



KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1155
Policy Title	Purchasing
Last Revision Date	12/20/2023

1155.10 Purpose: This policy is intended to establish and maintain financial control over purchases, to clearly define purchasing authority and to assure the quality of District purchases of supplies, services and equipment at the lowest possible cost commensurate with the quality needed. All purchases of and contracts for materials, supplies, furnishings, services, equipment and other personal property required by the District shall be made by the General Manager, or the General Manager's designee, in accordance with this policy.

1155.20 Purchasing Officer. The General Manager, or their designee, shall act as purchasing officer with authority as described herein.

1155.30 Authority. The purchasing officer as defined above is granted the following authority:

1155.31 Purchase or contract for required supplies, equipment and services pursuant to this policy, administrative procedures established by the purchasing officer and such other rules and regulations as may be prescribed by the Board of Directors.

1155.31 Negotiate, award and, as required herein, recommend execution of contracts for the purpose of supplies, services and equipment for the District.

1155.32 Act to procure required quality and quantity of supplies, services and equipment in the most cost-effective manner for the District.

1155.33 Endeavor to obtain as full and open competition as practical on all purchases.

1155.34 Supervise the inspection of all supplies and equipment and evaluate services purchased to insure conformance with District requirements.

1155.35 Recommend to the Board of Directors the sale or disposition of all supplies and equipment which cannot be used, which is surplus to the District's needs or which has become unsuitable for use by the District.

1155.36 Establish and maintain a fixed asset inventory control system coordinated with the procurement of all items determined to be fixed assets under generally accepted accounting criteria.

1155.40 Professional Services. Contracts for professional services may be established following the solicitation and evaluation of requests for proposals, statements of qualifications, or other applicable standard. Awards of professional services contracts may be made by the purchasing officer when they are budgeted for either specifically or within contingency and are in accordance with the General Manager's authority or other action of the Board of Directors.

1155.50 Cooperative Purchasing. When, through cooperative purchasing with any federal, state, county or other public agencies, the advantage of buying may be obtained through contracts

awarded by the lead procurement agency based on competitive bidding, proposal, or other procurement procedures. This would include purchasing from or selling to another governmental agency when such action is beneficial to the interests of the District.

1155.60 Immediate or Urgent Need. When there is a breakdown in essential machinery, essential services, or when unforeseen circumstances, arise including delays by contractors, delays in transportation, and unanticipated volume of work which require the immediate attention of a professional or immediate service/repair in order to protect public health, safety, welfare and/or property.

1155.70 Consolidation of Orders for Related Items. If the District would benefit from quantity prices or discounts for items that could be used within a reasonable amount of time, consolidating orders will be exercised to the extent practical. No order will be broken into smaller units to evade any requirement of this policy.

1155.80 Disposal of Surplus Supplies and Equipment. The General Manager shall have authority to dispose of surplus supplies and equipment which are no longer used or which have become obsolete or worn out pursuant to the following:

1155.81 Exchange or Trade-In. Exchange for or trade-in on new supplies or equipment.

1155.82 Sale of Surplus Items. Following approval of a list of supplies and equipment found by the Board of Directors to be surplus, the items shall be offered for sale on a competitive basis. Bids may be solicited by written request, telephone, fax, e-mail, by public or silent auction, by use of a commercial auction service, by consignment with a used equipment vendor or vendors, by advertisement in any newspaper or magazine, or by any combination of such methods.

1155.83 Donation of Surplus Items. Subject to approval of the Board of Directors, obsolete or surplus property may be donated or sold at a negotiated fair value to any other governmental or public non-profit agency.

1155.84 Disposition as Scrap. After reasonable efforts have been made to obtain competitive bids, if no offers have been received for any item of District-owned surplus personal property, such item may be disposed of for the highest scrap value that can be obtained, if any. If a reasonable effort to sell the item as scrap is not successful, it may, in the General Manager's discretion, be given away on a first-come-first served basis, or disposed of as-is or after demolition in an appropriate solid waste disposal facility.

1155.90 Contracts for materials and supplies for construction or completion of any building, structure, or improvements shall be contracted for in accordance with the California Public Contracts Code as applicable.