

RESOLUTION 1  
HOPKINTON FIRE DISTRICT  
PROCUREMENT POLICY  
JANUARY 2016

WHEREAS: The Hopkinton Fire District will adopt internal policies and procedures governing all purchases of goods and services not subject to bidding requirements of General Municipal Law, and

WHEREAS: Comments have been solicited from the Commissioners of the Hopkinton Fire District involved with purchases;

BE IT RESOLVED: that the Hopkinton Fire District does hereby adopt the following procurement policies and procedures:

GUIDELINE # 1: Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law #103. Every District Officer, Chief or District Treasurer or other personnel with purchasing authority shall estimate the cumulative amount for items or services needed in a given fiscal year. It will be the responsibility of every purchaser to follow guidelines 2 thru 4.

GUIDELINE # 2: All purchases of supplies, equipment or services that will exceed \$20,000 shall be done pursuant to General Municipal Law #103, basically bidding or State Contract.

GUIDELINE #3: All estimated purchases of less than \$10,000.00 but greater than \$1,000.00 shall be done by written quotes from a minimum of three vendors. All estimated purchase of less than \$1,000.00 but greater than \$300.00 will require verbal quotes whenever possible.

GUIDELINE #4: Except when directed by the Board of Commissioners, no proposals or quotations shall be required under the following circumstances:

- (A) Acquisition of professional services
- (B) Emergencies
- (C) Sole source situations
- (D) Goods purchased from agencies for the blind or severely handicapped
- (E) Goods purchased from correctional facilities
- (F) Goods purchased from another government agency
- (G) Goods purchased at auction

GUIDELINE #5: The Board of Commissioners shall review this policy annually.

DISTRICT FIRE COMMISSIONERS' SIGNATURES

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Steve Bory

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Carl Pitts

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Dick Powers

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Ronald Streeter

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Joachim VanElls

January 14, 2016

Revised September 2016