

PURCHASING PROCEDURES

The Board shall conduct all purchasing by the following procedures:

The Fire Chief shall be the head of purchasing. He shall submit claim forms for purchases for the District including office and department equipment in accordance with current budget accounts.

Competitive bid not required:

Except as otherwise provided by ordinance or general law, the Fire Chief may purchase, lease or rent for the District, equipment of whatever kind and nature without notice, advertisement, or the securing of competitive bids or quotations, unless the Board of Commissioners in exercise of its discretion determines in each case that such a service must be obtained by a prescribed bid process.

Except as otherwise provided by ordinance or general law, the purchasing agent may engage independent contractors to perform services for the District with or without the furnishing of material, unless the Board of Commissioners in exercise of its discretion determines in each case that such a service must be obtained by a prescribed bid process.

No bids shall be required for the purchasing of or leasing of demonstrator fire engines or used fire engines and equipment.

Contracts for the doing of new construction work, the cost which exceeds ten thousand dollars (\$10,000.00), or the purchasing of supplies, the cost of which exceeds twenty-five thousand dollars (\$25,000.00), shall be let by the Board upon competitive bidding to the lowest responsible bidder after notice.

In those cases where competitive bidding is required by statute, local rule or ordinance and in those cases in which it is determined that competitive bidding although not mandatory is nevertheless desired, the provision hereinafter set forth shall apply unless exceptions are made by the Board of Commissioners as a result of a specified application to the Board for that purpose. Bidding requirements in addition to those hereinafter set forth may be required in certain cases such as the disposal of surplus real property. The rules hereinafter set forth, which are minimum requirements, are in addition to and not in lieu of all applicable, state, federal and district rules, regulations, policies and or ordinances.

The following applies to both purchases and sales by the District:

Purchases made pursuant to these bidding requirements
Be written contract with the bidder chosen as a consequence
of following these procedures.

The Fire Chief shall prepare or direct the preparation of a notice inviting bids. The notice shall include a general description of the items to be purchased and shall state where specifications may be secured and the time and place for opening bids.

The notice inviting bids shall be published at least ten (10) days before the date of opening of the bids once in a newspaper or general circulation distributed in Yolo County.

The Fire Chief shall also solicit or direct the solicitation of sealed bids from responsible prospective suppliers including any who have made written request that they be informed of the intent to purchase such materials. A display advertisement of appropriate size in a local newspaper also shall be used when it is likely the general public will be interested in the subject matter of the notice.

The notice shall state that unit prices shall be shown on bids submitted as well as total price for each item bid upon.

The notice inviting bids shall state that bids will be required to set forth the price of the items bid upon, the total sales and use taxes that will be due on the purchase or use of the items bid upon and a total figure for the price plus tax. Any difference between the taxes shown on the bid as the total

figure and that actually due shall be the responsibility of the bidder and the notice inviting bids shall so state.

The notice inviting bids shall state that no charge for delivery, shipping, parcel post, packing, insurance, license fees, permits or for any other purpose will be paid by the District unless expressly included and itemized in the bid.

The notice inviting bids shall state that in connection with any discount offered, time will be computed from the date of delivery of supplies and or equipment acceptable to the District, or from the date correct invoices are received in the office of the Fire Chief, if the latter date is later than the date of delivery. Payment will be deemed to be made, for the purpose of earning the discount, on the date of the mailing of the District's warrant.

Bids shall be opened by the Fire Chief in public, in the meeting room of the Board of Directors at the time stated in the public notice. The Fire Chief shall tabulate the bids received and shall keep the tabulation open for public inspection during regular business hours for a period not less than fifteen (15) calendar days after the bid opening. Bids and modifications or corrections or corrections thereof received after the closing time specified will not be considered.

The Fire Chief shall present the bid tabulation to the Board of Directors or their designee, for the consideration and award, if deemed appropriate.

In its discretion, the Capay Valley Fire Department Board of Commissioners or their designee may reject any and all bids presented, may accept an item or group of items of any bid, and may determine to re-advertise for bids. Similarly, the Board of Commissioners or its designee reserves the right to waive informalities and minor irregularities in any bids received.