

Those persons wishing to speak on any item, whether or not it is included on the agenda, are requested to fill out and submit to the Clerk of the Board a "Request to Speak" form. Thank you.

It is the intention of the Chino Valley Independent Fire District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Chino Valley Independent Fire District will attempt to accommodate you in every reasonable manner. Please contact the Administration Office (909) 902-5260 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the District's Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting - Standing Committee Meeting
Finance Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, October 28, 2024

8:00 a.m. - Open Session

AGENDA

ROLL CALL

FLAG SALUTE

INVOCATION

Chaplain Ted Wong

PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the Committee about subjects that do not appear elsewhere on the agenda. The public may address items on the agenda at the time addressed by the Committee.

Due to Board policy and Brown Act requirements, action may not be taken on any issue on the agenda. When you address the Committee, please state your name and address (optional) prior to making your remarks. Please limit your comments to 3 minutes.

MINUTES

1. Minutes - August 26, 2024 - Meeting

OLD BUSINESS - None

NEW BUSINESS

2. TRIENNIAL FIREFIGHTER CLASS B UNIFORM REPLACEMENT

The purpose is for the Finance Committee to review the quotes received for RFQ No.2024-01 Triennial Firefighter Class B Uniform Replacement.

3. APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25

Purpose is for the Finance Committee to review the method for computing the Fire District's appropriations limit and to review the proposed Board Resolution No. 2024-18 for establishing the annual appropriation limit for Fiscal Year 2024-25

4. PURCHASING POLICY UPDATE

The purpose is for the Finance Committee to review recommended updates to the District Purchasing Policy and provide direction to staff.

ADJOURNMENT

I, Angela Robles, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda has been posted by 6:00 p.m., on Friday, October 25, 2024.

Angela Robles

Angela Robles, Clerk of the Board

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes - August 26, 2024 - Meeting

ATTACHMENTS:

Minutes - August 26, 2024 - Meeting

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting - Standing Committee Meeting
Finance Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, August 26, 2024
8:00 a.m. Committee Meeting

MINUTES

CALLED TO ORDER

President Luth called to order the meeting at 8:00 a.m. He explained the process for members of the public to participate in the meeting and provide public comment.

ROLL CALL

President Harvey Luth
Vice President Sarah Ramos-Evinger
Fire Chief Dave Williams
Finance Director Mark Shaker
Clerk of the Board Angela Robles

FLAG SALUTE

Board President Luth led the flag salute.

INVOCATION

Marco Miranda, Fire District Chaplain led the invocation.

CHANGES TO THE AGENDA

Clerk of the Board Robles stated there were no changes to the agenda.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – March 25, 2024 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. RESOLUTION 2024-15 OF THE BOARD OF DIRECTORS OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT APPROVING THE ADDITION OF FISCAL YEAR 2023-24 ITEMS NOT COMPLETED AS OF JUNE 30, 2024 TO THE FISCAL YEAR 2024-25 AMENDED BUDGET AS BUDGET AMENDMENT NO. 1

Purpose is to review Resolution No. 2024-15 adding Fiscal Year 2023-24 items not completed as of June 30, 2024 to the Fiscal Year 2024-25 Amended Budget as Budget Amendment No. 1.

Report by: Finance Director Mark Shaker

Recommendation: It is recommended that the Finance Committee review Resolution No. 2024-15, adding Fiscal Year 2023-24 carryover budget items totaling \$109,555 to the Fiscal Year 2024-25 Amended Budget as Budget Amendment No. 1.

Finance Director Shaker stated as September is approaching, the annual audit is coming up. As part of closing out the year, carrying over any potential budget items to the 2024-25 budget.

Finance Director Shaker stated that staff has reviewed items not completed in 2023-24 to see if they can be moved over to the 2024-25 budget.

Finance Committee discussed the items for carryover to Fiscal Year 2024-25.

There was no request from the public to speak on this item.

The Finance Committee agreed to place this item on Consent for consideration of approval by the Board of Directors at the next regular meeting.

ADJOURNMENT

The meeting was adjourned at 8:06 a.m.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: OCTOBER 28, 2024

TO: FINANCE COMMITTEE

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: TRIENNIAL FIREFIGHTER CLASS B UNIFORM REPLACEMENT

PURPOSE:

The purpose is for the Finance Committee to review the quotes received for RFQ No.2024-01 Triennial Firefighter Class B Uniform Replacement.

DISCUSSION:

Uniform specifications were developed and a Request for Quote (RFQ) was issued to purchase replacement Class B uniforms for all uniformed personnel. Notice of RFQ No.2024-01 was published in a local newspaper of general circulation in the District, and the RFQ was posted on PlanetBids for interested vendors. The deadline for submitting quotes in response to this RFQ was October 7,2024 at 3:00 PM, in which the two quotes were received as detailed in Table 1. District policies specify that the award should be made to the lowest responsible bidder.

The 24/25 Budget allocation for Triennial Uniform Replacement is \$205,000 (100-60-62-000-7025). Two bids were received, Sinatra Uniforms, LLC (Sinatra) submitted a quote of \$226,857.92, while 2 Hot Uniforms, Inc. (2 Hot) quoted \$163,631.88; both quotes included pricing for safety and non-safety personnel uniforms. The RFQ also requested pricing for optional embroidery details which may be included on each uniform. These additional items were quoted by Sinatra and 2 Hot and are not expected to exceed an additional \$10,000.

Table 1

Vendor	Vendor Location *	Bid Amount
Sinatra Uniforms, LLC	Los Angeles, CA	\$226,857.92
2 Hot Uniforms, Inc.	Murrieta, CA.	\$163,631.88

RECOMMENDATION:

It is recommended that the Finance Committee review the quotes received in response to RFQ No. 2024-01 and provide direction to staff.

ATTACHMENTS:

Bid Results

Chino Valley Fire District
 Bid Results for Project TRIENNIAL FIREFIGHTER CLASS B UNIFORM REPLACEMENT (2024-01)
 Issued on 09/09/2024
 Bid Due on October 07, 2024 2:00 PM (PDT)
 Exported on 10/23/2024

Vendor Name	Address	City	State	Zip	Country	Bid Amount	Format	Bid Submit Date
2 Hot Activewear, Inc	26205 Jefferson Ave #100	Murrieta	CA	92562	United States	\$163,638.38	Electronic	10/07/2024 1:50:46 PM
Sinatra Uniforms, Inc.	4318 E Olympic Blvd	Los Angeles	CA	90023	United States	\$226,857.92	Electronic	09/25/2024 1:07:53 PM

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: OCTOBER 28, 2024

TO: FINANCE COMMITTEE

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25

PURPOSE:

Purpose is for the Finance Committee to review the method for computing the Fire District's appropriations limit and to review the proposed Board Resolution No. 2024-18 for establishing the annual appropriation limit for Fiscal Year 2024-25

DISCUSSION:

Pursuant to Article XIII B of the California State Constitution, the Fire Board must choose a method for the computation of the District's annual appropriations limit and adopt the limit by resolution.

As detailed on the attached worksheet, it is recommended that the Fire Board select that method of computation which uses a factor comprised of the annual change in population for Chino/Chino Hills, combined with the change in the local assessment roll due to the addition of local non-residential new construction. This method results in the highest increase in the Fire District's appropriations limit.

RECOMMENDATION:

It is recommended that the Finance Committee review the method for computing the Fire District's appropriations limit and the proposed Board Resolution No. 2024-18 for establishing the annual appropriations limit for Fiscal 2024-25, and provide direction to staff.

ATTACHMENTS:

Resolution 2024-18 and Calculations

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
FISCAL YEAR 2024-25 CALCULATION OF APPROPRIATIONS LIMIT**

A. Price Factor:

- 1.) Percent change in California Personal Income for use in 2024-25 calculation is 3.62%.
- 2.) Percent change in local assessment roll due to the addition of local non-residential new construction is 14.7650%.

The District has the option of using the higher price factor rate of change, which is 14.7650% for fiscal year 2024-25.

B. Population Change:

- 1.) Annual percent change in population from January 2023 to January 2024 for the County of San Bernardino is 0.42%.
- 2.) Annual percent change in population from January 2023 to January 2024 for the weighted average of the change in the City of Chino and City of Chino Hills is 0.23%.

The District has the option of using the higher percentage change in population which is 0.42% for fiscal year 2024-25.

C. Appropriation Limit Calculation:

- 1.) Blending of Price Factor and Population Change: $1.147655 \times 1.0042 = 1.15$.
- 2.) Adopted appropriations limit from last year increased by the blended rate of change in the Price Factor and Population Change results in the Appropriation Limit for 2024-25.

$$\$527,156,934 \times 1.15 = \$607,532,620.$$

D. Appropriations subject to the Limit:

- 1.) Total budgeted appropriations less “non-tax” proceeds (see note below) equals appropriations subject to the limit:

$$\$59,983,027 - \$2,371,900 = \$57,611,127 \text{ (Appropriations Subject to Limit)}$$

Note: Non-tax proceeds include revenue sources that are not considered tax sources such as permits & inspections, charges for weed abatement, interest earnings, other revenue and donations.

RESOLUTION NO. 2024-18

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT
SETTING THE ANNUAL APPROPRIATIONS LIMIT
FOR THE FISCAL YEAR 2024-25**

WHEREAS, Article XIII B of the California Constitution requires the Legislative Body to establish its annual appropriations limit at a Board Meeting; and

WHEREAS, Section 7901 of the Government Code requires the governing body of each local jurisdiction to make certain determinations and thereafter establish its appropriations limit by resolution; and

WHEREAS, for fiscal year 2024-25, the appropriation limit has been computed using the percentage change in population for Chino/Chino Hills and the percent change in the local assessment roll due to the addition of local non-residential new construction.

NOW, THEREFORE, the Board of Directors of the Chino Valley Independent Fire District does resolve as follows:

SECTION 1. The appropriations limit for fiscal year 2024-25 is established at \$607,532,620; and

SECTION 2. That the Clerk shall certify to the adoption of this resolution and the same shall be in full force in effect immediately upon adoption.

REVIEWED, APPROVED AND ADOPTED at a Board Meeting held on the 13th day of November 2024, by the following vote, to wit:

AYES:	BOARD MEMBERS:
NOES:	BOARD MEMBERS:
ABSENT:	BOARD MEMBERS:
ABSTAIN:	BOARD MEMBERS:

HARVEY LUTH, PRESIDENT

ATTEST:

ANGELA ROBLES, CLERK OF THE BOARD

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: OCTOBER 28, 2024

TO: FINANCE COMMITTEE

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: PURCHASING POLICY UPDATE

PURPOSE:

The purpose is for the Finance Committee to review recommended updates to the District Purchasing Policy and provide direction to staff.

DISCUSSION:

Staff has recently worked with Legal Counsel to update the District's purchasing policy to incorporate language specific to using a web-based bid management platform. The District currently utilizes Planet Bids and the intent of the update is to modify existing language to reflect the more modern processes that the District currently practices. A summary of the changes is provided below:

Introduction of PlanetBids System:

The updated policy incorporates the use of the PlanetBids System, a web-based vendor and bid management platform. This platform will be used for:

Public projects valued over \$10,000.

Purchases of supplies and equipment exceeding \$100,000.

Bidders must register, download bid documents, and submit bids electronically via the system. Bid opening will take place via video teleconference, and results will be posted online.

Enhanced Notice Requirements:

Formal bid notices will now be posted on both the Fire District's website and PlanetBids. Additionally, bid documents and results will be accessible via PlanetBids for public transparency.

A redlined copy of the amended purchasing policy is attached.

RECOMMENDATION:

Staff recommends that the Finance Committee to review recommended updates to the District Purchasing Policy and provide direction to staff.

ATTACHMENTS:

Amended Purchasing Policy

CHINO VALLEY INDEPENDENT FIRE DISTRICT
PURCHASES – Chapter 3.12
Amended ~~August~~ November 11 13, ~~2021~~ 2024

SECTIONS:

- 3.12.010 Adoption of a purchasing system.
- 3.12.020 Centralized purchasing system.
- 3.12.030 Purchasing Agent.
- 3.12.040 Purchasing Regulations
- 3.12.050 Exemptions from centralized purchasing.
- 3.12.060 Estimates of requirements.
- 3.12.070 Requisitions.
- 3.12.080 Purchase orders.
- 3.12.090 Encumbrance of funds
- 3.12.100 Inspection and testing.
- 3.12.110 Bidding.
- 3.12.120 Formal (~~sealed~~) bid procedures.
- 3.12.125 PlanetBids.
- 3.12.130 Notice inviting formal bids.
- 3.12.140 Published notice for formal bids.
- 3.12.150 Approved vendors list.
- 3.12.160 Bulletin board notice.
- 3.12.165 PlanetBids notice.
- 3.12.170 Bidder's security.
- 3.12.175 Other formal bond requirements.
- 3.12.180 Formal bid opening procedure.
- 3.12.190 Rejection of formal bids.
- 3.12.200 Award of formal bid contracts.
- 3.12.210 Tie formal bids.
- 3.12.215 No formal bids.
- 3.12.230 Open market or informal bids.
- 3.12.240 Minimum number of informal bids.
- 3.12.250 Notice inviting informal bids.
- 3.12.260 Record of informal bids.
- 3.12.270 Exceptions to competitive bidding requirement.
- 3.12.275 Staff purchasing authority levels.
- 3.12.280 Regulation re: selection of contract services.
- 3.12.290 Applicability of Conflict of Interest Code

3.12.010 Adoption of purchasing system. In order to establish efficient procedures for the purchase of supplies and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is adopted.

3.12.020 Centralized purchasing division. There is created a centralized purchasing division in which is vested authority to purchase or contract for supplies, equipment, and services.

3.12.030 Purchasing agent. There is created the position of purchasing agent, who may also be known as the “purchasing officer”. This person shall be appointed by the Fire Chief. The purchasing agent shall be the head and have general supervision of the purchasing division. The duties of purchasing agent may be combined with those of any other office or position. The purchasing agent shall have authority to:

(1) Purchase or contract for supplies, equipment and services required by any using agency in accordance with purchasing procedures prescribed in this chapter, such administrative regulations as the purchasing agent shall adopt for the internal management and operation of the purchasing division, and such other rules and regulations as prescribed by the Fire Board or the Fire Chief;

(2) Negotiate and recommend execution of contracts for the purchase of supplies, equipment and services;

(3) Act to procure for the Fire District the needed quality in supplies, equipment and services in a cost-effective manner;

(4) Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases;

(5) Prepare and recommend to the Fire Board rules governing the purchase of supplies and equipment for the Fire District;

(6) Prepare and recommend revisions and amendments to the purchasing rules;

(7) Keep informed of current developments in the field of purchasing, prices, market conditions and new products;

(8) Prescribe and maintain such forms as are reasonably necessary for the operation of this chapter and other rules and regulations;

(9) Supervise inspection of all supplies and equipment purchased to insure conformance with specifications;

(10) Recommend the transfer of surplus or used supplies and equipment between divisions as needed;

(11) Maintain an approved vendor list, vendors’ catalogue file and records needed for the efficient operation of the purchasing division.

3.12.040 Purchasing regulations. The purchasing agent shall be responsible for determining that the regulations and procedures ~~herein section 3.12.050 through 3.12.110~~ are carried out.

3.12.050 Exemptions from centralized purchasing. The Fire Chief may authorize, in writing, any division to purchase specified supplies, equipment and services independently of the purchasing division; but the Fire Chief shall require that such purchases shall be made in conformity with the procedures established by this Chapter and shall further require periodic reports from the division on the purchases made under such written authorization.

3.12.060 Estimates of requirements. All using divisions shall file detailed estimates of their requirements in supplies, equipment and services in such manner, at such time, and for such future periods as the purchasing agent shall prescribe.

3.12.070 Requisitions. Using divisions shall submit request for supplies to the purchasing agent by standard requisition forms, or by other means as may be established by the purchasing rules and regulations.

3.12.080 Purchase Orders. Consistent with informal bidding requirements in Section 3.12.230, purchases of supplies and equipment in a dollar amount exceeding ten thousand dollars (\$10,000) shall be made only by purchase orders. Except as otherwise provided herein, no purchase order shall be issued unless prior approval of the purchasing agent or the purchasing agent's designated representative has been obtained.

3.12.090 Encumbrance of funds. Except in cases of emergency, the purchasing agent shall not issue any purchase order for supplies or equipment unless there exists an unencumbered appropriation in the fund account against which said purchase is to be charged.

3.12.100 Inspection and testing. The purchasing agent shall, at his/her discretion, inspect supplies and equipment delivered to determine their conformance with the specifications set forth in the order. The purchasing agent shall have authority to require chemical and physical test of samples submitted with bids and samples of deliveries, which are necessary to determine their quality and conformance with specifications.

3.12.110 Bidding. Purchases of supplies and equipment of an estimated value of more than one hundred thousand dollars (\$100,000) shall be by formal bid procedures pursuant to Sections 3.12.120 through 3.12.215. Bidding may be dispensed with only under provisions stated in Section 3.12.270.

3.12.120 Formal ~~(sealed)~~ bid procedures. Except as otherwise provided herein, public projects, as defined in Section 37901-53069.85 of the California Government Code, of an estimated value greater than ten thousand dollars (\$10,000) and purchases of supplies and equipment of an estimated value greater than one hundred thousand dollars (\$100,000) shall be awarded to the lowest responsible bidder pursuant to the formal bid procedure as hereinafter prescribed.

3.12.125 PlanetBids. For public projects valued over \$10,000 and for purchases of supplies and equipment exceeding \$100,000, the District utilizes the PlanetBids System™, an automated web-based vendor and bid management platform. Prospective bidders must register, download bid documents, and submit their bids electronically through PlanetBids. Bidders will receive an email with conference call details for the bid opening, which will

take place via video teleconference. Additionally, the bid results will be posted in the PlanetBids System after they are publicly announced.

3.12.130 Notice inviting formal bids. Notices inviting formal bids shall include a general description of the article or service desired, shall state where the bid documents and specifications may be secured, and time and place for opening bids.

3.12.140 Published notice of formal bids. Notices inviting formal bids shall be published at least ten days prior to the date of the opening of bids. Notices shall be published at least once for non-public projects and at least twice, not less than five days apart, for public projects, in a newspaper of general circulation in the Fire District and also on the Fire District’s website as well as the District’s PlanetBids website.-

3.12.150 Approved vendors list. The purchasing agent shall also solicit formal ~~sealed~~-bids from responsible suppliers whose names are on the approved vendors list, or who have made written request that their names be added thereto.

3.12.160 Bulletin board notice. The purchasing agent shall advertise the pending formal purchases by posting a notice on the public bulletin board at the Fire District’s Administrative Headquarters.

3.12.165 PlanetBids Notice. Notice will also be posted via PlanetBids.

3.12.170 Bidder’s security. When a public project is involved, and in other cases when deemed necessary by the purchasing agent, formal bids shall be accompanied by security, either cash, cashier’s check, certified check or surety bond, in a sum equal to ten percent (10%) of the total aggregate of the bid, and shall be designated in the notice inviting bids. Bidders shall be entitled to return of bid security; provided, however, that the successful bidder shall forfeit their bid security upon their refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the Fire District is solely responsible for the delay in executing the contract. The Fire Board may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder who is willing to execute the contract, or may reject all bids and re-advertise.

3.12.175 Other formal bond requirements. A faithful performance bond and labor and material bond shall be required for all public projects, unless waived by the Fire Board, in an amount reasonably necessary to protect the best interest of the Fire District. In addition, the Fire Board shall have authority to require a faithful performance bond or other bonds before entering into a contract other than a public project contract. If bonds are required, the form and amount thereof shall be designated in the notice inviting bids.

3.12.180 Formal bid opening procedure. ~~Sealed—All bids shall—must be submitted via the PlanetBids system. be submitted to the purchasing agent and shall be identified as “bids” on the envelope.—~~The purchasing officer, or designee, shall publicly

open all bids at the time and place stated in the public notices. A tabulation of all bids received shall be available for public inspection in the purchasing office during regular business hours and shall be posted on the Fire District’s website, for a period of not less than thirty calendar days after the bid opening. Additionally, the bid results will be posted in the PlanetBids System after they are publicly announced.

3.12.190 Rejection of formal bids. In its discretion, the Fire Board may reject any and all bids presented and may cause re-advertising for bids pursuant to the procedure herein above prescribed. However, when all bids exceed the authorized budgeted amount, the Fire Chief may authorize rejection of all bids and authorize re-bidding based upon the original specifications or as they may be modified, in accordance with procedures prescribed herein.

3.12.200 Award of formal bid contracts. Except as otherwise provided herein, formal bid contracts shall be awarded by the Fire Board to the lowest responsible bidder. The determination of “lowest responsible bidder” shall be at the discretion of the Fire Board pursuant to the findings and recommendations presented by the Fire Chief or his designee, at the time of award of contract.

3.12.210 Tie formal bids. If two or more formal bids received are for the same amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the Fire Board may at its discretion accept the one it chooses or accept the lowest bid made by and after negotiation with the tie bidders at the time of the bid opening or award of contract.

3.12.215 No formal bids. When no formal bids or no responsive bids are received, the purchasing agent is authorized to negotiate for written proposals, and his/her recommendation shall be presented to the Fire Chief and award, if any, shall be made in accordance with applicable provisions prescribed herein.

3.12.230 Open market or informal bids. Purchases of supplies and equipment of an estimated value in the amount of one hundred thousand dollars (\$100,000) or less, subject to the appropriate approvals required in this policy, may be made by the purchasing agent in the open market pursuant to the procedure prescribed in Sections 3.12.240 through 3.12.260 and without observing the procedure prescribed in Sections 3.12.120 through 3.12.215; provided, however, all bidding may be dispensed with for purchases of supplies and equipment having a total estimated value of less than ten thousand dollars (\$10,000).

3.12.240 Minimum number of informal bids. Open market purchases shall, whenever possible, be based on at least three informal bids, and shall be awarded to the bidder offering the most advantageous bid to the Fire District after consideration of price, quality, durability, servicing, delivery time, standardization, and other factors.

3.12.250 Notice inviting informal bids. The purchasing agent shall solicit informal bids by written request to prospective vendors, by telephone, by posting on the

Fire District’s website, or by public notice posted on a public bulletin board at the Fire District’s Administrative Headquarters.

3.12.260 Record of informal bids. The purchasing agent shall keep a written record of all open market purchases and informal bids for a period of one year. This record, while so kept, shall be open to public inspection.

3.12.270 Exceptions to competitive bidding requirements. Notwithstanding any provision of this Chapter to the contrary, the competitive bidding procedures and requirements may be dispensed with in any of the following instances:

- (1) When the estimated value of the supplies or equipment to be purchased is less than ten thousand dollars (\$10,000);
- (2) When the commodity can be obtained from only one vendor;
- (3) The Fire Chief may authorize the purchase of materials, supplies equipment and services where an emergency is deemed to exist and it is determined that service involving the public health, safety or welfare would be interrupted if the normal procedure were followed. All emergency purchases, which would otherwise require formal bidding procedures, made pursuant to this Section shall be submitted to the Fire Board for ratification at the next regular Fire Board meeting after the purchase is authorized;
- (4) The Fire Chief is authorized to enter into contracts for personal services, for professional and consulting services, and for other contractual services without observing the bidding procedure provided herein where the amount of the contract is one hundred thousand dollars (\$100,000) or less, provided there exists an unencumbered appropriation in the fund account against which said expense is to be charged;
- (5) The Fire District may obtain the goods or a commodity from a vendor selected in a competitive bidding procedure at least equivalent to that required by this Chapter at the same prices as the entity which conducted the bidding;
- (6) When the Fire Board finds that the adherence to the procedures in this Chapter would be insufficient, impractical and unnecessary;
- (7) The Fire Board may authorize the execution of a lease or leases for office space for the Fire District without observing the bidding procedures provided herein, irrespective of the term of the lease or leases or the amount of the rent and other charges to be paid by the Fire District under the lease or leases.

3.12.275 Staff Purchasing Authority Levels. The Fire Chief shall be responsible for designating staff level purchasing authority up to the Fire Chief’s purchasing authority limits set forth in this policy, which amounts and designations shall be in writing. Purchases authorized by designated staff shall be procured in the manner otherwise required by this Policy.

3.12.280 Selection of contract services in excess of \$100,000.

Contract services, including the furnishing of personal services or professional or consulting services or other contractual services, in an amount exceeding one hundred thousand dollars (\$100,000), shall be awarded by the Fire Board and procured through a formal bid or RFP process.

3.12.290 Applicability of Conflict of Interest Code. All District employees shall comply with the applicable requirements of the District's Conflict of Interest Code while making, participating in making, or attempting to influence the District's purchasing processes. Nothing herein limits the applicability of the Conflict of Interest Code.