RESOLUTION

HOPKINTON FIRE DISTRICT

PROCUREMENT POLICY

JANUARY 2024

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, and taking into consideration "Best Value", pursuant to Section 163.1(j) of the State Finance Law.

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

David Perry

Carl Pitts

Jeff Burnham

Rob Stillwell

Ernest Wood

January 2024