rules, ORS. 729C, and applicable Board Policy.

5. Employee Reimbursement Requests

- a) District employees will be reimbursed when prior approval has been given and the employee incurs personal expense for the purchase of goods, training, or travel for the district.

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- (1) Except for emergencies, employees are encouraged to use one of the multiple methods for purchasing goods/services using Fire District funds. Use of personal funds for fire District purchases should be very minimal, if at all.
 - (2) Employees seeking reimbursement should plan on a 30-day processing period before reimbursement is issued.
- b) To seek reimbursement, the employee should submit a Request for Check to the Fire Chief for entry into QuickBooks.
- (1) To seek reimbursement for training and travel use, the employee must include a signed Travel Authorization Form. This form must be completed prior to the event/travel.
 - (2) To seek reimbursement for mileage for non-overnight District travel, the employee must include supporting documentation tracking trips and miles driven.
- c) Except for expenses covered by authorized per diem rates, employees must submit receipts/invoices with reimbursement requests.
- d) Approval – the Department authorized designee of the cost center being expensed should review and approve/disapprove the request. Then the Fire Chief or designee will make the final review and approve/disapprove the request.

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TABLE 1 – EXPENDITURE AUTHORITY AND DOCUMENTATION REQUIREMENTS

Expenditures Levels	Written Quotes Required	Approval of Department Designee	Approval of the Assistant Fire Chief	Approval of the Fire Chief	Approval of Board of Directors
Goods or Services and trade Services					
Less than or equal to \$5,000	NO	✓	✓	✓	
Over \$5,000 - \$150,000	YES	✓	✓	✓	✓
Over \$150,000	A formal solicitation process is required				
Personal Services					
Less than or equal to \$5,000	NO	✓	✓	✓	
Over \$5,000 - \$150,000	YES	✓	✓	✓	✓
Reimbursement Requests (regardless of amount)					
Any employee/volunteer reimbursement request	NO	✓	✓	✓	✓
Reimbursement for Chief	NO	✓	✓	✓	✓
Travel Request (regardless of amount)					
Out-of-state travel requests	NO	✓	✓	✓	✓
Local travel requests	NO	✓	✓	✓	✓

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IV. PURCHASING PROTOCOL

- A. Requisitions** – A Requisition order must be generated for all materials and/or services to be purchased unless another pre-approved method has been set up with Finance. A Requisition Order will initiate and authorize the order of an item or service, request an item from inventory, and “order” internal services from Fleet, IT, Facilities, and others. The Requisition must be approved by the appropriate personnel as referenced in Table 1.
1. A Requisition will be entered QuickBooks for all purchases. Purchases of more than \$10,000 should have three written quotes attached in QuickBooks prior to release. Reference table 1 for Quote and Documentation Requirements
 2. To enter a Requisition for a purchase in QuickBooks, you need:
 - a) The vendor's name, address, phone number
 - b) Cost Center and budget line item to be charged.
 - c) Description of material or service, and what needs to be ordered.
 - d) Quantity and price per item.
 - e) Total Cost, including shipping, (if an exact amount is not yet known, enter the best estimate possible)
 - f) The date the materials are required should be entered in the “Notes” or “General Notes” section in QuickBooks Requisition Entry.
 - g) Any required written quotes scanned and attached in QuickBooks.

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- (1) If quotes are required but the requestor was unable to obtain three written quotes, include a note with the reason in the “Notes” or “General Notes” section in QuickBooks Requisition Entry, i.e., the item is sole-source or available through a cooperative purchasing agreement.
- (2) If the order has been previously bid out by another government entity with cooperative language, then three quotes are not needed, but the reason for not obtaining three quotes should be noted on the “Notes” or “General Notes” section in QuickBooks Requisition Entry.
- h) Upon receipt of a Requisition Order, the Logistics Department will obtain a source of supply, if the requesting department has not already done so. This is done by selection of options that will give the best price, proper quality, and service.
3. All purchases shall be routed electronically through QuickBooks for approval with appropriate documentation. Reference Table 1 for appropriate approval authority.
4. Once completed, the requisition is forwarded to the Logistics Department for conversion to:
 - a) Purchase Order – Requisitions will be converted to a purchase order if the purchase is periodic or infrequent (i.e., SCBA replacement); incident or event-based (i.e., mechanical failure or purchase of firefighting equipment); or required by a vendor to complete an order. Also use this process to order inventory items that will be “received” by Logistics.

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- b) Contract – Contracts function as a blanket purchase order, an agreement for future purchases, for purposes of tracking future renewal, and for services requiring a bid. Requisitions will be converted to a Contract if the purchase is an ongoing cost (i.e., monthly lease payments, bulk fuel purchases, dispatch services); requires progress payments (i.e., construction projects or software implementation); or has agreed upon pricing (i.e., per copy costs on printers, insurance).
 - c) Work Order – Requisitions will be converted to a work order if related to an internal repair or service requiring the purchase of items (i.e., ticket is submitted to repair a broken transmission, requiring the purchase of the transmission).
 - d) Pick Ticket – Requisitions will be converted to a work order if the item has already been purchased and is in Logistics inventory. Logistics will pull the item from inventory and send to the requestor.
5. Completed Requisition Orders will be routed to the Logistics Department for order processing.
- B. Request for Check** – The Request for Check process may be used for employee reimbursements, travel advances, mileage, conference registrations, tuition reimbursements, and other reimbursements or advance payments as authorized by the Fire Chief. See Section III.5 above for further details.
- C. Purchasing Cards** – The District uses the purchasing card program for small items, one-time and occasional vendors, travel, and certain types of recurring purchases to improve the efficiency and cost-effectiveness of the ordering process. This program will be periodically updated as needed by the Fire Chief. Purchasing cards are not to be used as a method to circumvent the purchasing policy but simply as a method of payment. The policy and process for purchasing card use and reporting the requirements is defined in the Purchasing Card SOP found in section 757.

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V. INSPECTION AND RECEIVING

- A. It is the responsibility of the Logistics Department to check materials against the purchase order for conformance to quality, quantity, and specifications.
- B. When materials and services are received, the following procedures will be observed:
 1. Deliveries should not be accepted without obtaining some form of delivery ticket or packing list. Every vendor must obtain a signature for their records, but personnel should make certain that he/she leaves a copy for District records. Exceptions to this are UPS and Federal Express when District personnel can obtain needed information via the vendor Web site.
 2. When personnel receive goods, they must not sign collect freight bills, but should instead notify the delivery service that the freight bills must be prepaid and advise the Fire Chief.
 3. Personnel must examine the container at the point of delivery and make a notation on the packing/delivery slip and/or carrier freight bill for each dent or tear, no matter how minor the damage.
 4. The delivery slip must be verified to see that it agrees with the materials and services received.
 5. The delivery slip should be compared with the purchase order and any price adjustments, shipping costs, etc., made directly on the receiving purchase order.
 6. If there is a discrepancy with the order (i.e., overage or shortage), the vendor and/or delivery driver should be contacted to determine resolution.
 7. The verified items should be entered into the QuickBooks system. If the personnel do not enter (or is not responsible for entering) the items into the accounting system, they must forward to the Logistics Department the receiving purchase order, along with the words "Okay to receive in accounting system" written on it.

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8. If the purchase order is received in its entirety (complete), the original receiving purchase order shall be marked as "Received", and the packing/delivery slip scanned and attached in QuickBooks. Once this is complete, it constitutes authorization for **final** payment.
9. If the order is not complete:
 - a) The items received should be recorded on the receiving purchase order.
 - b) The packing/delivery slips and invoice (if available) should be scanned and attached to the purchase order in QuickBooks as authorization for partial payments.
 - c) The verified items should be entered into the inventory system. If the receiving party does not enter (or is not responsible for entering) the items into the inventory system, a copy of the receiving purchase order should be forwarded to the Logistics Department as stated in (8) above.
 - d) When final delivery is made and the purchase order is complete, the remaining packing/delivery slips should be scanned and attached in QuickBooks as stated in (8) above.
10. The receiving purchase order will be filed alphabetically by vender, along with the paid invoice and copy of voucher/check in the Finance Department's current fiscal year vendor files.

VI. PAYMENT OF INVOICES

- A. All invoices from vendors shall be mailed directly to the Finance Department for payment.

1. All invoices should be submitted by postal mail to:
Yamhill Fire Protection District
Attn: Accounts Payable
PO Box 249
Yamhill, OR 97148

Or, via email to: c4@yamhillfire.org

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2. If the originating department/division receives the invoices directly, they will immediately:
 - a) Forward a scanned copy of the invoice to Accounts Payable via the email address.
 - b) Hand delivers the original invoice to Accounts Payable.
 - c) Vendors will be encouraged to send invoices directly to the Finance Department address or the Accounts Payable email address.
 - d) Vendors will also be encouraged to indicate the related Purchase Order or Requisition number on each invoice.
 - e) The Finance Department will process all invoices for payment purposes. Vendors statements cannot be used for payment purposes.
- B. Most goods will be received through Logistics and entered QuickBooks as 'Received' by Logistics. For services and goods not received through Logistics, personnel receiving the goods or services must notify Logistics or Accounts Payable in writing of satisfactory receipt of the purchase before an invoice can be paid.
 1. Note: One item requiring special clarification is the "F.O.B. shipping point." In those cases, freight charges will be prepaid and shown as a separate item on the invoice. In on case will the district receive freight on a collector COD basis unless those arrangements have been pre-approved by the Fire Chief.
- C. Payments to vendors are generally issued monthly on the second Monday. Payment requests must be submitted with all required documentation to the Accounts Payable office no later than 10:00 AM on Monday to be included in that month's check run. See the SOP titled "Accounts Payable Check Request Deadline and Process" for further details

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VII. EMERGENCY PURCHASES

- A. "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare, or safety; and (c) require prompt execution of a contract to remedy the situation.
- B. When emergency conditions will not permit bids to be obtained, bids or quotations may not be required. However, ratification of the purchase decision must be obtained by the appropriate approving party within the next working day.
- C. In the event of a natural disaster or calamity, expenditures, or authorization to borrow money not contemplated in the budget shall be authorized by:
 1. The Board of Directors by resolution, or
 2. The Fire Chief or the Fire Chief's designee by written order in the event prompt action is necessary to protect the public health or safety following such an emergency, and when it is not practical to convene a meeting of the Board of Directors. (ORS 294.481)
 3. The Fire Chief or the Fire Chief's designee shall have authority to approve and execute contracts in any amount without approval of the Board: provided, however, that the Fire Chief or the Fire Chief's designee shall make all reasonable efforts to obtain approval of the Board Chair before entering a contract in excess of \$50,000.
 4. The Fire Chief or designee shall have authority to determine when emergency conditions exist enough to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

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5. Emergency contracts may be awarded as follows:

- a) Goods and Services – Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080, the District's Public Contracting Rules, and Section VII.
- b) Public Improvements – Emergency contract for public improvements may be awarded according to the process set forth in the District Public Contracting Rules.

VIII. EXEMPTIONS FROM COMPETITIVE BIDDING ON CONTRACTS

- A. The district's adopted public contracting exemptions are set forth in the District Public Contracting Rules, attached as Appendix A. The LCRB may exempt certain additional contracts or classes of contracts for procurement of goods and services from competitive bidding according to the special procurement procedures described in ORS 279B.085
- B. The LCRB may exempt certain contracts or classes of contracts for public improvement from competitive solicitation requirements according to the procedures described in ORS 279C.335 and the District Public Contracting Rules per District Policy Section 300 (Alternative Contracting Methods).

IX. SOLE-SOURCE PURCHASES

- A. Sole Source goods and service procurements will follow the procedures set forth in District Public Rule 137-047-0275 (see District Policy Section 300 – p. 17).

X. INTERGOVERNMENTAL/COOPERATIVE PURCHASING

- A. Intergovernmental and cooperative purchasing rules and guidelines are set forth as District Rule 137-046-0400 et seq. (see District Policy Section 300 – p. 6). Personnel should refer to these sections for the appropriate procedures.

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- B. The Logistics Department Manager or designee will have the authority to join other units of government in cooperative purchasing when it serves the best interest of the district. This is usually done by entering into intergovernmental agreements with other federal, state, and/or local governments for intergovernmental and cooperative purchasing as needed for the district's benefit.

XI. REQUESTS FOR PROPOSALS ("RFP")

- A. An RFP process may be desirable for the procurement of certain goods and services, or public improvement projects. These circumstances usually arise when considerations beyond the price of the product, service, or work are important to the district. When this occurs, it is the district's responsibility to identify the criteria, associated weights, specifications, and other requirements that would satisfy the district's needs. Contact the Finance Director for assistance with this method of procurement.
1. In making an award using the request for proposal process for goods and services, the district shall follow the procedures laid out in the District Public Contracting Rule 137-047-0260 (see District Policy Section 300 – p. 12) and other applicable Division 47 rules (see District Policy Section 300 – p. 10). The evaluation process(es) to be used shall be stated in the RFPs. Contact Finance Director for assistance with RFP preparation.
 2. In utilizing an RFP for a public improvement contract, the district shall follow the procedures laid out in District Public Contracting Rule 137-049-0200 (see District Policy Section 300 – p. 51), 137-049-0650 (see District Policy Section 300 – p. 73), and other applicable Division 49 rules (see District Policy Section 300 – p. 49).
 3. The district shall follow the procedures for public notices of solicitations as stated in the statutes and the District's Public Contracting Rules. District Public Contracting Rules relating to electronic publication shall apply. It is noted, however, that solicitations for public improvement contracts of \$150,000 or more must be published in a trade journal of general statewide circulation.

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XII. PUBLIC IMPROVEMENTS CONTRACTS

- A. The rules and guidelines for Yamhill Fire Protection District public improvement contracts are set forth in the District Public Contract Rules (see District Policy Section 300).

XIII. ETHICS IN DISTRICT PURCHASING

- A. With regards to the ethical topics listed below and with regards to any other ethical matter not listed herein, the district will follow its public contracting rules and ORS Chapters 244, 279A, 279B, and 279C. Employee conflict of interest apply under the following circumstances:
1. Employee disclosure requirements
 2. Gratuities and kickbacks
 3. Prohibition against contingent fees
 4. Restrictions on employment of present and former employees
 5. Use of confidential information

XIV. PUBLIC ACCESS TO PURCHASING INFORMATION

- A. Purchasing information will be public record to the extent provided in ORS Chapters 279A, 279B, and 279C, Public Contracting Rules, and ORS Chapter 192.
- B. Fees for purchasing information will be collected in accordance with the fee structure outlined in the District SOP for Rules for Responding to Public Record Requests.

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XV. FAILURE TO FOLLOW PURCHASING POLICY

- A. Employees/Volunteers who do not follow the district's purchasing policy will have their supervisor notified. If problems persist, the supervisor will work with the District's Human Resources Department for resolution of the situation.

XVI. SURPLUS PROPERTY

- A. The district will follow the procedures set forth in the District SOP titled 'Disposal of Equipment and Scrap Item's and in Rule E-16 of the Public Contracting Rules (see District Policy Section 300 – p. 88).

XVII. DEFINITIONS AND ABBREVIATIONS

- A. Whenever the following words are used in this Purchasing Policy or referenced documents, the intent and meaning shall be interpreted pursuant to the definitions set forth in the Oregon Public Contracting Code and the District's Public Contracting Rules, (see District Policy Section 300). In the case of conflict between the following definitions and state law and the District's Rules, state law and the District's Rules will prevail. To the extent these terms are undefined by state law and the District's Rules, the following terms mean:
 - 1. **Approval** means the process of authorizing an action prior to its execution.
 - 2. **Board of Directors** or **Board** shall mean the governing board of Yamhill Fire Protection District.
 - 3. **Contract Documents** consist of the owner-contractor agreement, the conditions of the contract (general, supplementary, and other conditions), all drawings, written specifications, and all Addenda issued prior to, and all modifications issued after execution of the Contract and as otherwise established in the Contract and/or Yamhill Fire Protection District solicitation.

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4. **Department Head** shall mean the individual responsible for budget and purchasing authority for a program.
5. **Division Head** shall mean the Administrative Chief responsible for many cost centers under his/her division.
6. **Emergency Purchase is defined in ORS 279A.10(1)(f) and** means purchasing under circumstances that could not have been reasonable foreseen and that create a substantial risk of loss, damage, interruption of services, or threat to the public safety that requires prompt action to remedy the situation.
7. **Fire District** shall mean Yamhill Fire Protection District (YFPD).
8. **Local Contract Review Board (LCRB)** means the Board of Directors for Yamhill Fire Protection District as described by Board Resolution.
9. **QuickBooks/Emergency Reporting** refers to the Fire District's resource planning software system, and the district's accounting software system.
10. **Performance Bond** means a form of security executed after award by a successful bidder that guarantees the proper execution of the Contract and the payment of debts to persons furnishing services or materials because of the Contract work. The bond is provided by the contractor prior to Contract execution.
11. **Purchase Order** shall mean the form constituting written authorization to a vendor to furnish the Yamhill Fire Protection District with materials, equipment, supplies, or services of the kinds and in the amounts specified.
12. **Requisition** is the first step of the purchasing process, and constitutes an initial order for goods, services, inventory items, and internal services

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13. **Specifications** mean any description of the physical, technical, or functional characteristics or of the nature of a commodity, service, or construction item. It may include a description of any requirement such as inspecting, testing, or preparing a commodity, service, or construction item for delivery. It may also include provisions that govern various aspects of the relation of parties under the Contract.