

Falmouth Fire-EMS Operating Guideline

Purchasing

Objective:

To provide a clear process for purchasing items on behalf of Falmouth Fire-EMS.

General Information:

Falmouth Fire-EMS follows the Town of Falmouth Purchasing Process. All purchases must be approved in advance by the Fire Chief.

Guidelines:

- A. Purchasing an item with a cost under \$2,000.
 - a. The Fire Chief may approve the purchase of an item under \$2,000.
 - i. The required paperwork is an invoice.
 - ii. The signed and dated invoice, with a GL account number will be entered into the MUNIS financial system.
 - iii. The Fire Chief will approve the purchase in MUNIS.
- B. Purchasing an item with a cost between \$2,000 and \$5,000
 - a. The Fire Chief may approve the purchase of an item under \$2,000.
 - i. The required paperwork is an invoice and an informal bid form.
 - ii. The signed and dated invoice, with a GL account number will be entered into the MUNIS financial system.
 - iii. The informal bid form must be available for review upon request.
 - iv. The Fire Chief will approve the purchase in MUNIS.
- C. Purchasing an item with a cost between \$5,000 and \$20,000
 - a. The Town Manager must approve the purchase of an item between \$5,000 and \$20,000.
 - i. The required paperwork is an invoice, an informal bid form, and a purchase order.
 - 1. The informal bid form must document three (3) quotes for the product or show why three quotes could not be obtained. The quotes must be attached to the informal bid form.
 - 2. The informal bid form must be approved by the Town Manager and Finance Director before the purchase can be made.
 - ii. Once the item is ordered, the purchase order must be created and approved in MUNIS before the invoice can be entered.
 - 1. The Fire Chief, Finance Director, and Town Manager must approve the purchase order in MUNIS.
 - iii. Once the purchase order is approved the signed and dated invoice, with a GL account number will be entered into the MUNIS financial system.

1. The informal bid form must be scanned into the system and attached to the invoice when entered in MUNIS.
 - iv. The Fire Chief, Finance Director, and Town Manager must approve the purchase in MUNIS.
- D. Purchasing an item with a cost over \$20,000. A purchase over \$20,000 must be competitively bid using a process approved by the Town of Falmouth Finance Director.
 - a. The Finance Director and Town Manager must approve the purchase of an item over \$20,000.
 - i. The required paperwork is an invoice, a formal bid form, and a purchase order.
 1. The formal bid process includes:
 - a. Developing and sending out a Request for Proposals (RFP) either via the newspaper, online (ex. MMA), or approved bidder's list.
 - b. Bids must be received by three (3) vendors, or documentation must show why three bids could not be obtained. The bids or a bid tally sheet must be attached to the formal bid form.
 2. The formal bid form must be approved by the Town Manager and Finance Director before the purchase can be made.
 3. Copies of all bids must be kept by Falmouth Fire-EMS for a period of three (3) years from the bid opening date.
 - ii. Once the item is ordered, the purchase order must be created and approved in MUNIS before the invoice can be entered.
 1. The Fire Chief, Finance Director, and Town Manager must approve the purchase order in MUNIS.
 - iii. Once the purchase order is approved the signed and dated invoice, with a GL account number will be entered into the MUNIS financial system.
 1. The formal bid form must be scanned into the system and attached to the invoice when entered in MUNIS.
 - iv. The Fire Chief, Finance Director, and Town Manager must approve the purchase in MUNIS.

These guidelines may be changed or altered by the Fire-EMS Chief at any time.