

**TOWN OF HIDEOUT
ORDINANCE 2021-O-16**

PURCHASING REQUIREMENTS

NOW THEREFORE, be it ordained by the Council of the Town of Hideout, in the State of Utah, as follows:

SECTION 1: **AMENDMENT** “1.16.040 PURCHASE APPROVAL REQUIREMENTS” of the Town of Hideout Town Code is hereby *amended* as follows:

AMENDMENT

1.16.040 PURCHASE APPROVAL REQUIREMENTS

- A. Purchase up to one thousand five hundred dollars (\$1,500.00) may be authorized and must have the approval of the town clerk.
- B. Purchase of up to ~~two~~five thousand ~~five hundred~~ dollars (~~\$2,500~~5,000.00) may be authorized and must have the approval of the ~~mayor~~town engineer or town administrator.
- C. Purchase ~~over up to two thousand five hundred dollars (\$2,500.00)~~fifteen thousand dollars (\$15,000.00) may be authorized and must have the approval of the ~~town council~~mayor.
- D. Purchase over fifteen thousand dollars (\$15,000.00) may be authorized and must have the approval of the town council.

SECTION 2: **AMENDMENT** “1.16.050 QUOTATION REQUIREMENTS” of the Town of Hideout Town Code is hereby *amended* as follows:

AMENDMENT

1.16.050 QUOTATION REQUIREMENTS

- A. Specified

Purchase of up to \$1000.00	No competitive price quotations are required.
Purchase from \$1000.00 to \$510,000.00	Informal price quotations shall be obtained prior to purchase. It shall be the responsibility of each department to obtain said quotations. Quotations shall be recorded on an "Informal competitive price quotation record". One copy of the quotation record shall remain with the department purchasing the item and one copy shall be attached to the purchase order. At least 3 quotations should be solicited if possible.
Purchases over \$5000.00	Formal price quotations shall be obtained prior to purchase. Requests for quotations shall be submitted to the town clerk on a "request for quotation" form 10 working days prior to the order date. It shall be the responsibility of the town clerk to obtain formal price quotations from vendors. The town clerk shall deliver all quotations and other pertinent information received from vendors to the mayor. The mayor will review the quotations received and select a vendor, if the quotations received are within his authorized limits, or he will review the quotations and instruct that the item be taken to the town council for approval.
Purchases over \$10000.00	Formal sealed bids must be obtained prior to purchase. Requests for formal bids shall be submitted to the town clerk. The request must receive town council approval prior to the town clerk sending out notice for "formal invitation to bid". Sealed bids shall be submitted as designed in the notice with the statement "bid for (item)" on the envelope. Bids shall be opened in public at the time and place stated in the public notice. A tabulation of all bids received shall be open for public inspection during the regular business hours for a period of not less than 30 days after the bid opening.

- B. Rejection of Bids: In its discretion, the town council may reject, without cause, any/all bids presented, and re-advertise for bids pursuant to the procedure hereinafter prescribed.
- C. Award of Contracts: Except as otherwise provided herein, contracts shall be awarded by the town council to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to price, the town council shall consider:
1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 4. The quality of performance of previous contracts or services;

5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 6. The sufficiency of the financial resources and the ability of the contract to provide the service;
 7. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
 8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- D. Award To Other Than Lowest Bidder: When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the town clerk as directed by the mayor and filed with the other papers relating to the transaction.
- E. Tie Bids: If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, the town council shall re-advertise for bids unless the matter is otherwise resolved without controversy.
- F. Performance Bonds: Before entering a contract, the town council shall have the authority to require a performance bond in such amount as it shall find necessary to protect the best interests of the town. The form and amount of said bond shall be described in the notice inviting bids.

SECTION 3: **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

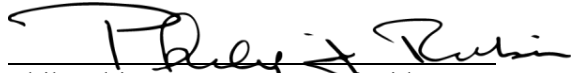
SECTION 4: **EFFECTIVE DATE** This Ordinance shall be in full force and effect from November 10, 2021 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE TOWN OF HIDEOUT COUNCIL NOVEMBER 10, 2021.

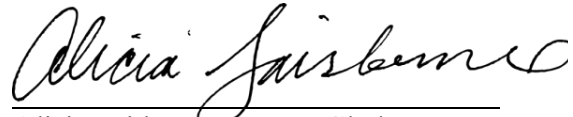
	AYE	NAY	ABSENT	ABSTAIN
Council Member Chris Baier	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Council Member Carol Haselton	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Council Member Bob Nadelberg	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Council Member Ralph Severini	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Attest

Presiding Officer



Phil Rubin, Mayor, Town of Hideout



Alicia Fairbourne, Town Clerk Town
of Hideout

