



## Vendor List Purchasing

Vendor lists may be used for purchases of materials, equipment, supplies or services between \$10,000 and \$50,000. Authorization for vendor list purchasing is provided in RCW 39.04.190 and RCW 52.14.110(1).

A resolution (Resolution 02-7) establishing the creation and use of vendor lists has been adopted by the Board of Commissioners of the District.

The following procedures govern vendor list purchasing:

- **Advertising for Vendors**

Twice each year the District will publish in a newspaper of general circulation within the District a notice of the existence of a vendor list and solicit the names of vendors for the list.

The advertisement for vendors will be:

### Call for Vendors

Spokane County Fire District 9 hereby calls for vendors who wish to be placed on the vendor list for District purchasing of materials, equipment, supplies or services in amounts of \$10,000 to \$50,000 in accordance with the provisions of RCW 39.04.190. Vendors that wish to be listed must complete a *Vendor Form* provided by the District. For additional information and procedures contact Spokane County Fire District 9, 3801 East Farwell Road, Mead WA 99021; (509) 466-4602; [admin@scfd9.org](mailto:admin@scfd9.org); [www.scfd9.org](http://www.scfd9.org).

Vendors may be directly solicited for inclusion on the vendor list but must provide all information necessary for the *Vendor Form*. Vendors may be added to the list at any time.

- **Vendor Form**

Vendors that wish to be included on the list for vendor purchasing must complete a *Vendor Form* (attached).

Each *Vendor Form* will be dated upon receipt by the District and shall be removed or revised as necessary and confirmed at least every three (3) years.



- **Purchasing Using the Vendor List**

The vendor list may be used for the purchase of materials, equipment, supplies or services that cost \$10,000 to \$50,000. *A purchasing contract awarded pursuant to this vendor list procedure need not be advertised.* The following steps will be used:

**(1) Specification / Equivalency**

The materials, equipment, supplies or services to be purchased will be sufficiently specific to allow bidding vendors to identify the type, specification and quality of the products or services and assure the District that all vendors are bidding the same or equivalent products or services.

**(2) Securing Quotations**

The Fire Chief shall authorize securing the quotations and may impose special requirements.

Electronic, telephone or written quotations, or combinations thereof, will be secured from at least three (3) different vendors whenever possible to assure that a competitive price is established and for awarding the contracts for purchase to the lowest responsible bidder.

Telephone quotations will be recorded with name of the person providing the quotation and the date and time. Electronic quotations will be printed out for retained records.

A summary of the quotations received will be made.

**(3) Approval for Purchase**

The approval of the Fire Chief is required to finalize any vendor list purchase.

**(4) Record of Vendor List Purchase**

A complete record of each vendor list purchase will be made and retained. The record will include the following:

- Specifications
- Vendor quotations or records of telephone quotations
- Summary of quotations
- District purchase order approved by the Fire Chief

After the award is made, bid quotations will be open to public inspection and will be available by telephone inquiry or electronic request. A computer record of the quotations for each project will be maintained to allow compliance with this provision.