

# PEWEE VALLEY FIRE DISTRICT

## PROCUREMENT AND PURCHASING POLICY

### SMALL PURCHASE PROCEDURES

#### **Purpose:**

The purpose of this policy is to give guidance to all employees with respect to making purchases for and on behalf of the Pewee Valley Fire Department and to insure appropriate budget control and accountability within the department consistent with KRS 45A.385. The Department is a responsible facilitator in the use of public funds and in that role, strict adherence to this policy by its employees is required to preserve the necessary trust between the community and its service personnel.

It shall be the responsibility of each employee having purchasing authority from the Chief or the Board to become familiar with this policy. To accomplish this goal, a review of the Procurement Policy will occur during one firefighter training session per year and be an agenda item on the Board of Trustee calendar in the month of July yearly.

#### **Scope:**

All procurement in the Pewee Valley Fire Department, both budgeted and unbudgeted, shall be in strict accordance with the policies set forth in the Pewee Valley Procurement and Purchasing Policy, the Pewee Valley Standard Operating Procedures Manual, and the Kentucky Revised Statutes 45A.345 to 45A.460, the Kentucky Model Procurement Code for local public agencies.

#### **Procedure:**

The following table outlines the various spending thresholds within the Pewee Valley Fire Department and details the process necessary for approval or presentation. Invoice, payment and other documentation will follow the procedures set forth by the Pewee Valley Fire District Financial Policy.

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|-----------------------|--|
| • \$0 - \$1,000       | email quote to chief, or deputy chief in chief's absence, for approval. Email serves as written documentation to be printed, signed by the chief and kept with all quotes and invoices for item.           |
| • \$1,001 - \$10,000  | three (3) price quotes in writing from various vendors. If the employee is unable to obtain a bid from three vendors, the employee shall note this on the lowest bid and submit to the Board for approval. |
| • \$10,001 - \$20,000 | at least three (3) formal bids required; however, as some items specific to the fire service may be distributed and/or manufactured by only one vendor per state, one single bid                           |

may be accepted by the Board if documented. The Board of Trustees has the right to accept or reject any bid and is under no obligation to choose the lowest bid, but rather may choose the lowest and best. Sealed bids will follow the mandates of KRS75 and KRS 45A.365.

**Exceptions:**

In the event of the need for emergency maintenance or repairs, the requirement for obtaining three quotes or bids will be waived. It will, however, be necessary to follow the procedure stated above for purchases under \$1,000 and obtain the approval of the chief through email with a printed and signed copy of the approval filed with all invoices for the item.

Further, items purchased under a valid vendor contract do not require three quotes or bids. Vendors with whom Pewee Valley Fire District has entered into a contract for hardware and/or services will determine the best way to meet our needs through their service and pricing.