

# NORTH WHATCOM FIRE AND RESCUE

## FIRE DISTRICT POLICY AND PROCEDURES

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**Number:** 0500.0005.00

**Date:** 8/19/10

**Area:** Financial Management

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**Subject:** Federal Excluded Parties List

**Approved:**

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### 1.0 General

It is essential that North Whatcom Fire and Rescue ensure that vendors who supply products to the district are reputable businesses that will withstand the scrutiny of federal, state, and local investigations of their business practices. It is a federal requirement when expending grant funds supplied by the federal government, that the district receives assurance that the vendor is in fact not named on a Federal Excluded Parties List.

### 2.0 Purpose

It is the purpose of this policy to identify the requirement that each vendor supplying products or services to the fire district are not named on a Federal Excluded Parties List, and to provide direction as to how to document a vendors status with respect to this list.

### 3.0 Scope

This policy applies to the Board of Fire Commissioners, the Fire Chief and the District Business Manager.

### 4.0 Policy

#### 4.1 Definitions

4.1.1 *Excluded Parties List (EPL):* information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits

#### 4.2 Policy Statement – Requirement for Excluded Parties List Verification:

4.2.1 The fire district shall ensure that any and/or all vendors doing business with the fire district are not identified as being debarred from doing business with the federal government.

#### 4.3 Policy Statement – Assurance Vendors are not identified on the Excluded Parties List:

4.3.1 The fire chief when preparing to award any form of bid for products or services or when making purchases that exceed his/her normal purchase authority, shall ensure that the successful bidder slated to receive the purchase order, or any

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**Cancels:** New

**Revised:**

**Reviewed:**

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vendor who supplies the fire district are not identified on the Federal Excluded Parties List

- 4.3.2 The Business manager shall prepare documentation that identifies that intended recipients of a bid award, and/or vendors who supply the fire district, are eligible to do business with the fire district.

#### **4.4 Policy Statement – Responsibility of Board of Fire Commissioners:**

- 4.4.1 The Board of Fire Commissioners shall not award any bid for purchasing apparatus, equipment, products, or services, unless the submitted bid documents include a statement from the vendor stating that they are not identified on the EPL and are not subject to “debarment” by the federal government.
- 4.4.2 The Board of Fire Commissioners shall not award any bid for purchasing apparatus, equipment, products, and/or services unless documentation stating that the fire district has verified the documentation submitted by the vendor is current and valid.

#### **5.0 Procedure:**

##### **5.1 Verification Supplied by Vendor:**

- 5.1.1 The vendors when submitting a bid shall include a letter stating that they have not been debarred from doing business with the federal government and that they are not identified on the current Federal Excluded Parties List.
- 5.1.2 Vendor verification of EPL status shall be submitted to the fire district as part of the original bid documents.
- 5.1.3 Failure to supply EPL documentation shall render the vendor’s bid invalid.
- 5.1.4 The Fire District shall identify the EPL requirement in all bid information supplied to the bidders.

##### **5.2 Fire District Verification:**

- 5.2.1 The Fire Chief shall verify the current EPL status of any bidder supplying a bid to the fire district.

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- 5.2.2 The Fire Chief shall not accept any bid as a valid bid unless a letter supplied by the bidder identifies their EPL status accompanies the bid documentation submittal.
- 5.2.3 Should a discrepancy exist between the EPL documentation submitted by the vendor with the verification of EPL status done by the fire district, the Fire Chief shall notify the bidder that their bid is not complete and therefore will not be considered.
- 5.2.4 The fire district shall maintain a record of verification of EPL status verification and include that record with the bid documents of each vendor submitting a bid.

Approved:	
	Chairman, Board of Fire Commissioners North Whatcom Fire & Rescue
Date:	

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**Cancels:** New

**Revised:**

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