

RM OF REYNOLDS POLICY

Title: Fire Department Purchasing

Policy No. 10.5

Purpose:

To clearly define the procurement standards for the Fire Department within the Rural Municipality of Reynolds and to provide guidance in their purchases of supplies and materials and services necessary to perform the duties of the Fire Department

Principles:

The following principles will guide the procurement practices of the Fire Department

- An open, fair and consistent process for the procurement of all goods, services and construction projects that will ensure the best value for dollar spent.
- Procurement processes that encourage competitive bidding for the supply of all goods and services.

5. PROCUREMENT GUIDELINES

The following guidelines will be followed for the purchase of goods and services:

- **Minor Purchases of Fire Hall consumable supplies** – Fire Chief or his designate may purchase consumable products ie: water, cleaning supplies, disposable batteries, coffee, Office supplies, oil, fuel, regular vehicle/equipment servicing supplies, minor tools etc, as the Fire Chief deems necessary, provided there are sufficient funds available in the budget
- **Up to \$1,000.00** – Fire Chief or his designate must document verbal quotes to confirm the most economical purchase was made, taking into consideration: warranty, service, parts, and quality, provided there are sufficient funds available in the budget.
- **More than \$1,000.00 and less than \$5,000.00** – At least 3 written quotations must be submitted to Council for approval, provided there are sufficient funds available in the budget. These quotations shall be written except during a state of local emergency where due to immediate need and time constraints normal procurement methods cannot be followed.
- **More than \$5,000.00** – Fire Chief must provide 3 written quotations and notify council by December 31st to include the item in the next year's budget. Prior to purchasing the goods or services, the Fire Chief must obtain written permission from Council allowing the purchase of said goods or services.