Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.3.01

2. SUBJECT: ***Bidding Procurement***

3. POLICY: It is the policy of the District to adhere to RCW 52.14.110 and RCW 52.14.120 pertaining to purchasing and RCW 39.04 pertaining to public work contracts. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. For Bid Purchases:

      1. Bids shall be advertised a minimum of two weeks.
      2. Advertising for bids shall be in the local newspaper, website and posted at Grant County Fire District 3's Main Station.
      3. Bids shall be submitted to Grant County Fire District 3 in writing, sealed and shall only be opened at bid opening in the presence of Grant County Fire District 3’s authorized representative.
      4. The bid process shall provide for an evaluation period, in which the District can effectively evaluate the bidder’s qualifications, the contents of the bids, and gather sufficient information to make an effective decision.
      5. Bids shall be awarded at a regular or special meeting of the Board of Commissioners.
      6. Bidders shall be required to comply with all purchasing, bidding and public works provisions contained in state regulations and laws.
      7. In extreme or unusual circumstances, the Board of Commissioners may declare an emergency. When an emergency is declared, the terms and conditions stipulated by the Board of Commissioners shall prevail.