



<b>SOUTHERN MANATEE FIRE RESCUE DISTRICT DIRECTIVE</b>		
<b>DATE</b> October 1, 2013 Revised 03/05/17 Revised 03/01/22	<b>VOLUME</b> <b>#1</b> <b>ADMINISTRATION</b>	<b>NUMBER</b> <b>#103</b>
<b>CATEGORY</b> <b>POLICY</b>		
<b>SUBJECT</b> <b>Purchasing/Procurement Procedure Policy</b>		

**PURPOSE:**

To establish a policy to ensure that all purchases for the District are made in a legal, consistent, and cost-effective manner and to establish a policy for the use of credit cards. The use of credit cards will streamline purchasing and the accounts payable process by reducing paperwork that is normally generated by the small dollar, high volume transactions that occur within our District.

**POLICY:**

The following procedures will be adhered to in making purchases:

1. All purchases shall be implemented via the District's purchase order (PO) system.
2. A petty cash account exists as established by the Board of Fire Commissioners (referred to as Board) and shall be administered in accordance with Board procedures.
3. Any items on the Manatee County, State of Florida or Federal bid list may be purchased from an authorized vendor for a price equal to or lower without further bidding consideration. The bid award may be administratively awarded provided that adequate funds have been previously approved by the Board and **any purchase in excess of \$5,000** has been approved by the Board and the funds are contained within the approved budget prior to commitment.
4. **Administrative awards** are purchasing decisions made by the Fire Chief or his designee without specific prior Board approval.
  - a. Any purchase **not exceeding \$1,000** may be awarded administratively on the basis of verbal quotes provided that adequate funds have been previously approved by the Board and are contained within the approved budget. Any administrative award in excess of \$1,000 requires the approval of the Fire Chief or his designee.
  - b. Any purchase **not exceeding \$2,500** may be awarded administratively provided at least three (3) **written quotations** have been obtained, adequate funds have been previously approved by the Board, and the Board is subsequently notified of such purchases. Any deviation from the stated requirements herein necessitates prior approval by the Board.
  - c. The **Vehicle Maintenance Program Manager**, who reports to the Fire Chief or his designee, has the authorization for all Repair and Maintenance purchase decisions on all District vehicles.

5. Any purchase **exceeding \$2,500 but not exceeding \$15,000** may only be awarded by the Board after three (3) **written quotations** have been obtained.
6. Any purchase **exceeding \$15,000** must be **publicly advertised** for bid, and the bid can only be awarded by the Board.
7. Pursuant to Florida Statutes § 112.313 the District **will not** conduct any business with any public officer or employee or any business entity in which the public officer or employee or his or her spouse or child owns more than five percent (5%).
8. When an **emergency exists** that potentially threatens the public health, safety or welfare, the Fire Chief or his designee, after consultation with the Chairman or other members of the Board **may purchase an item or service without utilizing the purchasing procedures set forth in this Administrative Guideline** so long as the emergency purchase does not exceed \$5,000. In all cases where these purchasing procedures are not followed, in order to affect an emergency purchase, a written report detailing the emergency and the associated purchase(s) made under that emergency shall be made to the Board at the next available meeting.
9. When the Fire Chief or his designee determines, after a good faith review of available sources, that there is only one available source for a required item or service, he may recommend to the Board that they designate that source as a **“Single Source Supplier”** for that product or service. **The Fire Chief or his designee should make every effort to ensure that the price charged for that product or service is a fair and competitive price for the product or service being “single sourced”**.
10. All purchases of professional architectural, engineering, landscape architectural, or surveying and mapping services shall be undertaken in accordance with the provisions of Florida Statutes § 287.055 known as the “Consultants Competitive Negotiation Act” and any other Federal or state laws applicable to the purchasing of such professional services. If such law(s) do not address the professional services being sought in the process, the District’s administration shall develop procedures and recommend them to the Board who shall then review and revise as appropriate and adopt them for use.
11. When two (2) or more quotes and/or bids are received under the provisions of this procedure and both are the lowest and equal with respect to price, quality and service, the following criteria may be used in awarding the quote and/or bid:
  - Whether one of the quotes and/or bids was submitted by a resident or business owner within the Southern Manatee Fire Rescue District.
  - Whether the one of the quotes and/or bids was submitted by a resident or business owner within Manatee County.
14. When the District’s administration has **previously determined the low purchase price** for a particular product or service by obtaining bids or quotes, administration **may purchase the item without obtaining further quotes and/or bids provided that the price for the item or service has not increased.**

### **Procedures for the use of Credit Cards:**

1. All purchases on credit cards shall be implemented via the District's purchase order (PO) system.
2. Any employee receiving a credit card will sign a Credit Card Cardholder Agreement.
3. The employee holding the credit card will be responsible for all purchases made on his/her card. All purchase receipts will be turned in on a daily basis with the Purchase Order number identified on the receipt. If a receipt is lost, the card holder must obtain a copy of the receipt at his or her own expense from either the vendor or the bank.
4. **No personal purchases or cash withdrawals** will be permitted on fire department credit cards.
5. The Accountant will be the Program Administrator for the credit card system. The Accountant will set up the accounts for each card holder and will audit their monthly reports. Each card will have daily and monthly transaction limits.

