

**FIRE DEPARTMENT POLICY #39-2010**  
**Regarding**  
**FIRE DEPARTMENT PURCHASING PROCEDURES**

**All career and volunteer firefighters and civilian employees of the Washington Township Fire District are required to follow these guidelines and procedures of which some are MANDATED by New Jersey Public Contracts Law N.J.S.A. 40A:11-1 et seq.**

**Quotations Requirements**

The quote threshold for the Washington Township Fire District shall be \$1000.

**Public Bidding**

All purchases over the bid threshold shall be handled through the Business Administrator with the District Chief and the Board of Fire Commissioners approving specifications for bids and the business administrator completing the advertising, standard bid documents, bid openings, and resolution preparation. Contract execution shall be determined by the Board of Fire Commissioners at the time a project is being approved.

All bids are approved and awarded by the BOFC by resolution in accordance with N.J.S.A. 40A:11-23, 24.

**Certifying Funds**

The District Chief and/or Business Administrator shall certify that funds are available from the budget for the purchase requested. The goods/services will then be ordered if quotes or public bidding is not required.

**Purchase Requisition**

Purchase Requisitions shall be completed online at WTFD10.org and submitted for approval to the respective chain of command and then are sent to the District Chief for final approval.

The district's standard hand written purchase requests may also be utilized in lieu of the on line version and shall be submitted for approval to the District Chief or his designee

for a written signature. All purchase requests over \$1000 shall be reviewed by the District Chief or his designee and at least one commissioner before being approved for purchase. Verbal purchase requests shall be strictly prohibited. All purchase requests over \$1,000 shall have at least 2 quotes attached to it. All purchase requests in excess of \$5,000 shall have at least 3 quotes attached to it.

A purchase request shall indicate the funding account source by name or number if known. If it is not known by the person submitting the requisition, the funding account source must be identified by the Business Administrator or the District Chief as appropriate.

For disposables and stock items, personnel will fill out a warehouse request form available on the wafd10.org website and be instructed to obtain items from the warehouse, if available. The warehouse request form must be approved by the District Chief or his designee and then signed off by the employee or firefighter making the request after the items are received or distributed to the proper party/location and a copy given to the Business Administrator to file. Personnel may not remove any warehouse items without following these procedures. The assigned firefighter/employee responsible for stocking and supplying the warehouse shall maintain an inventory and replenish stock when needed and approved by District Chief.

After final approval by the District Chief, the Business Administrator or designee receives the request to begin the actual procurement/purchasing process. The district's business office (accounts payable) will generate a Purchase Order listing the details of the requested equipment, goods, or services as described in the purchase request. The purchase order will also identify the quantity and the item amount and total for the purchase order. The purchase order may faxed, sent by a PDF file, or mailed to the specified vendor.

In the case of Class A, B and in some cases, Class C uniforms, turn out gear, firefighting equipment, radio equipment, hardware, and other goods, the district Quartermaster will record the serial number if applicable and make an inventory entry. Accounts payable will verify the invoice matches the quoted prices and the amount authorized on the purchase order. Discrepancies regarding these values will be addressed by the Business Administrator and the District Chief.

Purchases made from vendors including local vendors require the same procedures as any other procurement, i.e.-approved purchase requests, quotes, etc. In the case of reimbursements, none will be paid without proper documentation and receipts/invoices to the Business Administrator or designee. All requests for reimbursement must be made within 60 days of the earliest invoice or receipt. ***No reimbursements will be issued to individuals or fire companies if the procedures contained in this Policy are not followed.***

Although written quotes are preferable, verbal quotes are acceptable and all quotes are to be documented, in writing, in this manner:

*Name of Vendor*  
*Address of Vendor*  
*Vendor Contact Person*  
*Vendor Phone number*  
*Date of quote/s*  
*Time of quote (if verbal)*  
*Number of days quote is valid*  
*Goods/services being quoted*  
*Item/Unit price/s*  
*Total Amount of quote/s*  
*Signature of person requesting quote/s*

If a vendor cannot supply quotes for a particular good/service, the same documentation is needed with a reason why the vendor could not supply a quote, in addition to the above information.

### **State Contract**

Equipment, goods or services submitted under a purchase request that are available on State Contract need not have quotations. The person submitting a requisition must ensure the State Contract is valid for the material being ordered and the number is clearly marked on the requisition.

### **Proprietary**

Occasionally, goods, services or equipment may not be available from more than one vendor and may be a proprietary item. If an item being requisitioned is proprietary, a detailed written explanation describing why this item is proprietary must be forwarded by the individual submitting a requisition. The Business Administrator or designee shall be responsible to ensure the description meets the intent of New Jersey purchasing laws and regulations before issuing a purchase order.

### **Truck Maintenance**

To keep Fire District equipment, vehicles, and apparatus ready for emergency work, it may be necessary for parts, goods, or services to be acquired under emergency conditions. Should parts, goods or services be necessary for emergency repair work, the individual ordering parts, goods or services shall comply with the intent of this policy, but may obtain the necessary approval signatures and authorization as soon as reasonably possible. If parts, goods or services are acquired under emergency circumstances, an explanation of the occurrence must be noted on the purchase requisition or on a separate document attached to the purchase requisition. All documents related to the acquisition of parts, goods or services under emergency circumstances, including invoices, or receipts shall be forwarded to the Business Administrator or designee as soon as reasonably possible.

**Training**

From time to time, it may be necessary to pay for training classes in advance. This will be permissible under this policy with a request submitted by the District Training Captain and approval of the District Chief. When the district’s training request is submitted on line or in writing, a separate purchase request need not be submitted, however if there are separate items not identified on the training request associated with the training such as books, a separate purchase request is required.

**Emergency Purchasing**

Emergency purchases should only be made in extreme circumstances. Any emergency purchase shall be fully documented as to need, amounts, alternatives, etc. If the purchase is in excess of \$1000, it must have the approval of the District Chief and at least one Commissioner. Emergency purchases in excess of \$5000 will need approval of the District Chief and at least three (3) Commissioners, if practicable. If the current budget cannot support the needed purchase, it will be necessary for the Board of Fire Commissioners to authorize the purchase by Resolution and include it in the following year’s budget.

**Exclusions**

This policy does not apply to services under New Jersey purchasing laws and regulations referred to as “Professional Services”.

**A material violation of this policy may result in disciplinary action.**

**This Policy was adopted on December 2, 2010 and amended by the Board of Fire Commissioners on November 7, 2013 and shall take effect immediately.**

**BY:**

**ATTEST:**

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**Sam Micklus, Chairman**

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**Frank Stella, Secretary**