

Pellatt United Fire Fighters (PUFF)

2. Procurement and Contracting Policy

2.1 Purpose

To establish a fair, transparent process for procurement of goods and services required by PUFF.

2.2 Policy Authority

Approved and administered by the PUFF Board.

2.3 Guiding Principles

- Fairness, transparency, accountability
- Best overall value, not lowest price alone
- Aligns with grant and funding requirements
- Supports local suppliers where appropriate
- Responsible stewardship of financial resources

2.4 Scope

Applies to all purchases and contracts, regardless of funding source.

2.5 Procurement Thresholds

Under \$25,000 (excluding HST)

- Competitive quotes encouraged
- At least one written quote
- Selection based on value, suitability, and urgency

\$25,000 or More (excluding HST)

- **At least three written quotes required** (or proof of effort to secure quotes)
- Proof of insurance must be provided
- Contractor must meet licensing requirements
- Board approval required

2.6 Contractor Requirements

Contractors must provide:

- Commercial liability insurance

- Workers' compensation or equivalent
- Relevant licences/certifications
- References for past performance

2.7 Evaluation Criteria

Contract selection is based on:

- Price and value
- Reputation and reliability
- Familiarity with assets/systems
- Past workmanship
- Timeline and capacity
- Local presence and community support

2.8 Local & Community Considerations

Preference where practical for local businesses and those supporting the community, consistent with funding requirements.

2.9 Conflict of Interest

Board members must disclose conflicts and not participate in related decisions.

2.10 Documentation

Retain quotes, insurance, approvals, and contracts for transparency.

2.11 Emergency Purchases

Fire Chief / Board designate may authorize emergency work; Board notified promptly with rationale.

2.12 Review & Amendment

Board reviews periodically. Amendments require Board approval.

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Approved by Board on: Monday, March 2, 2026

Signature:  Mark Simkin PUFF Board Chairperson