

Part 3

SOURCE SELECTION AND CONTRACT FORMATION

SUBPART 3-3 – SOURCE SELECTION METHOD AND CONTRACT FORMATION

3-301 Authority to Make Purchases:

- (1) Supervisory Authority: The County purchasing agent may use these procedures for the procurement for supplies, services or construction. Subject to the direction and supervision of the County Commission, the purchasing agent shall perform or direct the performance of all such duties as are required by the provisions of this subpart.
- (2) Sole Source: If the supply, service, or construction item is available only from one business, the sole source procurement method set forth in Subpart 3-4 (Sole Source Procurement) of these regulations shall be used.
- (3) Emergency: In a situation which creates a threat to public health, welfare, or safety and there is an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods, emergency procurement set forth in Subpart 3-5 (Emergency Procurement) of these regulations shall be used.
- (4) Division of Purchases: Purchases shall not be artificially divided to lower the cost of the purchase thereby avoiding the source selection method(s) as set forth herein.
- (5) Purchase Order Approval: Purchase orders shall be approved pursuant to the County Financial Administration Ordinance, Section 2-1-4(b) of the Utah County Code.
- (6) Written Quotations: All written quotations shall be submitted to the purchasing agent and retained for a period of four (4) years. Each quotation shall include the name of the business and individual offering the quotation, the date received, and the amount quoted. Quotations may be received electronically or telephonically and documented in writing by the county department receiving the quotation according to this section.
- (7) Solicitation Requirement: The purchasing agent is not required to receive a response to each solicitation before completing the procurement so long as the businesses solicited are given a reasonable time, not less than five (5) business days, in which to respond and the purchasing agent determines that the process has been competitive.

3-302 Purchases of Supplies, Services or Construction In Excess of \$2,500:

- (1) Source selection and contract formation shall be accomplished according to the following cost categories:
 - (a) Procurement costing between \$2,501 and \$5,000: No less than three businesses shall be solicited to submit written quotations that include the minimum

specifications established by Utah County. The award shall be made to the responsible offeror with the lowest quotation that meets the specifications.

- (i) An award for supplies under this section 3-302(1) shall be made pursuant to a purchase order.
 - (ii) An award for services or construction under this section 3-302(1) shall be made pursuant to a bilateral contract signed by both parties.
- (b) Procurement costing between \$5,001 and \$50,000: No less than four businesses shall be solicited to submit written quotations that include the minimum specifications established by Utah County. The award shall be made to the responsible offeror with the lowest quotation that meets the specifications.
 - (i) An award for supplies between \$5,000 and \$10,000 shall be made pursuant to a purchase order.
 - (ii) An award for services or construction under this section 3-302(3) or for supplies between \$10,001 and \$50,000 shall be made pursuant to a bilateral contract signed by both parties.
- (c) Procurements costing more than \$50,000: Businesses shall be solicited and awards shall be made through the sealed bid or sealed proposal process. Awards will be made pursuant to bilateral contracts signed by both parties.

An approved "Bid/RFP Request Form" must be submitted with the bid documents when the procurement is conducted through the sealed bid or proposal process.

- (2) The purchasing agent may delegate the responsibility of soliciting written quotations back to the department requesting the purchase.
- (3) The requirement of contracting with vendors through purchase orders or bilateral contracts listed within this Subpart 3-3 can be altered if recommended by the purchasing agent and the Utah County Attorney's Office and approved by the Utah County Board of Commissioners; such recommendations and approval shall be in writing and maintained by the purchasing agent.

3-303 Small Purchases of \$2,500 or Less: County departments may make small cost purchases of \$2,500 or less without receiving competitive quotations. The purchasing agent may adopt procedures that provide for obtaining adequate competition, for making records to properly account for funds and to facilitate auditing. Such purchases shall be awarded pursuant to a purchase order.