



GOLDEN GATE

Fire Department

P.O. Box 843

Golden, CO 80402-0483

(303) 279-3538

Golden Gate Fire Protection District spending policy established 04.18.2023

It is necessary to demonstrate purchasing accountability of the spending by the Golden Gate Fire Protection District (GGFPD, the department). The following document outlines the current best practices for GGFPD. It is the responsibility of the purchaser to follow this policy. This policy may be reviewed and modified by the board at any time.

This policy covers all purchasing from the date of implementation. If spending exceeds the budget by 10% for three (3) consecutive months, the board will review the overspend to ensure that this purchasing policy is being applied appropriately by the department. Spending for emergencies (as defined below), utility services, insurance, payroll, payroll deductions, bank fees, county fees or healthcare premiums is excluded from this policy.

Emergency spending Where a purchase must be made in order to maintain operational or regulatory status, may be made and passed through the proper channels after purchase. Examples of emergency spending include but are not limited to, emergency vehicle repair, emergency vehicle fuel purchase, extended operational food purchases, or purchases made related to statutory and compliance issues. The chain of command for emergency spending will be as follows:

1. Chief and/or Board President
2. Assistant Chief If level 1 is absent
3. Officers if level 1 and 2 are absent
4. Board Treasurer if level 1, 2 and 3 are absent
5. Board Vice President if level 1, 2, 3 and 4 are absent
6. Board Members if level 1, 2, 3, 4 and 5 are absent

Definitions

Bid: Proof that the required purchase has been researched from multiple suppliers, or State Purchasing Program or GSA to ensure the minimum price available. Proof can be a formal bid, proof of purchase price, estimate, or quote from the vendor.

Formal Bid: A quote or estimate from a supplier including scope of work and/or clear description of the services or goods being supplied. Attorney authorization for contract.

Purchase signing/authorization: Where authorization requires the president of the board to sign and the president is not available within 24 hours or incapacitated, the order of signing shall be vice-president of the board, treasurer of the board, secretary of the board.

Business Case: Objective reasoning for the purchase either verbal or written. May also include arguments for or against a particular provider for the purchase.

Bid Request

Bids must be obtained from vendors qualified to provide the desired service. With the specialized nature of firefighting equipment, there may not be three (3) qualified vendors available. For vehicle repair, travel and towing costs need to be considered by the purchaser. If three (3) qualified mechanics cannot



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be found within a 75-mile radius of GGFPD

Station 3, the three (3) bid requirement is waived. When the State Purchasing Program, GSA or other approved group purchasing scheme is used, the three (3) bid requirement is also waived.

Splitting of a purchase so the total amount falls under a cutoff for review is a forbidden practice. Purchases made from the same vendor within fifteen (15) business days are subject to review by the board and may be considered one purchase.

The purchaser must disclose any potential conflict of interest with the supplier providing the bid. Failure to do so may result in the immediate cancellation of the contract and disciplinary action against the purchaser.

Bid Selection

This policy recognizes that the lowest bid may not offer the best value in terms of quality of workmanship, turnaround time, or services offered. Bids may be intentionally underpriced to secure our business, only to see costs increase significantly during the job process. When selecting the winning bid, the purchaser should take a comprehensive approach and consider all facets of services/materials offered under the bid as well as the quality of the bid. The purchaser should be able to provide documentation supporting the selection of the winning bid when requested by the board or a superior officer.

W9 Requirement

Independent Contractors must submit a W9 prior to any work continuation, start, authorization, or approval.

Bid Discrepancies

In the case of three (3) or more bids, if a bid has a difference of at least 15% from the bid average, another bid, providing a qualified vendor is available, must be obtained by the purchaser to identify the outlying price(s).

Amount Guidelines

< \$1,000:

No authorization required for Board President, Board Treasurer, Chief, Assistant Chief, or Officers.

\$1,000 - \$2,500:

No authorization required for Board President, Chief or Assistant Chief.

\$2,500 - \$5,000:

No authorization required for Chief.

\$5,000 - \$10,000:

The purchase must be approved by the GGFPD board of directors during a public meeting. Written business case for the purchase must be presented to GGFPD board of directors during a public meeting. Two (2) bids required. If bids differ by more than 15% an additional two (2) bids must be obtained by the purchaser.



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\$10,000 – above:

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The purchase must be approved by the GGFPD board of directors during a public meeting. Written business case for the purchase must be presented to GGFPD board of directors during a public meeting. Three (3) bids required, unless exempted due to circumstance described previously.

Purchasing of Used Goods or Parts

In order to maintain the highest level of standards within the department the purchase of used goods or parts is prohibited unless authorized by the board or designee.