



## East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

[www.ecfr.us](http://www.ecfr.us)



### Resolution #354-10012024

A resolution providing for Justification of sole source procurement under the provisions of RCW 39.04.280.

**WHEREAS**, East County Fire and Rescue, Clark County (the “district”, is a fire protection district established under Revised Code of Washington (RCW) 52; and

**WHEREAS**, RCW 52.14.110, RCW 52.14.120, and RCW 39.04 define the statutory requirements for use of competitive bids and exceptions to bid requirements; and

**WHEREAS**, RCW 52.14.110(4) and RCW 39.04.280 authorize the district to waive these statutory requirements when purchases are clearly and legitimately limited to a single source of supply; and

**WHEREAS**, this purchase clearly and legitimately is limited to a single source of supply (see the attached justification of sole source procurement).

#### **THEREFORE BE IT RESOLVED THAT:**


Section 1. Pursuant to RCW 39.04.280, the board of fire commissioners hereby declares that the requirements for sole source procurement have been met.

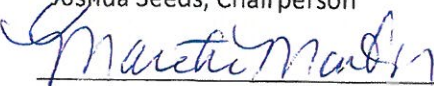
Section 2. Pursuant to RCW 39.04.280, the board of fire commissioners hereby waives the competitive bidding and other requirements of RCW 52.14.110 and 39.04 for purchases of Generator Maintenance Contract – Station 91 and Station 93.

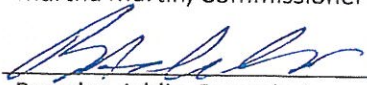
Section 3. The board of fire commissioners authorizes the fire chief or his or her designee to issue a purchase order for this procurement consistent with the provisions of *Standard Operating Guideline (SOG) 1.3.2 Procurement*.

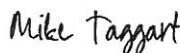
Section 4. This resolution shall be in full force and effective immediately upon its adoption and approval.


**ADOPTED** at a regular meeting of the Board of Commissioners for East County Fire and Rescue, October 01, 2024 with the following commissioners being present and voting:

  
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 Joshua Seeds, Chairperson

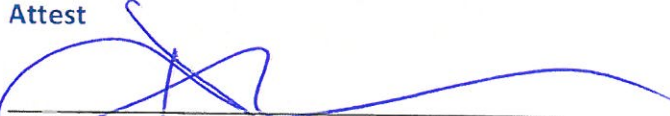
  
 \_\_\_\_\_  
 Martha Martin, Commissioner

  
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 Brendan Addis, Commissioner

DocuSigned by:  
  
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 Michael Taggart, Vice Chair

  
 \_\_\_\_\_  
 Steve Hofmaster, Commissioner

**Attest**

  
 \_\_\_\_\_  
 Debbie Macias, District Secretary  
 Chief Ed Hartin (Alternate)





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## Justification of Sole Source Procurement

Sole source procurement applies in circumstances where there is clearly and legitimately a single source of supply (RCW 39.04.280). Sole source justification is not required for procurement involving an expenditure of less than \$1,000. Sole source procurement involving expenditure of between \$1,000 and \$5,000 may be approved by the fire chief. Sole source procurements involving expenditure of greater than \$5,000 must be approved by resolution of the board of fire commissioners.

### Description of Supplies or Services Required

Stations 91 and 93 are each outfitted with emergency backup generators to ensure uninterrupted operation of critical facility functions relating to emergency response. The district previously had a preventative maintenance contract with Pacific Power Group for the generator at Station 93 but did not have a service contract for the generator serving Station 91. The proposed service contract provides the following for the emergency generators at Station 91 and Station 93: full annual preventative maintenance (inclusive of replacement of engine oil and filters, replacement of diesel fuel filters and fuel/water separators, replacement of coolant filters, and samples of fluids for analysis) and 1.5 Hour Load Test compliant with NFPA-110.

### Circumstances Permitting Exemption from Bid Requirements

Each of the following requirements must be met for a sole source procurement:

- The district has conducted a screening process whereby it can justify purchase of a specific product.
- Specifications have legitimately been drafted to which only one vendor can successfully respond (if specifications could be drafted to permit competition, sole source procurement may not be used).
- The product is available only through one manufacturer and distributor (and the manufacturer so certifies).
- The vendor certifies that the district is receiving the lowest price it offers anyone.

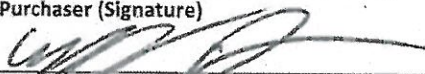
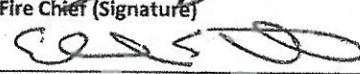
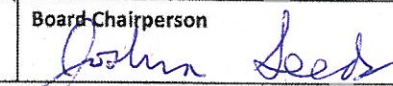
### Narrative description of how this procurement is consistent with the requirements of RCW 39.04.280.

Consistent with RCW 39.04.280 Section 1.B, competitive bid requirements may be waived by resolution of the Board of Fire Commissioners if purchases (services) involve special facilities or market conditions. Both generators require service by licensed CAT mechanics which limits the vendors who can perform service on these two generators therefore these generators can be considered special facilities due to their make and required use in facilities necessary for public safety/emergency response. The narrative description below also identifies market conditions impacting sole source procurement.

### Narrative description of attempts to solicit multiple quotes.

In the solicitation for the previous contract for service in 2023, it was identified that Pacific Power Group was the sole service provider in the marketplace that could provide service or emergency repairs for CAT generators at Station 91 and Station 93. Due to the nature and use of the equipment as a backup power source for two of the district's stations in the event of emergency repairs, Pacific Power Group provides the only identified CAT-certified mechanics in immediate geographic area to provide timely repairs and maintenance on critical facilities infrastructure.

List of sources expressing and interest during the market survey.

I certify that this justification of sole source procurement is accurate and complete to the best of my knowledge and belief.	Purchaser (Signature) 	Date 09/27/2024
	Fire Chief (Signature) 	Date 09/27/2024
Resolution # (Attached) 354-10012024	Board Chairperson 	Date 1/7/2025