

**TOWN OF CASTLE VALLEY
RESOLUTION 2007 – 5**

A RESOLUTION ESTABLISHING A PURCHASING POLICY
(This resolution supersedes Resolution 2003-4)

WHEREAS, the Town of Castle Valley wishes to ensure the fair and equitable treatment of all persons who wish to conduct, or do conduct, business with the Town of Castle Valley, and

WHEREAS, the Town Council intends to provide for the greatest possible economy in Town procurement activities.

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE VALLEY:

PURCHASING POLICY FOR THE TOWN OF CASTLE VALLEY, UTAH

A. Compliance:

1. This policy shall apply to all Town departments;
2. 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; and
3. Emergency procurement: Notwithstanding any other provision of this Resolution, when there exists a threat to public health, welfare or safety under emergency conditions, the Town Council or the Mayor may make or authorize others to make emergency procurement. A written determination of the basis for the emergency and for the selection of the particular contractor or vendor shall be included in the contract file.

B. Purchases under \$10,000:

1. The Mayor may authorize or implement purchases of \$600 or less. All greater amounts must be approved by the Town Council in public session except as provided for under Section A.3;
2. Purchases or commitments to purchase costing \$1,500.00 or less 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.);
3. Purchases costing more than \$1,500.00 but less than \$10,000.00 in total, shall require three (3) documented bids;
4. Purchases made from a single-source provider do not require bids; and
5. Purchases required during an emergency do not require bids. However, as much competition as practical should be obtained; and, such purchases should be limited to amounts necessary to the resolution of the emergency.

C. Purchases of \$10,000 or more:

1. Any procurement (to include construction projects) in excess of \$10,000.00 shall require a sealed bid and legal notice in a local newspaper of general circulation. The invitation shall include a purchasing description and all contractual terms and conditions applicable to the procurement. Public notice of the invitation for bids shall be given at least twenty-one (21) days prior to the date set forth therein for the opening of bids; and
2. Bids shall be opened publicly by the Town Council at the time and place designated in the bid invitation. The amount of each bid and any other relevant information, and the name of each bidder shall be recorded. The record and each bid shall be open to public inspection.

D. Cancellation and rejection of bids.

An invitation for bids, a request for proposals, or other solicitation may be canceled, 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 interest of the Town.

E. This resolution shall be effective immediately upon its adoption.

Passed, Adopted, and Approved by the Town Council, Town of Castle Valley, Utah of Castle Valley in open session the 19th day of September, 2007 by the following vote:

Those voting AYE: Damian Bollermann, Jim Lindheim, Valli Smouse, Alice Drogin.

Those voting NAY: None.

Those ABSENT: Ranna Bieschke.

ATTEST:

TOWN OF CASTLE VALLEY

Denise Lucas, Town Clerk

Damian Bollermann, Mayor