

Josephine County Rural Fire Protection District

Purchasing and Contracting Rules Policy

Policy Number: 2025-002

Adopted: 7/28/2025

Supersedes: N/A

1. Purpose

The purpose of this policy is to establish clear, consistent, and compliant purchasing and contracting procedures for the Josephine County Rural Fire Protection District ("the District"). This policy ensures transparency, fiscal responsibility, and legal compliance in acquiring goods, services, and public improvements.

2. Authority

This policy is adopted pursuant to Oregon Revised Statutes (ORS) Chapters 279A, 279B, and 279C and authorizes the District to adopt its own contracting rules to the extent permitted by law.

3. Definitions

- Public Contract: Any purchase, lease, or sale by the District involving the expenditure of funds.
- Personal Services: Services requiring specialized technical, creative, professional, or communications skills.
- Public Improvement: A project for construction, reconstruction, or major renovation on real property owned or to be owned by the District.
- Local Contract Review Board: The District's Board of Directors, which serves as its own contracting board.

4. Contracting Officer

The Fire Chief, or their designee, is the District's designated Contracting Officer and is authorized to enter into contracts on behalf of the District within the spending limits and rules defined herein.

5. General Purchasing Rules

Competitive Procurement Thresholds:

- Micro-Purchase (Up to \$10,000): No quotes required; reasonable price must be ensured.
- Small Procurement (\$10,001 – \$50,000): Minimum of 3 informal quotes recommended.
- Intermediate Procurement (\$50,001 – \$150,000): Documented competitive process required.
- Formal Procurement (Over \$150,000): Formal competitive bidding or RFP required.

6. Exemptions from Competitive Bidding

Exemptions include sole-source procurements, emergency purchases, cooperative agreements, and professional/personal service contracts under \$150,000.

7. Personal and Professional Services

Contracts for personal services may be awarded using a qualifications-based selection. Over \$150,000 requires a formal RFP unless exempt.

8. Public Improvement Contracts

Comply with ORS 279C. Include prevailing wage compliance, bonding (if required), and public notices for projects over \$200,000.

9. Emergency Contracts

The Fire Chief may act without formal procedures in emergencies. A report must be submitted to the Board as soon as reasonably possible, but no later than 72 hours.

10. Contract Administration

Contracts must be in writing, legally reviewed (if applicable), and include scope, pricing, and termination. Performance monitoring is required.

11. Ethics and Conflict of Interest

Personnel shall follow ORS Chapter 244. No one with a personal/financial interest may participate in related procurement decisions.

12. Records and Retention

Maintain all procurement records per public records law and District policies.

13. Board Review and Approval

Board approval is required for contracts over \$150,000, real estate transactions, and competitive bidding exemptions.

14. Policy Review

This policy shall be reviewed every three (3) years or as needed to remain compliant and effective.

Adopted by the Board of Directors
Josephine County Rural Fire Protection District
Date: _____

President: _____

Vice President: _____

Secretary/Treasurer: _____

Director: _____

Director: _____