

# UTAH COUNTY PROCUREMENT RULES AND REGULATIONS

## PART 1 DEFINITIONS 1-5

## PART 2 PROCUREMENT ORGANIZATION 2-6

2-101 Delegation of Authority of the Chief Purchasing Agent 2-6

2-102 Authority to make Small Purchases 2-6

2-103 Authority of Purchasing Agents 2-6

## PART 3 SOURCE SELECTION AND CONTRACT FORMATION 3-7

Subpart 3-1 Competitive Sealed bidding; Multi-Step Seal Bidding 3-7

3-101 Content of the Invitation for Bids 3-7

3-102 Bidding Time 3-7

3-103 Bidder Submissions 3-7

3-104 Public Notice 3-8

3-105 Bidder List; Pre-qualification 3-9

3-106 Pre-Bid Conferences 3-9

3-107 Amendments to Invitation for Bids 3-10

3-108 Pre-Opening Modification or Withdrawal of Bids 3-10

3-109 Late Bids, Late Withdrawals, and Late Modifications 3-11

3-110 Receipt, Opening, and Recording of Bids 3-11

3-111 Mistakes in Bids 3-11

3-112 Bid Evaluation and Award 3-13

3-113 Tie Bids 3-15

3-114 Multi-Step Sealed Bidding 3-16

3-115 Pre-Bid Conferences in Multi-Step Sealed Bidding 3-16

3-116 Procedure for Phase One of Multi-Step Sealed Bidding 3-17

3-117 Mistakes During Multi-Step Sealed Bidding 3-18

3-118 Carrying Out Phase Two 3-19

3-119 Purchase of Items Separately from Construction Contract 3-19

3-120 Exceptions to Competitive Sealed Bid Process 3-19

Subpart 3-2 Competitive Sealed Proposals 3-20

3-201 Use of Competitive Sealed Proposals 3-20

3-202 Content of the Request for Proposals 3-21

3-203 Proposal Preparation Time 3-21

3-204 Form of Proposal 3-21

3-205 Public Notice 3-21

3-206 Pre-Proposal Conferences 3-21

3-207 Amendments to Request for Proposals 3-22

3-208 Modification of Withdrawal of Proposals 3-22

3-209 Late Proposals, Late Withdrawals and Late Modifications 3-22

3-210 Receipt and Registration of Proposals 3-22

3-211 Evaluation of Proposals 3-23

3-212 Proposal Discussion with Individual Offerors 3-23

3-213 Mistakes in Proposals 3-24

3-214 Award 3-25

3-215 Publicizing Awards 3-25

3-216 Exceptions to Competitive Sealed Proposal Process 3-25

Subpart 3-3 Small Purchases 3-27

3-301 Authority to Make Small Purchases 3-27

3-302 Small Purchases or Supplies, Services or Construction  
Between \$1,000 and \$10,000 3-27

3-303 Small Purchases of \$1,000 or Less 3-28

3-304 Small Purchases of Services of Professionals  
Providers and Consultants 3-28

Subpart 3-4 Sole Source Procurement 3-29

3-401 Conditions for Use of Sole Source Procurement 3-29

3-402 Negotiation in Sole Source Procurement 3-29  
3-403 Unsolicited Offers 3-29

Subpart 3-5 Emergency Procurements 3-31  
3-501 Definition of Emergency Conditions 3-31  
3-502 Scope of Emergency Procurements 3-31  
3-503 Authority to Make Emergency Procurements 3-31  
3-504 Source Selection Methods 3-31  
3-505 Determination of Emergency Procurement 3-31

Subpart 3-6 Responsibility 3-32  
3-601 Standard of Responsibility 3-32  
3-602 Ability to Meet Standards 3-32  
3-603 Written Determination of Nonresponsibility Required 3-33

Subpart 3-7 Type of Contracts 3-34  
3-701 Policy Regarding Selection of Contract Types 3-34  
3-702 Fixed-Price Contracts 3-35  
3-703 Cost-Reimbursement Contracts 3-36  
3-704 Cost Incentive Contracts 3-37  
3-705 Performance Incentive Contracts 3-38  
3-706 Time and Materials Contracts; Labor Hour Contracts 3-38  
3-707 Definite Quantity and Indefinite Quantity Contracts 3-39  
3-708 Progressive and Multiple Awards 3-39  
3-709 Leases 3-40  
3-710 Multi-Year Contracts; Installment Payments 3-41  
3-711 Contract Option 3-41

Subpart 3-8 Cost or Pricing Data and Analysis; Audits 3-42  
3-801 Scope 3-42  
3-802 Requirement for Cost or Pricing Data 3-42  
3-803 Submission of Cost or Pricing Data & Certification 3-43  
3-804 Certificate of Current Cost or Pricing Data 3-43  
3-805 Defective Cost or Pricing Data 3-45  
3-806 Price Analysis Techniques 3-45  
3-807 Cost Analysis Techniques 3-46  
3-808 Audit 3-46  
3-809 Retention of Books and Records 3-47

Subpart 3-9 Plant or Site Inspection; Inspection of Supplies or Services 3-48  
3-901 Inspection of Plant or Site 3-48  
3-902 Access to Plant or Place of Business 3-48  
3-903 Inspection of Supplies & Services 3-48  
3-904 Conduct of Inspections 3-49  
3-905 Inspection of Construction Projects 3-49

PART 4 SPECIFICATIONS 4-50  
Subpart 4-1 General Provisions 4-50  
4-101 General Purpose and Policies 4-50  
4-102 Availability of Documents 4-50  
4-103 Emergency Authority 4-50  
4-104 Procedures for the Development of Specifications 4-50

PART 5 EXEMPTIONS FROM COMPETITIVE BIDDING REQUIREMENTS 5-54

## PART 6 MODIFICATION & TERMINATION OF CONTRACTS FOR SUPPLIES AND SERVICES 6-55

- 6-101 Revisions to Contract Clauses 6-55
- 6-102 Changes Clause 6-55
- 6-103 Stop Work Order Clause 6-56
- 6-104 Variations in Estimated Quantities Clause 6-57
- 6-105 Price Adjustment Clause 6-58
- 6-106 Termination for Default Clause 6-58
- 6-107 Liquidated Damages Clause 6-59
- 6-108 Termination for Convenience Clause 6-60
- 6-109 Novation, Assignment or Change of Name 6-61

## PART 7 COST PRINCIPLES 7-63

- 7-101 Applicability of Cost Principles 7-63
- 7-102 Allowable Costs 7-63
- 7-103 Reasonable Costs 7-64
- 7-104 Allocable Costs 7-65
- 7-105 Treatment of Specific Costs 7-66
- 7-106 Cost Requiring Prior Approval to be Allowable 7-70
- 7-107 Applicable Credits 7-71
- 7-108 Advance Agreements 7-71
- 7-109 Use of Federal Cost Principles 7-72
- 7-710 Authority to Deviate from Cost Principles 7-72

## PART 8 PROPERTY MANAGEMENT 7-73

- Subpart 8-1 Property Management Responsibilities 8-73
- 8-801 Quality Assurance, Inspection, and Testing 8-73
- 8-102 Warehousing and Storage 8-73
- 8-103 Inventory Management 8-73
- Subpart 8-2 Disposition Process 8-73
- 8-201 Authority of Purchasing Agent 8-73
- 8-202 Report of Surplus Property 8-73
- 8-203 Transfer of Surplus Property 8-74
- 8-204 Sale of Surplus Property 8-74

## PART 9 INSURANCE PROCUREMENT 9-76

- 9-101 Standard Bidding Method 9-76
- 9-102 Alternate Bidding Method 9-76