

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 104
ADMINISTRATIVE SUPPORT

Effective date: 06/18/19

Revision date: 05/30/19

Rescinds: GO 104.4 (06/16/95)

New Materials Underscored

Accreditation Standards: 17.3.1

PURCHASING
G.O. 104.4

I. PURPOSE

To establish standardized procedures for the requisition and purchase of equipment, supplies, and services for the Department.

II. POLICY

To ensure all purchases based on sound business practices and to ascertain that all money spent on equipment, supplies, and services are consistent with state and county requirements.

III. GENERAL PROVISIONS

- A. As a governmental unit, the Department has an obligation to purchase goods and services at the lowest price, consistent with quality, performance, and delivery requirements.
- B. The purchase of all materials, supplies, equipment and services required by the Department is processed by the Maui County Department of Finance via Administrative Services.
- C. All purchase requests must be authorized by the Office of the Chief of Police or his designee except in extreme emergencies. The signed Purchase Requisition form denotes approvals by the proper authority. Authorization will be given only when the purchase is justified, complies with purchasing requirements and proper funds are available.
- D. In order to ensure uniformity and accountability, all purchase requisitions shall be forwarded through the chain of command to the Administrative Services Section for review, coding and processing. The Bureau Commander shall review the request, determine its propriety, and may make comments concerning its needs.

IV. RESPONSIBILITIES OF THE ADMINISTRATIVE SERVICES SECTION

- A. Responsibilities of the Administrative Services Section includes, but is not limited to, the following:

1. Assuring an adequate inventory of stock supplies, and avoiding duplication and waste through standardization, whenever possible.
2. Establishing and maintaining close liaison with all bureaus, divisions, and sections of the Department to assist with their procurement needs.
3. Processing all approved requisitions and purchase orders with the least possible delay. (If the Purchase Requisition form is incomplete or not properly filled out, the form may be returned to the requester for completion or correction).
4. Returning any unapproved Purchase Requisition forms to the requester with the reason for non-approval noted on the form.
5. Coordinate the entire procurement process and follow-up on its status when necessary.
6. Resolve billing discrepancies and disputes.
7. Review purchase requisitions for detailed descriptions, specifications and quotes for accuracy and quantity. Also review any required procurement documents.
8. Follow-up outstanding purchase orders on late deliveries or back-orders with requestor.
9. Review original invoice or packing slip with purchase order and send to the Claims Division for payment. If any discrepancies, follow-up with the vendor for corrections.

V. RESPONSIBILITIES OF REQUESTER

- A. Those requesting items and/or services through the requisition system shall:
1. Allow ample time for the item to be ordered and for the supplier to deliver prior to the date needed.
 2. Write clear and accurate descriptions of materials and equipment to be purchased as to size, color, type, grade, etc. If the item(s) cannot be described without a great amount of detail, a brief description should be given followed by the trade name and model of an acceptable item and the term "equal to". If a catalog number is shown, the company and catalog description (date, etc.) should be noted in the description block. A copy of the requested material or equipment with detailed description and information can be attached to the requisition form.
 3. Document any unfavorable purchase transaction problems to resolve current issues and avoid future problems.

4. Recommended alternative or additional vendors if a suggested source of supply is desired for a valid business or operational reason.

Note: The vendor or brand suggested on the Purchase Requisition form may or may not be the brand or vendor to which the purchase order is issued due to competitive pricing.

5. Prepare formal product and contractual service specifications, when required.
6. Review and recommend approval of competitive bid results.
7. Negotiate price, terms, and conditions of purchases.
8. Coordinate deliveries and receipt of goods.
9. Request written or oral quotes from vendor for merchandise being ordered to assure that quotes are comparable.
10. Receive merchandise and check against packing slip and purchase order for any discrepancies. If any errors, follow-up with the vendor for corrections of item and pricing. Requester will call vendor and arrange for returning goods.

VI. PURCHASING GUIDELINES

- A. Purchase requisitions shall be properly signed and filled out, providing, at a minimum, the following information:
 1. Complete description of the item(s) to be purchased, which may be generic or specific if applicable.
 2. Quantity of item
 3. Unit price
 4. Quoted price or estimated cost, including shipping
 5. Purpose
 6. Recommended vendor
 7. Delivery terms or destination
- B. In accordance with Section 9-15 of the Maui County Charter, it is the established policy of the administration that all purchases and related activities thereto shall be processed through the Department of Finance.

- C. Any unauthorized purchases by any employee shall be at their own risk and expense.
- D. All purchasing for the County shall be made in strict compliance with the County Charter provisions, ordinances, and applicable state and federal laws.
- E. Preference or consideration shall be given to local products from the County of Maui, and if not, from the State of Hawaii, which are equal to other American products.
- F. Before any purchase transaction can be made, certification on the availability of funds must be assured from the Director of Finance or his authorized representative.
- G. Any request for purchase less than \$1,000 does not require multiple price quotations; however, consideration shall be made to proper value. A completed Purchase Requisition form must be forwarded to the Department of Finance for processing and purchase.
- H. Purchases, which cost more than \$1,000, but less than \$5,000, shall be made after two or more verbal price quotations have been obtained.
- I. Purchases, which cost at least \$5,000, but less than \$25,000, shall be made after three written price quotations have been obtained.
- J. Expenditures \$25,000 and over shall be made through a bid process as spelled out in the Hawaii Revised Statutes, Chapter 103 (D).
- K. Purchases may be made from the Countywide bid lists without obtaining multiple price quotations.
- L. In the event that a vendor is the sole source of a requested item, the requester shall include a written explanation or written proposal from the vendor.

VII. SPECIAL SITUATIONS

- A. Purchase requisitions requiring special handling for the purchase of material or services to prevent downtime of operations may be “hand-carried or walked” through channels to save time. However, these must be held to a minimum.
- B. Emergency purchases/provisions are available when failure to proceed could result in an immediate and apparent loss.

VIII. VENDOR QUALIFICATION

- A. For the purpose of this procedure, a qualified vendor is any person, business, or corporation duly licensed in accordance with applicable local ordinances or the Hawaii Revised Statutes, and who is able to assure performance of any purchase agreement to the

satisfaction of the Maui Police Department. The Department will buy from any vendor who exhibits adequate financial strength and high ethical standards, has a record of adhering to specifications, maintains shipping promises, and gives a full measure of service. To accomplish this the Department's purchasing activities will be conducted so that all vendors will value the Department's business.

B. Vendors will be selected based on the following criteria:

1. Specific type of item to be purchased
2. Quality of the item to be purchases
3. Cost of the item to be purchased
4. Availability of goods and services
5. Ability to meet the qualifications
6. Prior experience and reputation
7. Service provided

IX. VENDOR RELATIONS

A. It is essential that good relations are developed and maintained between the Maui County Police Department and its vendors. The reputation of the Department can be enhanced by:

1. Giving all salespersons an opportunity to be considered;
2. Allowing open and fair competition;
3. Keeping minimum specifications clear, concise and restricted to relevant standards and conditions;
4. Following consistent purchasing policies and procedures; and
5. Respecting the confidence of the vendors regarding any property information.

B. No employee shall make as a condition of sale, any arrangements to receive a special gift, gratuity, commission, or any other personal benefit.

- C. The acceptance of gifts by employees, other than advertising novelties or free samples given to all customers, for the purchase of obtaining business, is strictly prohibited.


TIVOLI S. FAAUMU
Chief of Police