



PROCUREMENT/PURCHASING POLICY

The underlying purposes and policies of this procurement/purchasing policy are:

1. To ensure transparency in the public procurement process.
2. To ensure fair and equitable treatment of all persons who participate in the public procurement process and who wish to, or do, conduct business with the Town of Dutch John.
3. To provide for the greatest possible economy in Town procurement activities.
4. To foster effective broad-based competition within the free enterprise system to ensure that the Town will receive the best possible service or product at the lowest possible price.

Compliance-Exemptions from this policy are:

1. 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.
2. When procurement involves the expenditure of federal assistance funds, the Town shall comply with applicable federal law and regulations and will utilize the Town of Dutch John Federal Procurement/Purchasing Policy to meet the standards of the funding assistance requirements.

Procurement Policy

1. Purchases under \$500:
 - 1.1. Items that are considered a consumable and are necessary for normal operation may be purchased without prior approval from the Mayor or Town Council;
 - 1.2. Non-consumables must have the Mayor's approval. This approval does not have to be formal;

- 1.3. Receipts must be submitted to the Town Council and Treasurer for approval and recording. If the purchase is found to be unnecessary the purchaser may be held liable to cover the purchase cost.
2. Purchases over \$500 and less than \$5,000:
 - 2.1. Sealed bids are not required;
 - 2.2. Documented effort must be made to compare multiple vendors or sources;
 - 2.3. Purchases shall not be artificially divided so as to constitute a small purchase under this section;
 - 2.4. Require Town Council approval prior to purchase;
 - 2.5. Documentation including receipts, invoices and quotes must be submitted for recording.
3. Purchases over \$5,000 and less than \$10,000:
 - 3.1. At least two formal quotes must be obtained from different sources;
 - 3.2. Town Council's approval is required;
 - 3.3. When possible vendors from the State Division of Purchasing should be used.
4. Purchases over \$10,000:
 - 4.1. Sealed bids are required and will proceed as follows;
 - 4.1.1. An invitation for bids shall be issued when a contract is to be awarded by competitive sealed bidding. The invitation shall include a purchase description and all contractual terms and conditions applicable to the procurement. Public notice of the invitation for bids shall be given at minimum 14 days prior to the date set for the opening of bids;
 - 4.1.2. Notice may include publication on the Town's website, Utah Public Notice Website, the local Post Office, Seven County Infrastructure Coalition Procurement website, and the Utah Division of Purchasing Portal;
 - 4.1.3. Contracts shall be awarded by competitive sealed bidding except as otherwise provided by this policy;
 - 4.1.4. Any procurement in excess of \$50,000 shall require a legal notice in a local newspaper of general circulation;

- 4.1.5. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitations for bids. The amount of each bid and any other relevant information, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection;
- 4.1.6. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids;
- 4.1.7. Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening no changes in bid prices or other provisions of bids prejudicial to the interest of the Town of fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination from the Town Council;
- 4.1.8. The contract shall be awarded with reasonable promptness, by written notice, to the bidder whose bid best meets the requirements and criteria set forth in the invitation for bids;
- 4.1.9. The Town shall follow the procedures contained in Utah Code 11-39-101 et seq. for the letting of contracts for the construction of building improvements or public works projects as defined therein and any provision of this policy that conflicts with the provisions of Utah Code 11-39-101 et seq. shall not apply to the letting of contracts covered by this chapter of state law;
- 4.1.10. The Town of Dutch John reserves the right to award the bid to a local contractor if their bid is within seven percent (7%) of the lowest bid of all contractors.

5. Exceptions to the Bidding Process:

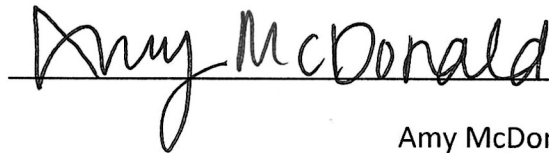
- 5.1. In accordance with Utah Code, in those incidences wherein the Town of Dutch John utilizes State Procurement services, bids will not be required as the State of Utah has already provided proper vetting of products and services offered by state contracted suppliers. However, the Town of Dutch John shall still require a quote documenting State agreed upon service and product pricing.

6. For any detail this document doesn't specifically address the Town will defer to the Utah Office of Administrative Rule R23-1.

Policy passed and approved this 24th day of June 2026.

A handwritten signature in black ink, appearing to read "L.V. Johns", is written over a horizontal line.

Lester V. Johns, Mayor

A handwritten signature in black ink, clearly legible as "Amy McDonald", is written over a horizontal line.

Amy McDonald, Recorder