

POLICY TITLE: Purchasing
POLICY NUMBER: 2075

2040.1 The purpose of this policy is to establish internal controls and procedures governing the purchase of supplies, materials, equipment, and services for the Esparto Fire Protection District (“District”) in order to ensure fiscal responsibility, transparency, and compliance with applicable laws.

2040.2 This policy applies to all District officers, employees, and agents who are authorized to initiate, approve, or process purchases or contracts on behalf of the District.

2040.3 Purchases shall be made in accordance with the following requirements and approval thresholds, and shall comply with the adopted District budget and applicable provisions of the California Public Contract Code.

- a. The Fire Chief, or designee, is authorized to approve purchases within the adopted budget up to **\$25,000**. Purchases exceeding this amount, or not specifically budgeted, require prior approval of the Board of Commissioners.
- b. Purchases of **\$25,000 or less** may be made using informal purchasing methods. Price comparisons are encouraged when practical.
- c. Purchases between **\$25,001 and \$199,999** shall require a minimum of three (3) informal quotes, when feasible. Quotes may be obtained verbally or in writing and shall be documented.
- d. Purchases exceeding **\$200,000**, per California Public Contract Code – PCC § 20301, shall require Board approval and shall be subject to formal bidding requirements, unless otherwise exempt under applicable law.
- e. Professional services, including but not limited to legal, auditing, engineering, and training services, may be procured based on qualifications and experience and are not required to be competitively bid unless required by law.
- f. In the event of an emergency affecting life, property, or essential District operations, the Fire Chief may authorize purchases without prior Board approval. All emergency purchases shall be reported to the Board of Commissioners at the next regular meeting.
- g. The District may utilize cooperative purchasing agreements, state contracts, or joint powers authority agreements when such arrangements are determined to be in the best interest of the District.
- h. No officer, employee, or Board member shall participate in any purchasing decision in which they have a financial interest. All purchasing activities shall comply with applicable conflict-of-interest laws.
- i. All records of the District involving purchasing activities, including quotes, bids, contracts, invoices, and payment records, are disclosable public records and shall be maintained in accordance with the District’s records management policy.

This policy covers supplies, materials, equipment, and services and not employment of outside contractors or consultants. Those matters are addressed in Board Policy 2070 – Employment of Outside Contractors and Consultants.