

PURCHASING POLICIES OF KANOSH TOWN CORPORATION, INC.

ARTICLE 1 GENERAL PROVISIONS

- A. The underlying purposes of this policy are:
 - 1. To ensure fair and equitable treatment of all persons who wish to, or do conduct business with the Kanosh Town.
 - 2. To help stimulate the local economy by purchasing locally when compliance with these policies can be maintained.
 - 3. To provide for the greatest possible economy in Town procurement activities.
 - 4. 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 law.
 - 2. When a procurement involves the expenditure of federal assistance funds, the Town shall comply with applicable federal law 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 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. "Person" 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 acquiring 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 a part of the solicitation.
9. "Request for proposals" means all documents, whether attached or incorporated by reference, used for soliciting proposals.

ARTICLE 2

OFFICE OF THE PURCHASING AGENT

The governing body of the Town shall appoint a Purchasing Agent. The Purchasing Agent shall be responsible to make procurements, solicit bids and proposals, enter into and administer contracts, and make written determinations for the Town.

ARTICLE 3

SOURCE SELECTION AND CONTRACT FORMATION - GENERAL PROVISIONS

- A. Purchases not requiring sealed bids.
1. Purchases costing less than \$1,000.00 in total, shall not require bids of any type. (Purchases shall not be artificially divided so as to constitute a small purchase under this section.)
 2. Purchases costing more than \$1,000.00 but less than \$5,000.00 in total, shall require 2 telephone bids.
 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 amounts necessary to the resolution of the emergency.
 6. Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing.
- B. Purchases requiring sealed bids.
1. Contracts shall be awarded by competitive sealed bidding except as otherwise provided by this policy.
 2. 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 fourteen (14) days prior to the date set forth therein for the opening of bids. The notice may include publication in a newspaper of general circulation.
 3. Any procurement in excess of \$5,000.00 shall require a legal notice in a local newspaper of general circulation.

4. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid and any other relevant information, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection.
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 other 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.
8. Bid security of at least five percent (5%) of the amount of the bid shall be required for all competitive sealed bidding for construction contracts.
9. Performance bonds are required for contract bid winners.
10. If any payment on a contract with a private person, firm or corporation is retained or withheld, it shall be placed in an interest bearing account and the interest shall accrue for the benefit of the contractor and subcontractors to be paid after the project is completed and accepted by the City / Town Council. It is the responsibility of the contractor to ensure that any interest accrued on the retainage is distributed by the contractor to subcontractors on a pro rata basis.

C. Cancellation and rejection of bids.

An invitation for bids, a request for proposals, or other solicitation may be cancelled 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 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 ____ days prior to the advertised date of the opening for the proposals.
2. Proposals shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after 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 best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
 5. Award shall be made to the person whose proposal is determined, in writing, to be the most advantageous to the Town, taking into consideration 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 district based on demonstrated competence at fair and reasonable prices. See section 63-56-42 through 44 of the Utah Code.
- F. Determination of non responsibility of bidder.
Determination of nonresponsibility 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 nonresponsibility 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 contractors 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 that 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. Utah Code Ann 63-56-29.
- 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 do not alter the scope of the contract work.
 2. Variations occurring between estimated quantities of work in a contract and actual quantities.
 3. Suspension of work ordered by the Town.
- I. State Bids: The Town should take advantage of the purchasing power of the State by purchasing goods or services under Utah State Purchasing Contracts.. The Purchasing Agent should attempt to obtain reduced prices as well as save time by avoiding unnecessary bidding or shopping. The Town should maintain contact with the State

Purchasing Division in order to take advantage of these opportunities.

- J. Local Vendors: To help ensure and stimulate economic growth in the local economy all possible purchases of supplies should be made with local vendors. If local vendors are within a five percent (5%) margin of outside vendors, the local vendor may be used as authorized by the Purchasing Agent.
- K. Construction Contracts: The following bonds or security shall be required for each construction contract awarded by the Town:
 - a. A performance bond in an amount equal to one hundred percent (100%) of the price specified in the contract.
 - b. A payment bond in an amount equal to one hundred percent (100%) of the price specified in the contract for the protection of all persons supplying labor and material to the contractor or subcontractors for the performance of the contract.
 - c. Bid security of at least five percent (5%) of the amount of the bid shall be required for all competitive sealed bidding for construction contracts.

ARTICLE 4 SPECIFICATIONS

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

ARTICLE 5 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 within 5 working days after the aggrieved person knows or should have known of 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 board.
- C. The Town's governing board shall be the final appeal on the Town level.
- D. All further appeals shall be filed in the district court as provided in section 63-56-58

through 64 of the Utah Code.

ARTICLE 6
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 interests 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 or benefit of any other person or organization from any person or organization interested in selling to the Town.