ORDINANCE NO. 2019-06

AN ORDINANCE OF IVINS CITY, UTAH, AMENDING THE PURCHASING ORDINANCE

WHEREAS, Title 3 of the Ivins City Code entitled "Purchasing" already recognizes an exception to the required use of a Purchase Order for purchases made with a purchasing card approved by a Department head for amounts up to $5,000.00; and

WHEREAS, the Ivins City Council finds that it should not be necessary to use a Purchase Order for purchases within a Department Head's approval authority, namely $5,000.00, and that competitive bids should likewise not be required for amounts up to $5,000.00; and

WHEREAS, since the statutory accounting duties of the city recorder may be assigned to a director of finance, which Ivins City has appointed, that should be reflected as the "authorized designee" of the city recorder for check signing purposes;

NOW, THEREFORE, BE IT ORDAINED by the Ivins City Council that Section 3.12.201 of the Ivins City Code be amended as follows:

3.12.201 PURCHASE ORDERS REQUIRED:

(1) A purchase order shall be used whenever goods and limited services are to be acquired by outright purchase in an amount exceeding ~~one~~ five thousand dollars ($~~1~~5,000.00) ~~except when a purchasing card is used for purchases up to five thousand dollars ($5,000.00) with department head approval of a cost allocation report in lieu of a purchase order~~ The purchase order shall specify the nature of the goods or services to be acquired, the purchase price or estimate thereof, the date of the purchase, freight charges, prompt payment discounts, the delivery date, the vendor from whom acquired, the department for whom the acquisition is being made, the general ledger number signing funding for the proposed purchase, signature of purchaser, and other information that is pertinent to the clear understanding of and other information that is pertinent to the clear understanding of the purchase. The purchase order shall incorporate by reference all the terms, conditions and specifications, if any, contained in the related request for bids. Ord. 2019-06, 2019)

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3.12.206 CHECK SIGNING: Checks for all expenditures shall be signed by the city treasure, or in his/her absence the deputy treasurer, and the city recorder, or in his/her absence ~~an authorized designee~~ the director of finance, after written approval of the check register by the city manager. Ord. 2019-06, 2019)

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3.12.301 COMPETITIVE BID REQUIRED FOR BUILDING IMPROVEMENTS:

(1) Bid Requirements. All purchases and contracts, whether by sealed bid, quotation or negotiation, shall be made on a competitive basis t the maximum practical extent, except as noted below:

Amount Of Purchase	Bid Required
Up to $~~1~~5,000.00	No bid required; competitive quotes recommended
$~~1~~5,001.00 to $40,000.00	Informal bids required (2 if possible)
Over $40,000.00	Formal bid required

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(2) Amounts Up To One Hundred Twenty Five Thousand Dollars, But In Excess of ~~One~~ Five Thousand Dollars. If the improvement is a public works project and the estimated cost of the project is one hundred twenty five thousand dollars ($125,000.00) or less, but in excess of ~~one~~ five thousand dollars ($~~1~~5,000.00), the city may make the improvement without call for bid, except as otherwise provided within this chapter.

(3) Purchases Up To ~~One~~Five Thousand Dollars, Competitive Bid Not Required. These Purchases of supplies and services up to five thousand dollars ($5,000.00) shall be obtained with department head approval if approved as part of the budget ~~by using purchas orders issued by the department head to obtain supplies and services, which have been approved as part of the budget~~. Ord. 2019-06, 2019)

Effective Date: This Ordinance shall become effective immediately upon passage and publication.

PASSED AND ADOPTED BY THE IVINS CITY COUNCIL, STATE OF UTAH, ON THIS ____ DAY OF JULY, 2019 BY THE FOLLOWING VOTE:

	AYE	NAY	ABSTAIN	ABSENT
Dennis Mehr	_____	_____	_____	_____
Cheyne McDonald	_____	_____	_____	_____
Jenny Johnson	_____	_____	_____	_____
Miriah Elliott	_____	_____	_____	_____
Ron Densley	_____	_____	_____	_____

_____
Chris Hart, Mayor

ATTEST:

_____
Kari Jimenez, City Recorder