

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

1. NUMBER: 5.2.2
2. SUBJECT: *Contracting for Services of Part-paid Employees*
3. POLICY: From time to time the District requests or is requested by an employee to contract for services to the District. These services **do not** concern the providing of fire protection or any other service of the District.
4. SCOPE: This Policy and Procedure is applicable to all part-paid and volunteer personnel of the District.
5. RESPONSIBILITIES:
  - A. The District Fire Chief shall be responsible for enforcing the provisions of this Policy and Procedure.
6. PROCEDURE:
  - A. At times it is in the best interests of the District to contract with such individual or company because of the quality of the services provided, lower cost to the District, and/or familiarity of the contractor with District needs.
  - B. The District desires to consider such a request on a uniform basis subject to the provisions of the prevailing laws regarding contracts.
  - C. The contract will not interfere in any respect with the operations of the District.
  - D. Guidelines:
    1. A contractor must acquire or possess a city or county business license (if required) for the services to be provided to the District.
    2. A contractor must have a federal tax identification number for the business, or state uniform tax number and must file returns with the State Department of Revenue and the Department of Labor and Industries (unless he is a sole proprietor electing out).
    3. If the contracting individual is performing services as a "contractor" within the meaning of RCW 18.27, he should be registered under the act.
    4. If the contractor is providing a service or involved in a profession that requires a current license, such as an electrician, he shall be so licensed, and a copy of his current license will be provided to the District.

5. The District requires that a written description of all services be provided.
6. A contractor will not use the District's facilities, tools, supplies, materials or any employee in completing the contract.
7. A contractor is not to be supervised by the District or any District employee in performing the tasks.
8. A contractor will indemnify Grant County Fire District 3 against all actions, claims, demands, liabilities or damages which may in any manner be imposed on or incurred by the Grant County Fire District 3 as a consequence of or arising out of any act, default or omission on the part of the contractor.