SMSSD PURCHASING POLICY

Utah Code 17B-1-618 requires that all purchases by a district be made according to the purchasing procedures established by each district by resolution and only on an order or approval of the person duly authorized by the board to do the purchasing. For districts that have not adopted a purchasing policy or for purchasing activities (e.g., bidding and RFP process) that are not covered in a district's purchasing policy, the Utah Procurement Code (*Utah Code* 63G-6a) applies.

Authority to Purchase

The governing board shall approve all expenditures of the district. No individual may make purchases on behalf of the district unless they have been duly authorized by the governing board and designated as a purchasing agent. No purchase greater than $3,000 may be made without obtaining prior approval from the governing board.

Purchasing Agent

The governing board may authorize a purchasing agent to make routine purchases for items such as payroll checks, if the checks are prepared in accordance with a schedule approved by the board, and routine expenditures, such as utility bills, payroll-related expenses, supplies and materials. All expenditures made by the purchasing agent will be reviewed and approved by the governing board subsequent to the purchase.

Prior Authorization

Prior authorization by the governing board is required for all purchases that exceed $3,000 and for all purchases not considered payroll or routine as noted above.

Purchasing Procedure

No purchase may be artificially divided to circumvent procedures noted below.

<u>Purchases up to $1,000</u> - The purchaser may select the best source without seeking competitive quotes.

<u>Purchases from $1,000 to $3,000</u> - Obtain price quotes from at least two vendors. Price quotes must be obtained by phone, FAX, or letter from a representative of an established, viable vendor and documented on a quote sheet.

<u>Purchases from $3,001 to $50,000</u> - Obtain written price quotes from at least three vendors. Price quotes must be written proposals from a representative of an established, viable vendor who is properly licensed to complete the work.

<u>Purchases greater than $50,000</u> - Purchases greater than $50,000 are subject to competitive sealed bidding. The purchasing agent may contact potential vendors

seeking requests for proposals; however, a request for proposals will also be publicly advertised in at least one newspaper of general circulation in the area.

Sole Source Procurement

If at least two quotes cannot be obtained, the purchase is considered a sole-source purchase. Sole source purchases require prior governing board approval and if the service is on going, the service must be re-approved by the governing board annually.

Large Procurements and Construction Projects

Procurements for construction projects are subject to the Utah Procurement Code (*Utah Code* 63G-6a), which, among other things, mandates bidding on most building and public works construction projects and specifies how the bidding and RFP process are to be conducted.

Open Charge Accounts

All open charge accounts must be preapproved by the governing board.

Emergency Purchase

An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as may be determined by the governing board. The existence of such condition creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods.

Emergency procurement shall be limited to only those supplies, services or construction items necessary to meet the emergency. When an emergency arises, the purchaser should seek competitive procurement as practical; however, competitive procurement procedures may be omitted. The person responsible for making an emergency procurement shall make a written determination stating the basis for an emergency procurement and for the selection of the particular supplier.

Acceptance of Proposals

Award must be made to the vendor submitting the lowest quote meeting the minimum reasonable specifications and delivery date.

Noncompliance

Individuals who do not comply with provisions of this policy will be subject to withdrawal of the authority to make purchases.

QUOTE SHEET

Product or Service Requested: (Include specific project requirements such as required completion date etc.)

Vendor #1:

Company Name:

Person Contacted: ______________________________ Date Contacted:

Method of Contact: □ Phone □ E-mail □ In person □ Other:

Contact Information: Phone: _______________ Address:

Amount Quoted: (Or attach vendor’s written proposal or bid)

Vendor #2:

Company Name:

Person Contacted: ______________________________ Date Contacted:

Method of Contact: □ Phone □ E-mail □ In person □ Other:

Contact Information: Phone: _______________ Address:

Amount Quoted: (Or attach vendor’s written proposal or bid)