



North Peace Housing Foundation

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Email: tammy.menssa@nphf.ca

To: The Board of Directors

From: Tammy Menssa, Executive Director

Re: Installation of Back-up Generator – Homesteader Lodge

Date: June 29, 2023

I am writing to bring to your attention a concern regarding the planned purchase and installation of the backup generator for the Homesteader Lodge. As per the information gathered, it appears that the project budget will exceed the Foundation's authorized amount of \$125,000.00.

The lowest quotation received for electrical engineering services is \$8,500.00. Additionally, the estimate for the project budget including the equipment, installation, and utility connection is currently \$138,000.00. It is important to note that because this project budget exceeds \$75,000.00, it will be posted on Alberta Purchasing Connection as per Corporate Policy 2.4 Purchasing Policy.

These figures clearly indicate that the proposed project exceeds our allocated budget. We kindly request your prompt attention to this matter, considering the potential delays experienced by organizations when ordering equipment and the importance of completing the installation before the winter months.

In light of this information and the fact that we are breaking for summer, I would like to present two options for your consideration:

Option 1:

In consideration of time, allow Administration to proceed with the project, understanding that it will exceed the allocated budget. Administration will make every effort to select the organization that will provide the best result for the most reasonable price.

Option 2:

Alternatively, we propose that Administration send a recommendation to the Board by email, along with all relevant information. This would enable the Board to review the project details and all cost considerations and make an informed decision. Responses would be emailed back to Administration to review and award the project. The Board decision would be ratified at the September 6, regular meeting.

Recommendation:

Option 1

Thank you for your consideration,

Tammy Menssa
Executive Director