

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 101.25	RULE & REGULATION
DATE IMPLEMENTED: JANUARY 1, 2024 DATE REVISED:	TITLE: PURCHASING PROCEDURE

PURPOSE:

This guideline was promulgated to provide procedures for the purchasing of goods and services for the intent of use for, and by Lakewood Fire Department Personnel using Fire District Funds.

SCOPE:

This procedure shall apply to all uniformed and non-uniformed personnel who conduct business within, and on behalf of the Lakewood Fire District for the purpose of providing adequate service to the community.

POLICY:

1. All personnel who conduct business on behalf of the Lakewood Fire District shall be bound by adherence to the New Jersey Local Public Contracts Law N.J.S.A. 40A:11-1 et seq., N.J.A.C. 5:34 et seq., and N.J.S.A. 19:44A-20.4 et seq.
2. Under the Lakewood Fire District's centralized purchasing function, the Fire District Administrator, who is the designated Purchasing Agent for the Fire District, is the authority for all purchases. No Lakewood Fire Department personnel or Fire District Employees/Officers shall make purchases without authorization from the Purchasing Agent, nor have the authority to commit funds or enter into a contract.
3. Purchases valued above \$6,600 require approval from the Board of Fire Commissioners at a public meeting before entering into a contract or committing any funds.
4. In case of an imminent emergency threatening the health, welfare, or safety of the employees or citizens of the Lakewood Fire District, and with the consent of the Purchasing Agent, the Chief of Department may authorize the purchasing of necessary supplies, materials, or equipment. This authority is very narrowly construed.
5. The Purchasing Division acts as the liaison between all vendors and the Fire District and purchases all goods and services by way of issuing a Lakewood Fire District numbered purchase order to the vendor. Verbal or other written commitments are prohibited.
6. The Purchasing Division disposes of surplus or obsolete materials, supplies and equipment that is no longer needed by the Fire District. Some items are offered as trade-ins. The items are sold annually, or at other specific times, by public sale, bid or auction, as permitted by law.

7. The Purchasing Division subscribes to the Code of Ethics of the Governmental Purchasing Association of New Jersey, Inc., and The National Institute of Governmental Purchasing.
8. Employees of the Lakewood Fire District may not accept gifts or gratuities from any vendor that does business or is anticipated to do business with the Lakewood Fire District.

PROCEDURE:

1. All requests for equipment or supplies shall be made through an alert in PS Trax. Uniform requests shall follow the provisions set forth in the current Uniform policy.
2. Except in emergency circumstances, all requests for new purchases / new goods or services shall be made by the Fire Company Captain, or highest-ranking company officer.
3. Upon receipt of an alert and confirming the need for replacement by the Deputy Fire Administrator, and/or upon receipt of a request/alert for new equipment, goods, or services, a quote will be solicited by the purchasing division from an approved vendor, and the requested item(s) will be placed in the districts purchasing software, "Edmunds GovTech", as a requisition to be reviewed and approved or denied by the Chief of Department.
4. Upon approval by the Chief of Department, the purchasing agent for the district will review the requisition to ensure compliance with applicable purchasing laws and assess the project/purchase against the current fiscal environment for feasibility.
5. Approved requisitions by the purchasing agent of more than \$6,600 will then be submitted to the Board of Fire Commissioners for approval at a public meeting.
6. Approval or denial of purchasing requests will be sent to the requestor as soon as practical, based on scope of request and other applicable factors.
7. Upon approval by the purchasing agent, and the Board of Fire Commissioners (when applicable), a purchase order will be issued by the purchasing division to the vendor.
8. After a purchase order has been issued to a vendor, several steps remain before the transaction is completed. These are:
 - Delivery and acceptance of goods or services
 - Report of receipt of the goods or services by the Deputy Fire Administrator to Accounts Payable
 - Purchase Order signed by the vendor and sent to Accounts Payable
 - Invoicing by the vendor - (usually accompanies submission of purchase order)
 - Approval for payment by the Board of Fire Commissioners at public meetings - (usually second Monday of each month)
 - Payment by the Fire District
9. Upon receipt of the goods or services by Fire Headquarters, the requestor will be notified to either pick up the item from Fire Headquarters, or a date and time of when it will be delivered to the requesting fire company.