

# **Purchasing Policy for Bicknell Town**

## **General Provisions**

- A. The underlying purpose of this policy is:
  - 1. To ensure fair and equitable treatment of all persons who wish to, or do conduct business with Bicknell Town.
  - 2. To provide for the greatest possible economy in District procurement activities.
  - 3. To foster effective broad-based competition within the free enterprise system to ensure that the town will receive the best possible service or product at the lowest possible price.
- B. Compliance- Exemptions from this policy.
  - 1. This policy shall not prevent the town from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with the law.
  - 2. When the procurement involves the expenditure of federal assistance funds, the town shall comply with applicable federal laws and regulations.
- C. Definitions.
  - 1. "Business" means any corporation, partnership, individual, sole proprietorship, joint-stock company, joint venture, or any other private legal entity.
  - 2. "Change order" means a written order signed by the purchasing agent, directing the contractor to suspend work or make changes, which the appropriate clauses of the contract authorize the purchasing agent to order without the consent of the contractor or any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by the mutual action of the parties to the contract.
  - 3. "Contract" means any town agreement for the procurement or disposal of supplies, services, or construction.
  - 4. "Invitation for bids" means all documents, whether attached or incorporated by reference, used for soliciting bids.
  - 5. "Persona" means any business, individual, union, committee, club, other organization, or group of individuals.
  - 6. "Procurement" means buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquire any supplies, services, or construction.
  - 7. "Purchasing agent" means the person duly authorized by the governing body of the town to enter into and administer contracts and make written determinations with respect thereto.
  - 8. "Purchase description" means the words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specifications attached to or made part of the solicitation.
  - 9. "Request for proposals" means all documents, whether attached or incorporated by reference, used for soliciting proposals.

## **Office of the purchasing agent**

The governing body of the town shall be the appointed purchasing agent. The purchasing agent shall be responsible to make procurements, soliciting bids, and proposals, entering into and administering contracts, and making written determinations for the town.

## **Source selection and contract formation- General Provisions**

- A. Purchases that do not require sealed bids.
  - 1. Purchases up to \$10,000.
  - 2. Purchases over \$10,000. Documentation of the solicitation of three quotes of reference to the exemption of those requirements must be attached.
  - 3. Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing.
  - 4. Purchases made from a single-source provider.
  - 5. Purchases required during an emergency, i.e., an eminent threat to the public's health, welfare, or safety. However, as much competition as practical should be obtained; and, such purchases should be limited to the amount necessary for the resolution of the emergency.
- B. Purchases that require sealed bids.
  - 1. Purchases over \$20,000.
  - 2. Contracts shall be awarded by competitive sealed bidding except as otherwise provided by this policy.
  - 3. An invitation for bids shall be issued when a contract is to be awarded by competitive sealed bidding. The invitation shall include a purchase description and all contractual terms and conditions applicable to the procurement. Public notice of the invitation for bids shall be given at least 15 days prior to the date set forth herein for the opening of bids. The notice may include publication in a newspaper of general circulation.
  - 4. Any procurement in excess of \$20,000 shall require a legal notice in a local newspaper of general circulation.
  - 5. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids.
  - 6. Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening, no changes in bid prices or provisions of bids prejudicial to the interest of the town or fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the purchasing agent.
  - 7. The contract shall be awarded with reasonable promptness by written notice, to the lowest bidder whose bid meets the requirements and criteria set forth in the invitation for bids.
- C. Cancellation and rejection of bids.

An invitation for bids, a request for proposal, or other solicitation may be canceled, or any of 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 interest of the Town. The reasons shall be made part of the contract file.
- D. Use of competitive sealed proposals in lieu of bids.

When the purchasing agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the town, a contract may be entered into by competitive sealed proposals. Competitive sealed proposals are most appropriately used for professional service-type contracts.



1. Proposals shall be solicited through a request for proposals. Public notice of the request for proposals shall be given at least 10 days prior to the advertised date of the opening of the proposals.
  2. Proposals shall be opened to as to avoid disclosure of contents to competing offers during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after the contract award.
  3. The request for proposals shall state the relative importance of price and other evaluating factors.
  4. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offers.
  5. Awards shall be made to the person whose proposal is determined, in writing, to be the most beneficial to the town, taking into consideration the price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.
- E. Architect-Engineer services are qualification-based procurements.  
Requests for such services should be publicly announced. Contracts should be negotiated by the town on demonstrated competence at fair and reasonable prices. See sections 63-56-42 through 44 of the Utah Code.
- F. Determination of non-responsibility of the bidder.  
Determination of the non-responsibility of a bidder or offeror shall be made in writing. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to the bidder or offeror. Information furnished by a bidder or offeror pursuant to this section shall not be disclosed outside of the purchasing division without prior written consent by the bidder or offeror.
- G. Cost plus a percentage of cost contracts prohibited.  
Subject to the limitations of this section, any type of contract which will promote the best interests of the town may be used, provided that the use of a cost-plus-a-percentage-of-cost contract is prohibited. A cost-reimbursement contract may be used only when a determination is made in writing what such contract is likely to be less costly to the town than any other type or that it is impracticable to obtain the supplies, services, or construction required except under such a contract.
- H. Required contract clauses.
1. The unilateral right of the Town to order, in writing, changes in the work within the scope of the contract and changes in the time of performance of the contract that does not alter the scope of the contract work.
  2. Variations occur between estimated quantities of work in a contract and actual quantities.
  3. Suspension of work ordered by the Town.

## Specifications

All specifications shall seek to promote overall economy and best use for the purpose intended and encourage competition in satisfying the Town's needs, and shall not be unduly restrictive. Where practical and reasonable, and within the scope of this article, local products shall be given preference.

## Appeals

- A. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the purchasing agent. An appeal shall be submitted in writing 5 working days after the aggrieved person knows or should have known the facts.
- B. The purchasing agent shall promptly issue a written decision regarding any appeal if it is not settled by a mutual agreement. The decision shall state the reasons for the action taken and inform the protestor, contractor, or prospective contractor of the right to appeal to the governing body.
- C. The Town's governing board shall be the final appeal on the Town level.
- D. All further appeals shall be handled as provided in sections 63-56-58 through 64 of the Utah Code.

## Ethics in Public Contracting

- A. No person involved in making procurement decisions may have personal investments in any business entity which will create a substantial conflict between their private interest and their public duties.
- B. Any person involved in making procurement decisions is guilty of a felony if the person asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own use or the use of benefit of any other person or organization from any person or organization interested in selling to the Town.

This purchasing policy resolution was adopted by the Bicknell Town Council

on 5 Day of May, 2022.

  
Mayor

Attest:  
  
Town Clerk

