Crescent Fire Protection District Procurement Policy

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1. Purpose This policy establishes procedures for the procurement of goods and services to ensure that taxpayer resources are used effectively, transparently, and in the public's best interest.

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2. General Guidelines All purchases must be for legitimate District purposes. Staff shall avoid conflicts of interest, favoritism, or splitting purchases to avoid competitive thresholds.

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3. Competitive Procurement Requirements

Purchase Amount	Procurement Requirement
$0 – $1,500	At least 3 verbal or written quotes recommended.
$1,501 – $10,000	Minimum of 3 written quotes required.
Over $10,000	Minimum of 3 written quotes and Board approval.

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4. Use of Cooperative Purchasing The District may purchase goods or services using Sourcewell or other public cooperative purchasing agreements in lieu of obtaining three written quotes, provided:

- The vendor is listed as an awarded contractor under a valid contract.
- The pricing and terms fall within the scope of the cooperative agreement.

Use of Sourcewell satisfies the competitive procurement requirement under California law.

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5. Sole Source Purchases If a good or service is only available from one practicable source, a written justification must be prepared describing the unique need and why no other options exist. A quote must be obtained and kept on file.

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6. Emergency Purchases Emergency purchases may be made when necessary to protect life, safety, or property and cannot wait for regular procurement procedures. A written justification must be prepared and signed by the Fire Chief or Board Chair.

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7. Purchase Orders All services over $100 require a District purchase order. Each purchase order must:

- Include vendor information, item description, quantity, cost, and purpose.
- Be signed by the Fire Chief (or Board Chair in their absence).
- Be processed by the Administrative Assistant, who will place the order.

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8. Prohibited Practices

- Splitting purchases to avoid competitive thresholds.
- Awarding contracts based on favoritism or discrimination.
- Allowing affiliated personnel to participate in procurement decisions involving related vendors.

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9. Ethics and Standards of Conduct District employees and Board members involved in the procurement process shall:

- Conduct business with integrity and fairness.
- Avoid personal conflicts of interest.
- Not accept gifts, favors, or gratuities from vendors.
- Report suspected fraud or unethical behavior to the Fire Chief or Board Chair.

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10. Local Vendor Consideration When possible and when all other factors are equal, preference may be given to local vendors to support the local economy.

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11. Documentation and Record Retention All procurement activity shall be documented and retained in accordance with the District's records retention schedule. This includes:

- Quotes and proposals
- Sourcewell or cooperative contract references
- Sole source and emergency justifications
- Purchase orders and invoices
- Board approvals

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12. Public Works and Prevailing Wage Compliance For public works projects:

- Comply with the California Public Contract Code and Labor Code.
- Pay prevailing wages for projects over $1,000.
- Use formal bidding procedures for projects over $25,000 or as required.
- Require contractor registration with the Department of Industrial Relations (DIR).

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13. Approval Authority Levels

Amount	Approval Required
Up to $1,500	Fire Chief or Administrative Specialist
$1,501–$10,000	*Fire Chief
Over $10,000	Board of Directors

*Fire Chief

The Fire Chief is authorized to approve and execute purchases, contracts, or agreements for goods, services, and supplies up to $10,000 per transaction, provided:

- Adequate funds are available within the approved annual budget.
- All competitive procurement and documentation requirements in this policy are followed.
- The purchase does not exceed statutory limits under the California Public Contract Code.

Cumulative expenditures with a single vendor exceeding $10,000 within a fiscal year must be reported to the Board for acknowledgment or ratification.

Purchases or contracts exceeding $10,000 require prior Board approval unless classified as emergency purchases under Section 6.

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14. Capital Equipment and Inventory Control All fixed assets or equipment valued over $5,000 shall:

- Be logged into the District's inventory system.
- Be tagged with an asset ID number.
- Be reviewed annually for location and condition.

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15. Amendment and Review This policy shall be reviewed at least once every three years or as needed. Amendments require approval by the Board of Directors.

Adopted 06/09/2025
Amended 11/10/2025