

PURCHASING POLICY FOR THE TOWN OF ALTA
Amended June 16, 2011

In order to ensure fair treatment of all persons and businesses which wish to conduct business with the Town of Alta (“Town”), to provide for the greatest possible savings for the Town, and to foster competition within the free enterprise system to ensure that the Town will receive the best possible service or product at the lowest possible price, the Town hereby adopts the following purchasing policy.

This policy will use as definitions those found in Section 63G-6-103, Utah Code Ann., (1953, as amended).

The Mayor, Town Administrator, Town Clerk, or designee shall have the authority to make purchases for the Town.

Purchases costing less than \$2,000.00 in total shall not require bids of any type, but purchases shall not be artificially divided so as to constitute a small purchase.

Purchases costing more than \$2,000.00 but less than \$15,000.00 shall require three telephone bids.

Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing and purchases which are available only through a single-source provider shall require no bids.

When purchases or contracts exceed \$15,000.00 in cost or estimated cost, the Town will solicit sealed competitive proposals and shall follow, in substance, the provisions of Section 63G-6-408, Utah Code Ann., (1953, as amended.)

When required by State Law or when the Mayor deems that such a procedure is in the best interest of the Town, contracts for building improvements for which the estimated cost exceeds \$40,000, and for public works projects for which the estimated cost exceeds \$125,000, shall be awarded by sealed bidding and shall follow, in substance, the procedures set forth in Section 11-39-101 Utah Code Ann. (1953, as amended), depending on the nature of the purchase. Liability insurance contracts shall be awarded pursuant to Section 63G-7-804, Utah Code Ann. (1953, as amended).

An invitation for bids, a request for proposal, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is in the best interests of the Town. The reasons shall be made part of the file.

Services of architects, engineers, and surveyors are qualification based procurements and shall comply with Section 10-7-86, Utah Code Ann. (1953, amended). All other state laws with respect to bidding shall be followed.

| s/KATE BLACK, TOWN CLERK