

POLICY #200

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

POLICY GOVERNING PURCHASING

REFERENCE:

Previous Cottonwood Heights Parks and Recreation Service Area Purchasing Policy, Salt Lake County Procurement Policy, State of Utah Procurement Code

PURPOSE:

To identify the procedure for approval and payment for all purchases and encumbrances by the Cottonwood Heights Parks and Recreation Service Area and to insure that all such payments and encumbrances are fair and reasonable and are not in conflict with applicable laws or regulations.

SECTION I: DEFINITIONS

Bids - The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Bidder/offeror – any person submitting a competitive bid in response to a request for bid or proposal.

Board of Trustees – Three elected officials to serve on the Cottonwood Heights Parks & Recreation Service Area Board of Trustees.

Business – Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.

Contract – A legally binding agreement between Cottonwood Heights Parks & Recreation Service Area and a supplier to buy/sell goods and/or services for appropriate consideration. This may be in the form of a purchase order.

Designee – An employee appointed to act in the absence of the Executive Director.

Executive Director – Appointed by the Board of Trustees of Cottonwood Heights Parks & Recreation Service Area for the daily management of the Service Area and all other duties and responsibilities as per the job description.

Emergency Procurement – When there exists a threat to public health, welfare, or safety under emergency conditions which make it impractical for the Service Area to follow the requirements of its Purchasing Policy and/or the Utah Public Procurement Code, as

determined by the Service Area Executive Director or designee, such person may make or authorize others to make an emergency procurement.

Invitation to Bid – All documents, whether attached or incorporated by reference, used for soliciting bids

Person – any business, individual, union, committee, club, other organization or group of individuals.

Petty Cash – a specified amount of cash, kept in a cash box in the safe, which can be used for purchases of \$50 or less from non-established vendors of the Service Area.

Procurement – Buying, purchasing, renting, leasing with an option to purchase, or otherwise acquiring any supplies, services or construction within the current budget approved by the CHPRSA Board of Trustees.

~~Purchase Description – The words used in a solicitation to describe the supplies, services or construction to be purchased, and includes specifications attached to or made part of the solicitation.~~

Purchase Order- A three-part form completed by the buyer, which includes the name, address and telephone number of vendor, items to be purchased, price quoted, plus Shipping & Handling, and duly signed according to policy.

Purchasing Agent –The Purchasing Agent shall be responsible to make procurements, solicit bids and proposals and administer contracts, and make written determination.

Request for Proposal (RFP) – All documents, whether attached or incorporated by reference, used for soliciting proposals

Single Source Provider – Services or product that can only be obtained from a single source.

Cooperative Contracts –Cooperative contracts are term contracts established by various governmental entities or cooperative entities, for items purchased by said governmental entities in addition to other political subdivisions. The Service Area is considered a political entity and may purchase items on Cooperative Contracts established by other governmental entities. Such entities include, but are not limited to, the State of Utah, Salt Lake County, GSA, Sourcewell and HGAC Buy.

SECTION II: POLICY

1.0 General

- 1.1 Purchases totaling less the \$50 from a non-established vendor of the Service Area may use funds from petty cash.
- 1.2 All purchases over \$1,000 to be made from outside suppliers require submission and approval of a purchase order signed by the Executive Director or designee, dated prior to the invoice date.
- 1.3 All requisitions for money from the Service Area for mileage, expenses, and employee refunds shall be made on the designated form, either a requisition form, mileage form or purchase order.
- 1.4 Purchases made through the Governmental Cooperative Contracts do not require competitive bids.
- 1.5 Purchases may not be artificially divided as to constitute a small purchase and bypass the bidding process.
- 1.6 Sole source purchases shall not require competitive bids but must provide a written bid, explanation as to why it is a sole source and approval from Purchasing Agent which shall be kept on file at the Service Area.
- 1.7 Emergency purchases in the absence of the Executive Director or designee may be signed by the Department Manager. The Executive Director when available will make final approval.
- 1.8 Employees will not be reimbursed for purchases made for the Service Area when permission and authorization has not been obtained from the Executive Director or Designee prior to making the purchase.

2.0 Purchases under \$1,000

- 2.1 Authorized Service Area employees, as approved by the Department Managers, may purchase goods and services under \$1,000 without bidding, or Executive Director's prior approval. All funding for purchases must be included in the approved appropriate line item in the annual budget. Purchases may not be split in order to remain under the threshold.
- 2.2 Any purchases totaling \$1,000 or more require the purchase order signed by the Executive Director, or designee, prior to any order being placed or any item ordered (unless it is an emergency procurement).

3.0 Purchases \$1,000 to \$5,000

- 3.1 All purchases estimated to cost between \$1,000 and \$5,000 require the purchaser obtain two documented (three is preferred) verbal or written competitive bids (excluding 1.4, 1.6 or 1.7). Delivery fees must be disclosed and must be included in the total purchase price. Purchases may not be split in order to remain under the threshold
- 3.2 All verbal and written bids must be documented and presented to the Executive Director or designee for final approval.
 - 3.2.1 The winning bid will be determined by low bid or by pre-determined weighted criteria

4.0 Purchases \$5,001 to \$50,000

- 4.1 All purchases estimated to cost between \$5,001 and \$50,000 require that the purchaser get three written competitive bids (excluding 1.4, 1.6 or 1.7).
- 4.2 All purchases, after the bids have been analyzed, must be documented and presented to the Executive Director or designee for final approval.
 - 4.2.1 The winning bid will be determined by low bid or by pre-determined weighted criteria.

5.0 Purchases over \$50,001

- 5.1 Purchases over \$50,001 require approval of the Board of Trustees.
- 5.2 All purchases will require three competitive bids from separate suppliers, in writing (excluding 1.4, 1.6 or 1.7) and are subject to Utah Procurement Code for public notice requirements.
- 5.3 All purchases, after the bids have been analyzed, must be documented and presented to the Executive Director or designee for final approval.
 - 5.3.1 The winning bid will be determined by low bid or by pre-determined weighted criteria

SECTION III: EMERGENCY PROCUREMENT

- 1.0 Emergency Procurements: Notwithstanding any other provision of the Service Area's Purchasing Policy, when there exists a threat to public health, welfare, or safety under emergency conditions which make it impractical for the Service Area to follow the requirements of its Purchasing Policy and/or the Utah Public Procurement Code, as determined by the Executive Director or designee, such

person may make or authorize others to make an emergency procurement; provided that the emergency procurement shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of a particular supplier shall be included in the contract file; notice shall be provided as required by the Utah Procurement Code; and the purchase shall be reported to the Board of Trustees for review and ratification and to open and amend the applicable budget, should that be necessary, as soon as is reasonably practical under the circumstances.

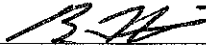
SECTION III: PROCEDURE

- 1.0 Purchase orders may be obtained from the Executive Director, Assistant Director, Accounting Specialist or the Customer Service Manager. The purchase order is entered on a log with the vendor's name, purpose of the purchase order and the approx. cost.

- 2.0 The purchase order must be completed in full, with an authorized signature, prior to any order being placed above \$1,000. The white copy will be given to the vendor, the other copies given to the Accounting Specialist.
- 3.0 Only invoices matched with a signed purchase order will be paid.
- 4.0 All requests for payment shall be given to the Accounting Specialist a minimum of 2 working days prior to the date of requested payment, except in emergency situations (see definitions).
- 5.0 Requests for payment or reimbursement from petty cash shall be made to the Assistant Director or Accounting Specialist. Purchases must be verified with a receipt.

APPROVED AND PASSED THIS 23 DAY OF March, 2022

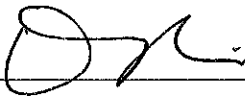
COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: 

Ben Hill, Executive Director



BOARD OF TRUSTEES

By: 

Dan Morzelewski, Chair