

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: Finance Division	
	Title: Purchases of Services, Supplies, and Equipment	
	Number: 600 – 050	
	Approved: 7/9/2025	By: Fire Chief Dominic Burchett
Last Reviewed: 5/20/2025	By: CFO Tony Hill	

REFERENCES:

[UFA Policy and Procedure – Purchasing Card Policy](#)

[UFA Purchasing Process Flowchart](#)

[UFA Policy and Procedure – Authorization and Processing of Certain Payments](#)

LEADERS’ INTENT:

To establish the rules governing the acquisition of services, supplies, and equipment and to ensure that all such purchases or encumbrances are made equitably, efficiently, and economically and be in the best interests of UFA.

DEFINITIONS:

Capital Assets – Individual items having an estimated useful life of more than one year and a cost equal to or greater than \$5,000.

Invitation for Bids/Request for Quotations (“RFQ”) – Solicitation (including soliciting documents) of competitive sealed bids or requests for price quotation for procurement of services, supplies, or equipment. An invitation for bids or request for price quotes should be used as determined by the Fire Chief or designee when UFA is capable of specifically defining the scope of work for which the services, supplies, or equipment are required or when UFA is capable of establishing precise specifications defining the actual commodity or group of commodities required.

Purchase Order (“P.O.”) – Formal request for approvals to purchase goods or services from a supplier. Required information includes vendor name, description and quantity of items being purchased, cost, and delivery terms.

Request for Proposals (“RFP”) – Solicitation (including soliciting documents) of competitive sealed proposals for procurement of services, supplies, or equipment. A request for proposals should be used, as determined by the Fire Chief or designee, when: UFA may need to negotiate the price or scope of service; UFA may need to negotiate prior to or during the performance of a contract; UFA needs to evaluate the relative fit, skill, or expertise of the offeror ; costs may be a secondary characteristic of the product or service sought ; or, UFA is unable to sufficient describe the precise conditions of the service, product, or delivery conditions as part of the solicitation.

POLICY:

1.0 Budgetary Compliance

All expenditures for services, supplies and equipment must conform with the adopted UFA budget.

2.0 Acquisition of Services, Supplies, or Equipment

UFA will obtain services, supplies, or equipment using the following methods:

2.1 Purchases under \$15,000

Where the amount to be paid by UFA in a single purchase is \$15,000 or less, no solicitation of bids, RFQ, or RFP is required. However, individuals should exercise due care and diligence in purchasing in order to maximize value and quality by comparing prices available in the open market. Once identified, such purchases may be made via a purchase order or other requisition process approved by the Fire Chief (e.g., Wells Fargo purchasing card, or other types of procurement cards)..

2.1.1 The purchase request will be approved by the supervisor responsible for their respective budget(s).

2.1.2 The authorized person making the acquisition must provide the required documentation as per the Fire Chief approved requisition process ([UFA Purchasing Process flowchart](#)).

2.1.3 The purchase of Capital Assets must be requisitioned through the purchase order process with all necessary approvals.

2.2 Purchases over \$15,000 and under \$50,000

2.2.1 The purchase must first be approved by the supervisor and the purchase process be reviewed by the UFA Purchasing Agent as to compliance with this Policy.

2.2.2 UFA will post a notice of solicitation on the main website for UFA and on a website owned, managed by, or provided under contract with, the State of Utah for posting of public procurement notices for a period of at least five calendar days unless the purchase is an emergency acquisition. The notice will indicate the nature of the purchase and the deadline and means of response, i.e., bid, RFQ, or RFP.

2.2.2.1 Responses to such a solicitation must be in writing and provided to UFA by the imposed deadline in the manner provided for in the solicitation.

2.2.2.2 UFA may make an award if it receives only a single bid if UFA determines that the sole quote or proposal submitted is fair and reasonable, that other prospective bidders had reasonable opportunity to provide responses to the solicitation; and the bid specifications were not restrictive. UFA may, in its discretion, re-solicit for additional responses or cancel the solicitation without awarding the purchase to the single response.

2.2.2.3 When no vendor or only unqualified vendors respond to a posted solicitation, UFA may directly solicit a reasonable number of available vendors as follows:

2.2.2.3.1 For purchases of supplies or nonprofessional services, UFA will contact vendors for quotations to meet UFA's described needs. UFA will purchase from the vendor offering the lowest acceptable quotation.

2.2.2.3.2 For professional services, including construction, mechanical, or other trades, UFA will prepare a brief statement of needs. The UFA will communicate this statement to vendors in writing and contract with the vendor providing the best overall qualifications and value to UFA in response.

2.3 **Purchases Over \$50,000**

Where the amount to be paid by UFA is estimated to be greater than \$50,000 an invitation for bids, RFQ, or RFP process is required prior to acquisition and the following procedures apply:

2.3.1 The Fire Chief or designee will develop appropriate plans and/or specifications for each such acquisition or project.

2.3.2 The Fire Chief or designee will post a notice soliciting bids, RFQs, or RFPs, as appropriate, on the main website for UFA and on a website that is owned, managed, or provided under contract by, the State of Utah for posting a public procurement notice for a period of at least 10 business days. UFA may also directly provide the solicitation directly to interested parties or appropriate vendors known to UFA.

2.3.3 Bids, RFQs, or RFPs will be sealed and delivered to the location or person designated by the solicitation before the specified deadline.

2.4 A purchase may not be subdivided into component parts or otherwise structured to avoid the single purchase authorization limits provided for in this Policy. If multiple single purchases from one vendor are anticipated or occur during a fiscal year that collectively exceed a given purchase authorization limit, the requestor should consult with the Purchasing Agent to determine if additional procurement processes are required or advisable.

2.5 Change orders or amendments to purchase orders and other contracts that result in a quantity change or change in amount in excess of \$500 must be documented and approved as if it was a stand-alone P.O. The total amount, including the changes, must remain within the original budget amount. If such a change order or amendment is unforeseen and results in the total purchase price exceeding a price limitation provided for in this Policy, the original procurement process will be deemed adequate and in compliance.

3.0 Exceptions to Solicitation Requirements

Purchases that meet the following requirements are exempt from the solicitation requirements of Paragraph 2.0:

- 3.1 If the Fire Chief determines that a method or requirement described in Paragraph 2.0 is either not practical or not advantageous to UFA for a particular purchase, the Fire Chief may waive such a requirement. The Fire Chief will document the waiver, and its justification, in writing and provide it to the UFA Board at its next regular meeting.
- 3.2 Purchases from a vendor that has submitted the lowest price or been awarded a contract pursuant to a solicitation or other procurement process of the State of Utah Division of Purchasing and General Services or other Utah governmental entity or political subdivision in accordance with the rules and requirements of that entity.
- 3.3 Purchases from vendors to assure standardization, provided that such standardization is necessary and in the public interest. A memorandum detailing the need for standardization must be reviewed and approved by the UFA Purchasing Agent and Chief Legal Officer prior to the purchase.
- 3.4 Purchases from a vendor that is the sole source, provider, manufacturer, or distributor of the desired purchase. A memorandum explaining that the vendor is the sole source and detailing reasonable efforts to locate other potential vendors must be reviewed and approved by the UFA Purchasing Agent and Chief Legal Officer prior to the purchase. The UFA Purchasing Agent may post a notice seeking additional information from the marketplace about the availability of the desired purchase or a notice of intent to enter into a sole source contract prior to determining whether a sole source contract is appropriate. Sole source designations must be reviewed, at a minimum, every three years and the Purchasing Agent may request updated information concerning a sole source vendor and other options available in the market at any time.
- 3.5 Purchases from vendors who have been awarded contracts by a government association or buying collective after the evaluation of solicited competitive bids, RFQs, or RFP's and such contracts, by their terms or the terms of the original solicitation or cooperative agreement, are available for use by the UFA as a member of the collective or otherwise. The use of cooperative or buying collective contracts must be reviewed and approved by the UFA Purchasing Agent and Chief Legal Officer prior to the purchase.
- 3.6 Contracts for expert witnesses, advisors, investigators, or outside counsel established at the discretion of the Chief Legal Officer in consultation with the Fire Chief or Board.
- 3.7 The purchase or leasing of real property or improvements which will be negotiated and approved by the Fire Chief, Chief Legal Officer, Chief Financial Officer, and UFA Board as appropriate.

4.0 Technology Purchases.

Using agreed-upon standards for technology purchases achieves better pricing, less administrative overhead, faster processing of requests, better support, less costly maintenance, and a better ability to train on and provide assistance with technologies purchased. While the purchase of non-standard technology components is not prohibited, such requests should be minimized as much as reasonably possible. The purchase of non-standard technology components must be justified by the existence of special circumstances or business purpose and be approved by IT Manager. The user of a non-standard technology component must also document the source of support for the non-standard component before the purchase is approved.

To maintain standardization and to ensure that all technology purchases are included in UFA maintenance agreements and asset tracking, all software or equipment with individual cost greater than \$200 and/or having memory (e.g., cellular phones, radios, tablets, computers, etc.) must be purchased through or approved by the IT Manager or designee. Exceptions to this will require approval from the IT Manager as well as the appropriate supervisor.

5.0 Emergency Acquisitions

In case of an actual emergency, the Fire Chief or designee may directly purchase any services, supplies, or equipment whose immediate procurement is essential to prevent any delays in the work of UFA that may vitally affect life, health, safety, or welfare of UFA employees or the public. At the next meeting, the Fire Chief will provide the Board with a brief summary of the circumstances of the emergency, and, if requested by the Board, a full written report of the circumstances of the emergency.

6.0 Conditions of Acceptance

6.1 UFA reserves the right to reject any and all responses or bids at its sole discretion. No bidder or responder will have any right, legal or equitable, or claim against UFA for any expected lost revenue or profit or expense or cost incurred by the bidder in the preparation or submission of bidder's bid or proposal which is rejected, regardless of the reasons for the rejection.

6.2 UFA expressly reserves the right to waive minor or slight irregularities in a bid or proposal which in the judgment of the Fire Chief or designee are in the best interest of UFA. The decision of the Fire Chief or designee on irregularities on a bid are final and conclusive and do not create any rights to bidders or respondents. Further, UFA reserves the right to amend, modify, or waive any request for a request for proposal or invitation for bids.

6.3 Except as otherwise provided herein, services, supplies or equipment will be obtained from the lowest responsive and responsible bidder. In determining the lowest responsive and responsible bidder, UFA may consider, in addition to price:

6.3.1 the ability, capacity, and skill of the bidder to perform the service required or provide the supplies or equipment;

6.3.2 whether the bidder can perform the contract promptly or within the time specified without delay or interference;

- 6.3.3 the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- 6.3.4 the quality and performance of previous acquisitions from the bidder;
- 6.3.5 previous and existing compliance by the bidder with all applicable laws, ordinances, regulations, and rules of the Federal, State, County and Municipal governments that may be applicable to its operations;
- 6.3.6 sufficiency of the financial resources of the bidder to perform the contract or provide the services;
- 6.3.7 quality, availability and adaptability of the supplies or contractual services to the particular use required;
- 6.3.8 the ability of the bidder to provide future maintenance and service;
- 6.3.9 the number and scope of conditions attached to the bid or price quotation;
- 6.3.10 such other factors as the Fire Chief or designee determine, including inventory, mechanic's expertise, or ease of maintenance; and
- 6.3.11 the value provided to UFA.

7.0 Open Purchase Orders

The Fire Chief or designee is authorized to arrange with suppliers open purchase orders authorizing continuing charges against UFA. Such purchase orders must be reviewed and renewed at least once each fiscal year.

8.0 Protests

Protests related to any procurement process may be filed as follows:

- 8.1 A protest or concern regarding the specifications of or stated process for an invitation for bids, RFQ, or RFP must be submitted, in writing to the UFA Purchasing Agent, prior to the deadline for submitting responses to the solicitation. The UFA Purchasing Agent will resolve the issue and may, at their discretion, extend the response time for submittals to account for any alterations made to the specifications or bid process. The UFA Purchasing Agent's pre-bid determinations are final and not appealable except as part of a protest of an award pursuant to this Section.
- 8.2 All other protests must be submitted, in writing, to the UFA Purchasing Agent within five business days after the complainant knows or should have known that it was UFA's intent to award the bid or contract. The UFA Purchasing Agent will forward any such protests to the Fire Chief.
- 8.3 Protests must specifically state the facts which the complainant believes constitute error in the solicitation or award process and the desired remedy.

- 8.4 The Fire Chief will, in consultation with the Chief Legal Officer, investigate and make a written determination on the merit of the protest and may cancel, rebid, or change the award as appropriate.
- 8.5 The complainant may appeal a decision of the Fire Chief to the UFA Board of Directors for a final determination within five business days of the Fire Chief's decision. The UFA Board of Directors will hear the appeal at its next scheduled meeting and issue, in consultation with the Chief Legal Officer, a written decision on the merit of the appeal and determine any potential remedy.
- 8.6 During the pendency of any protest or appeal, UFA will suspend the procurement and contracting process for the matter at issue unless the Fire Chief determines in their sole discretion that doing so would prove detrimental to the operations of the UFA.

9.0 Compliance with Laws

Suppliers will be required to obey all laws, ordinances, regulations, and rules of the Federal, State, County and Municipal governments that may be applicable to its operations in providing services, supplies, or equipment to UFA. Said laws include, but are not limited to, the Equal Employment Opportunity and Non-Discrimination laws, the Fair Labor Standards Act, Occupational Safety & Health Administration (OSHA), and the Americans with Disabilities Act (ADA).

Replaces policy dated: November 3, 2022