

SUMMARY OF TOWN OF ALTA PROCUREMENT POLICY (4/3/21)

1. Does the purchase fall under an exception? If so, direct purchase is OK.
 - A) Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing and General Services pursuant to Utah Code 63G-6a-2105, or other governmental entity which has applied its purchasing and procurement policies.
 - B) Purchases made from a single-source provider.
 - C) Purchases required during an emergency.
 - D) Professional services.
 - E) Auction, Closeout, Bankruptcy Sales:
 - F) Specialized Contracts
2. Amount? Type?
 - a) Less than \$5,000 – No bids needed.
 - b) Between \$5,000 and \$25,000 – 2 informal quotes
 - c) Over \$25,000 – RFP and approval at Council meeting unless already part of the budget.
 - d) Where cost is the cost is the major factor in determining the award of a procurement and all vendors meet minimum requirements an Invitation to Bid can be used. The Purchasing Agent determines which method is most advantageous to the Town
 - e) Sealed Bids required for construction of building improvements (\$40K), or public works projects (\$125K)