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.

The Town shall not enter into a cost-plus-percentage-of-cost contract. A cost-reimbursement contract shall only be used if a specific finding is made by the Town Council that such a contract is likely to be less costly to the Town than any other type of contract or that it is impracticable to obtain the supplies, services, or construction required except under such a contract.

The following contract clauses should be made part of any contract: the unilateral right of the Town to order, in writing, change in the work within the scope of the contract and changes in the time of performance of the contract that do not alter the scope of the contract work; variations occurring between estimated quantities of work in a contract and actual quantities; and suspension of work ordered by the Town.

Utah products and services from Utah residents, as well as recycled goods, shall be given preference when such preferences shall not create undue restrictions.

In case of an actual or apparent emergency, the immediate procurement of supplies or contractual services is essential to the protection of life, health, safety, or welfare of the public. In such an emergency, the Mayor, Town Administrator, or designee, may authorize the procurement of goods and services without compliance with the policy provided herein, as permitted by Section 63G-6-411, Utah Code Ann. (1953, amended). A full report of the circumstances of an emergency purchase shall be filed with the Town Clerk and shall be open to public inspection.

An actual or prospective bidder, offer or, or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the Town Administrator. Said appeal shall be submitted in writing within five working days after the aggrieved person knows or should have known, of the facts. The Town Administrator shall issue a written decisions regarding said appeal within fourteen days, which decision shall state the reasons for the action taken and inform the person taking the appeal of the right to appeal to the Town Council. An appeal to the Town Council must be made in writing and be received by the Town Clerk eight days prior to the next regularly scheduled Town Council Meeting.

ADOPTED as administra	ative policy by the Mayor and the Town Council on the <u>16th</u> day of
	June, 2011 during a regularly scheduled meeting of said Town
Council.	

BY:

s/MAYOR TOM POLLARD

ATTEST:

S/KATE BLACK, TOWN CLERK