

## WFRC PROCUREMENT POLICY

7/1/15

The procurement policies are intended to ensure fair and equitable treatment for all persons who wish to do business with WFRC and to foster effective broad-based competition within the free enterprise system to ensure that WFRC will receive the best possible service or product at the lowest possible price. WFRC shall designate a Procurement Agent who shall be responsible for:

- 1) Ensuring that all procurement complies with federal and state regulations where applicable.
- 2) Ensuring that all procurement is allowed under the Council's approved budget.
- 3) Ensuring that all procurement complies with all terms and conditions of the grant for which the purchase is being made.
- 4) Overseeing the Small Purchase procedures.
- 5) Identifying and documenting single source procurements.
- 6) Soliciting bids, quotes and proposals for goods or services and preparing contracts for Executive Director's signature when needed.

All procurements require a purchase order or contract. Purchase orders are signed by the Procurement Agent or his designee. All contracts must be signed by the Executive Director or his designee. There are generally four classes of procurement: small purchase less than \$5,000; purchases over \$5,000 but under \$25,000; competitive bid/proposal (over \$25,000); and single source.

**Small Purchase** – Purchases less than \$5,000 do not require bids or quotes, however effort should be made to use assorted vendors who provide comparable merchandise/service at comparable prices. Purchases may not be artificially divided so as to constitute a small purchase. All small purchases must have a properly completed and approved purchase order prior to making the purchase. A copy of the completed and signed purchase order is to be given to the accounting department. When possible WFRC may use providers who have contracted with the State of Utah in order to receive best prices and terms.

**Purchases over \$5,000 and under \$25,000** – Purchases over \$5,000 and under \$25,000 will require three bids/proposals that are to be documented. Requests for quotes shall include a description of the product or service and terms of the sale. Documentation shall include any written quotes and/or a completed quote form that includes at a minimum the name of vendor, vendor contact name, vendor address and phone number, product/service description and cost. All quotes and/or quote forms shall be attached to the signed purchase order and given to the accounting department.

**Competitive bid/proposal** – Goods or services with an annual aggregate total price of more than \$25,000 must be procured through a competitive bid/proposal process. An invitation to bid/propose shall include a description of the goods or services and all terms and conditions that will apply. Public notice shall be placed in a general circulation publication not less than 15 days prior to close of bid solicitation. A committee shall be identified to make the selection based on the requirements set forth in the invitation to bid/propose. The names of the bidders/proposers, the amounts of the bids/proposals, and any other relevant information shall be recorded and available for public inspection.

Bids/proposals shall be unconditionally accepted without alteration or correction. All bid/proposal documentation shall be given to the WFRC accounting department.

**Single Source** –This may be used when there is only one provider available for the product or service. This may also be used to resolve an emergency situation. A purchase shall be deemed an emergency purchase if it is required to maintain health and safety and/or to avoid an interruption in work activity such as a mechanical, structural, plumbing, or equipment malfunction. All single source procurement decisions must be documented by the Procurement Agent and approved by the Executive Director.

In lieu of WFRC initiating a competitive bid/proposal process, the Procurement Agent may use contractors from the UDOT Consultant Pool who have been pre-qualified and selected using a competitive bid/proposal process. Written explanation must be documented in writing and provided to the WFRC accounting department.

Price or cost in bid/proposal shall be considered in evaluating bids/proposals except in cases where such consideration is prohibited by Federal or State law or regulation.