

POLICY NUMBER OCW 2.1

RULES FOR PURCHASING

REFERENCE: Ch. 99-478, §6(5), Laws of Florida; §191.006(5), *Florida Statutes*

ADOPTING RESOLUTION: 2017- 02; 2018-01

POLICY HISTORY: Adopted March 1993; Amended March 1995; June 2007; June 2008; December 2008; January 2015; September 2015; Amended and re-adopted March 2017; Amended January 2018

1. **REQUIREMENT FOR REQUESTING BIDS.** Except as otherwise provided by this policy, bids shall be requested from three (3) or more sources for any authorized purchase or contract for services exceeding fifteen thousand dollars (\$15,000.00).
 - a) Formal Invitations to Bid (ITB) or Request for Proposal (RFP) shall be requested from three (3) or more sources for any authorized purchase of any item or group of similar items or contract for services exceeding fifteen thousand dollars (\$15,000.00) unless exempted by this Policy. All ITB or RFP awards require District Board of Commissioner approval when the amount exceeds \$15,000.00.
 - b) Informal Request for Quotations (RFQ) shall be requested in writing from three (3) or more sources for any authorized purchase of any item or group of similar items or contract for services from \$10,000.00 to \$14,999.99 unless otherwise exempted by this Policy.
 - c) When the District is seeking to construct or improve a public building, structure, or other public construction works, this subsection expressly allows contracts for construction management services, design/build contracts, continuation contracts based on unit prices, and any other contract arrangement with a private sector contractor permitted by District resolution, or by state law. The selection of a service provider will be pursuant to the process provided by § 287.055, *Florida Statutes*.
 - d) No purchase orders shall be split in order to avoid compliance with the above policies.
 - e) The following notice shall be included in all solicitations for bids or proposals: “Failure to file a protest within the time prescribed in § 120.57(3), *Florida Statutes*, shall constitute a waiver of proceedings under Chapter 120, *Florida Statutes*.”
2. **STANDARDS AND SPECIFICATIONS FOR BIDS,** Before making any purchase or contracting for services which shall exceed the dollar amount requiring bids as established

herein, the Fire Chief of the Ocean City-Wright Fire Control District, or their designee, insofar as possible, shall propose and develop standards and specifications for the commodities to be purchased or the services to be contracted. It shall be the responsibility of the Fire Chief to see that the purchase or contract conforms to those standards and specifications and that the maximum value is being received for any District money expended.

3. RECEIPT AND OPENING OF BIDS. All bids shall be received, publicly opened and tabulated at a designated time and place by a committee consisting of not less than three (3) persons named by the Chairperson of the District Board of Commissioners.
 - a) In acceptance of responses to invitations to bid (ITB), the District Board of Commissioners may award contracts on the basis of the lowest and best bid from a responsive and responsible bidder which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to District needs, delivery terms, and service and past performance of the vendor. For identical, qualified bids, the recommendation shall be made for a local vendor or, if there is none, by casting lots. Samples of products may be requested when practical.
 - b) In acceptance of responses to requests for proposals (RFP), the District Board of Commissioners may award contracts to one or more responsive, responsible proposers in accordance with the selection criteria published in the request for proposal and reserves the right to further negotiate contract terms with selected vendor(s). The District Board of Commissioners shall reserve the right to reject any and all proposals and may waive any minor irregularity or technicality in proposals received that in its judgment will be in the best interest of the District.
 - c) Bid and proposal tabulations with recommendations for awards will be posted for review by interested parties at Station No. 1, indicating the date of posting and will remain posted for a period of three (3) business days. This notice will include the language in (1)(e) above.
4. REJECTING BIDS. The District Board of Commissioners shall have the authority to reject any or all bids and to request new bids and may waive any minor irregularity or technicality in bids received that in its judgment will be in the best interest of the District. In acceptance of bids, the District Board of Commissioners shall accept the lowest and/or best bid considering, in such evaluation, the best interest of the District.
5. EXCEPTIONS FROM BIDS.
 - a) The requirement for requesting bids from three (3) or more sources is hereby waived for:
 - (1) The purchase of professional or educational services, printed instructional materials, computer software, films, videotapes, disc or tape recordings, or

similar instructional or training audio-visual materials and for other such materials when they are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state of Florida, a governmental agency, or a recognized educational association or institution.

- (2) Professional services, including, but not limited to, attorneys, auditors, management consultants, architects, engineers and land surveyors. Services of architects, engineers and land surveyors shall be selected and negotiated according to §287.055, *Florida Statutes*.
 - (3) The items to be purchased are selected from a state approved vendor, based upon the state price list.
 - (4) The items to be purchased and selected from a vendor who has a contract with another state or local governmental agency which was procured by a competitive bid process and which contract or bid contains an express provision allowing a tag-on bid.
 - (5) The purchase of mechanical repair and/or maintenance services on fire engines or fire apparatus vehicles.
 - (6) The purchase of commodities, parts or contractual services when the District Board of Commissioners determines, based on written documentation, that the commodities, parts or contractual services being sought are available only from a single source, or if a determination is made, by the District Board of Commissioners, that the commodities, parts or services being sought, in order to insure compatibility with the commodities, parts or contractual services currently being used by the District, are not available through any other distributor or manufacturer and therefore are available only from a single source.
 - (7) The items to be purchased are selected from a Federal Government General Services Administration (“GSA”) approved vendor, based upon the GSA price list.
- b) The requirement for requesting bids and making purchases as set forth in Section 1 hereof is waived when the following conditions have been met:
- (1) Bids have been requested in the manner prescribed by this rule and;
 - (2) The District Board of Commissioners has made a finding that no valid or acceptable firm bid has been received within the prescribed time.

6. EMERGENCY BID PROCEDURES.

- a) Emergency bids, if approved by the Chairperson of the District Board of Commissioners, may be requested by telephone or in writing and returned as the emergency requires.
- b) Competitive price quotations shall be sought from three (3) or more potential sources. Telephone quotations shall be filed in the office of the Fire Chief in written form no later than five (5) working days after receipt of verbal quotations.
- c) All emergency bids shall be tabulated and presented to the Chairperson of the District Board of Commissioners who may approve the award of the bid to the lowest and/or best bidder.
- d) The Fire Chief shall submit the bid tabulation and bid award to the District Board of Commissioners at its next regularly scheduled meeting for action. Official minutes of the Board shall show the nature of the emergency and why the regular bid procedure as prescribed herein, would have caused a delay which would have been contrary to the best interest of the Fire District.

7. PURCHASE ORDERS.

- a) All purchases to be paid for by the Fire District may not be made until a Purchase Order has been properly signed by the Fire Chief.
- b) No purchase or obligation to buy is to be made without first securing such a purchase order. Exceptions to the requirement for the issuance of a purchase order shall be for the payment of utility bills and professional services.
- c) The Fire Chief, with the approval of the District Board of Commissioners shall have the authority to establish open purchase orders on an annual basis for the ongoing frequent purchase of supplies or services falling below the minimum dollar amount requiring bids when such purchase orders are found by the District Board of Commissioners to increase the efficiency of the day to day operations of the District and are also found to be in the best interest of the District.

8. NOTICE FOR BIDS. It shall be the responsibility of the Fire Chief, or their designee, to prepare a written notice of taking bids and cause the same to be published in a newspaper located in Okaloosa County, Florida, once a week for at least two (2) consecutive weeks prior to receiving bids, with the last such publication being made no later than seven (7) days prior to the date established for receiving bids and/or alternatively implement an on-line electronic bidding procedure consistent with the same notice timeframes set forth herein.

POLICY NUMBER OCW 3.1

INVENTORY AND SURPLUS PROPERTY DISPOSAL

REFERENCE: Ch. 99-478 §6(5), Laws of Florida; §191.006(5), *Florida Statutes* and Ch. 274, *Florida Statutes*
ADOPTING RESOLUTION: 2017- 02
POLICY HISTORY: Adopted March, 1993; amended May, 2010;
Amended and re-adopted March 2017

1. INVENTORY SYSTEM. An Inventory system shall be maintained by the District which will assure control of District properties. The system shall include a method for marking, when practicable, all equipment and properties of the District.
2. PROPERTY CUSTODIAN. The Fire Chief shall be the designated custodian of facilities, equipment and properties of the District. He shall be responsible for the maintenance, safekeeping, proper use and disposal of the properties.
3. ANNUAL INVENTORY. The Fire Chief shall insure that an annual physical inventory of District properties is taken and the date thereof entered on the Inventory records in compliance with requirements of the state Auditor General.
4. PROPERTY VALUE AND DISPOSAL.
 - a) Equipment and other tangible personal properties of a non-consumable nature, acquired by the District which have a value in excess of \$1,000.00, and a life expectancy of more than one year, will be entered into the District inventory system. Such items, when no longer functional in support of the District's operations, or which are obsolete or uneconomical or inefficient to continue in use, will be disposed of by approval of the Board upon recommendation of the Fire Chief. Such disposition shall be in accordance with Florida laws pertaining to disposal of properties. An on-line auction service may be used in the process to dispose of surplus equipment and other tangible personal property.
 - b) Equipment and other tangible personal properties of a non-consumable nature, acquired by the District with a value of less than \$1,000.00, and a normal life expectancy of less than one year, will not be entered into the District inventory system. These items, when no longer functional or economically repairable, will be stripped of any useable parts and disposed of by junking, upon approval of the Board.
 - c) Equipment and other tangible personal properties of the non-consumable nature, donated to the District for the specific, designated purpose of cannibalization in

support of training programs will not be entered into the District inventory system. These items will be cannibalized and any remaining unusable parts will be junked.

5. TIRE DISPOSAL. When tires on any District vehicle or other District equipment are determined by the Fire Chief to be non-functional, or the continued use of which would be inefficient and unsafe, and are therefore replaced, the used tires shall be left for disposal with the tire vendor who provides the new tires.
6. PROPERTY TO BE EXCHANGED. When any property of the District is to be exchanged with a Vendor in the course of acquisition of new property, such exchange must first be approved by the Board and such equipment shall be removed from inventory.