Attachment A
To
Ordinance 2026-03 Increasing Amending the Purchasing Policy to Adjust Limits on Purchase Amounts for Building Improvements, Public Works Projects and Professional Services

All changes are shown with deleted text is shown in ~~red strikeout~~ and new text shown in blue underline.

TITLE 3
REVENUE AND FINANCE

CHAPTER 12
PURCHASING

PART 3. BIDDING REQUIREMENTS

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 to the maximum practical extent, except as noted below:

Amount Of Purchase	Bid Required
Up to $1,000.00	No bid required; competitive quotes recommended
$1,001.00 to $~~40~~75,000.00	Informal bids required (2 if possible)
Over $~~40~~75,000.00	Formal bid required

(2) Amounts In Excess Of ~~Forty~~ Seventy-Five Thousand Dollars:

(a) If the improvement is a building improvement and the estimated cost of the improvement is in excess of ~~forty~~ seventy-five thousand dollars ($~~40~~75,000.00), the city shall, if it determines to do the work, only do so by contract let to the lowest responsible bidder after publication of notice at least twice in a newspaper of general circulation printed and published in the city at least five (5) days prior to the opening of bids.

(b) The term "lowest responsible bidder" means any prime contractor who has bid in compliance with the invitation to bid and within the requirements of the plans and

specifications for a construction project, who is the lowest bidder, who has furnished a bid bond or equivalent in money as a condition to the award of a prime contract and who furnishes a payment and performance bond as required by law.

(c) When the cost of a contemplated improvement exceeds the bid requirement sum, the job cannot be divided into smaller jobs to avoid having to bid the job.

(d) The purchasing agent shall send out all bids based on the information provided by the department head and shall keep a list of the date the bids were mailed and a list of the vendors to whom the bids were mailed. The purchasing agent shall also receive all bids and keep a list of the date and time they were received. Whenever practical, the opening of the bids shall be made in the presence of the department head and the city recorder.

(3) Amounts Up To ~~Forty~~ Seventy-Five Thousand Dollars But In Excess Of One Thousand Dollars: If the improvement is a building improvement and the estimated cost of the improvement is ~~forty~~ seventy-five thousand dollars ($~~40~~75,000.00) or less, but in excess of one thousand dollars ($1,000.00), the city may make the improvement without calling for bid, except as otherwise provided within this chapter.

(4) Purchases Up To One Thousand Dollars; Competitive Bid Not Required: These purchases shall be obtained by using purchase orders issued by the department head to obtain supplies and services, which have been approved as part of the budget.

(a) Written competitive bids are not required, but the department head or his/her designee is encouraged to obtain competitive quotations.

(b) The employee receiving the supplies shall sign the delivery ticket to designate that he/she obtained the supplies or services in good condition. (Ord. 2006-27, 2006)

3.12.302: COMPETITIVE BID REQUIRED FOR PUBLIC WORKS PROJECTS:

(1) Requirements: All public works projects, whether by sealed bid, quotation or negotiation, shall be made on a competitive basis to the maximum practical extent except as noted below:

Amount Of Purchase	Bid Requirement
Up to $1,000.00	No bid required - competitive quotes required
$1,001.00 to $~~125~~200,000.00	Informal bids required (2 if possible)
Over $~~125~~200,000.00	

Formal bid required

(2) Amounts In Excess Of ~~One Hundred Twenty Five~~ Two Hundred Thousand Dollars:

(a) If the improvement is a public works project and the estimated cost of the improvement or maintenance of existing facilities is in excess of ~~one hundred twenty five~~ two hundred thousand dollars ($~~125~~200,000.00), the city shall, if it determines to do the work, only do so by contract let to the lowest responsible bidder after publication of notice at least twice in a newspaper of general circulation printed and published in the city at least five (5) days prior to the opening of bids. The cost shall be estimated by the city engineer.

(b) The term "lowest responsible bidder" means any prime contractor who has bid in compliance with the invitation to bid and within the requirements of the plans and specifications for a construction project, who is the low bidder, who has furnished a bid bond or equivalent in money as a condition to the award of a prime contract and who furnishes a payment and performance bond as required by law.

(c) When the cost of a contemplated improvement exceeds the bid requirement sum, the job cannot be divided into smaller jobs to avoid having to bid the job.

(d) The purchasing agent shall send out all bids based on the information provided by the department head and shall keep a list of the date the bids were mailed and a list of the vendors to whom the bids were mailed. The purchasing agent shall also receive all bids and keep a list of the date and time they were received. Whenever practical, the opening of the bids shall be made in the presence of the department head and the city recorder.

(3) Amounts Up To ~~One~~ Two Hundred ~~Hundred Twenty Five~~ Thousand Dollars, But In Excess Of One Thousand Dollars: If the improvement is a public works project and the estimated cost of the project is ~~one hundred twenty five~~ two hundred thousand dollars ($~~125~~200,000.00) or less, but in excess of one thousand dollars ($1,000.00), the city may make the improvement without calling for bid, except as otherwise provided within this chapter.

(4) Purchases Up To One Thousand Dollars; Competitive Bid Not Required: These purchases shall be obtained by using purchase orders issued by the department head to obtain supplies and services, which have been approved as part of the budget.

(a) Written competitive bids are not required, but the department head or his/her designee is encouraged to obtain competitive quotations.

(b) The employee receiving the supplies shall sign the delivery ticket to designate that he/she obtained the supplies or services in good condition. (Ord. 2006-27, 2006)

3.12.303: PROCUREMENT OF PROFESSIONAL SERVICES:

The procurement of professional services shall be based upon qualifications and shall be secured on a competitive basis to the maximum practical extent except as noted below:

Amount Of Contract	Request For Proposals
Up to $~~50,000~~100,000.00 per fiscal year ~~(Utah procurement code defines anything less than $100,000.00 as a small contract not requiring formal RFP procedures)~~	No RFP required; competitive quotes recommended
Over $~~50~~100,000.00 in 1 fiscal year	Formal request for proposals

The city council shall approve the award of contracts for professional services equal to or exceeding ~~ten~~ twenty-five thousand dollars ($~~10~~25,000.00) in any single fiscal year. The award of contracts for professional services less than ~~ten~~ twenty-five thousand dollars ($25,000.00) may be approved jointly by the applicable department head and the city manager. Awards shall be made to the individual or firm whose proposal is determined to be the most advantageous to the city, taking into consideration price and the evaluation factors set forth in the request for proposals. (Ord. 2013-15, 2013)