



**Alta Town Council**

**Staff Report:**

To: Town of Alta Mayor and Council

From: Polly McLean

Date: April 14, 2021 Council Meeting

Re: Resolution Repealing and Replacing Purchasing Policy

The existing Town of Alta purchasing policy is almost 10 years old. The Town may have a separate purchasing policy than what the State of Utah requires in Utah Code 63G-6a and does not have to abide by the state general procurement rules so long as the Town follows our own policy. The 2011 policy created confusion when a sealed bid was required if price was not the sole determining factor.

The Staff feels the current policy is vague and would like clearer guidelines. Staff recommends updating the policy to clarify the application of the purchasing policy. Some of the methods of receiving bids can be improved upon to enhance consistency and transparency. The updated policy defines request for proposals and invitation for bids. In addition, the updated policy revises the thresholds for what steps need to be taken in the procurement. These updated thresholds are in line with many Towns. The updated policy requires that the Town Council ratify any procurement over \$25,000 in an open meeting unless it has already been ratified as a line-item appropriation in the Budget.

The updated policy follows Utah State Code requirements which sets thresholds for when sealed bids are required for building improvements and public works projects which are based (by State Code) upon increases from 2003 dollar amounts.