

ORDINANCE 14-13

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the Hyrum City Municipal Code, a recodification of municipal ordinances encompassing the Revised Ordinances of Hyrum City and ordinances adopted through July 15, 1993; and

WHEREAS, Chapter 3.04 of the Hyrum City Municipal Code is known as the Purchasing Ordinance of Hyrum City and sets forth purchasing policies and procedures for use by municipal employees in acquiring equipment, materials, supplies, and services; and

WHEREAS, the City Council has determined there is a need to amend the purchasing ordinance to reflect changes in current purchasing practices and policies.

NOW, THEREFORE, the City Council hereby adopts, passes and publishes the following:

AN ORDINANCE AMENDING TITLE 3, CHAPTER 3.04 (THE PURCHASING ORDINANCE) OF THE HYRUM CITY MUNICIPAL CODE TO INCREASE THE AMOUNT TO \$5,000 FOR PURCHASES REQUIRING TWO VERBAL QUOTES; AND TO INCREASE STANDING PURCHASE ORDERS TO ONE YEAR.

BE IT ORDAINED by the City Council of Hyrum City, Cache County, State of Utah, as follows:

1. Section 3.04.030 of Title 3 of the Hyrum City Municipal Code is hereby amended as follows:

3.04.030 Purchasing procedures.

- A. All purchases, except as otherwise noted, shall be requested on purchase order forms. Purchase orders must be completed in accordance with the requirements of Section 3.04.040.
- B. Purchase of equipment, materials, supplies and services exceeding ~~one~~ five thousand dollars shall be supported by at least two verbal quotations, which will be recorded on the purchase order form, or by a written, sole-source justification. Services exceeding ~~five~~ ten thousand dollars shall require requests for three written quotes with at least two being returned and filed with purchase order form.
- C. A building improvement, the construction or repair of a public building or structure, exceeding forty thousand dollars shall normally be opened for competitive bidding and the award made by the City Council. A public works project, defined to include; parks, recreational facilities, pipelines, sewer systems, water systems and other such things, exceeding seventy-five thousand dollars shall normally

be opened for competitive bidding and the award made by the City Council. The City Council may require competitive bidding on any item regardless of estimated cost.

- D. The City Council may waive the bid requirements provided herein, if it determines such action to be in the best interest of the City and in compliance with applicable state law. (Ord. 00-02; Ord. 90-01 § 3)
- E. State bid purchases will require state bid number and other applicable information be recorded on the purchase order.

2. Section 3.04.040 of Title 3 of the Hyrum City Municipal Code is hereby amended as follows:

3.04.040 Purchase orders.

- A.
 - 1. Purchase orders shall be issued for the acquisition of all equipment, materials, supplies and services for both necessary and allocated within departmental budgets for the operation of each department within the city.
 - 2. Exceptions to purchase order requirements include:
 - a. Billings for telephone service, natural gas service, power purchases, monthly payroll and employee benefits vendors; and
 - b. Taxes, bond and loan payments, authorized monthly travel expenses; and
 - c. Professional or contractual services approved by council action.
- B. All regular purchase orders must contain the following:
 - 1. The name and address (at least city) of the vendor;
 - 2. The department to which the purchase is to be charged (including line item within the department if possible);
 - 3. The date the purchase order is issued;
 - 4. The quantity, item description, project description (if applicable), and the exact (or estimated) cost of each item covered by the purchase order;
 - 5. The total cost of the items covered by the purchase order;
 - 6. The signature of the person authorized to issue the order.
- C. The following persons are authorized to sign purchase orders and as such are purchasing agents for the city:
 - 1. Mayor;

2. City council members;
 3. City Administrator
 4. City recorder;
 5. City treasurer;
 6. Librarian;
 7. Department Heads;
 8. Fire chief.
- D. No purchase order ~~in excess of five thousand dollars~~ may be authorized or signed without ~~council approval~~. ~~Inclusion of a specific item or service in an the adopted budget shall be considered approval by the council.~~
- E. Standing or blanket purchase orders may be issued ~~monthly~~ yearly to individual vendors for the purchase of miscellaneous items of materials, supplies, parts, etc., in instances where quantities or apportionments cannot be anticipated. Blanket purchase orders shall be issued on the standard purchase order form and shall include the following information:
1. Vendor name and address;
 2. The time period for which the blanket order will remain valid (not to exceed one ~~month~~ year);
 3. The maximum aggregate amount authorized by the blanket order (~~one five~~ five thousand dollar limit);
 4. The department(s) issuing the order;
 5. The signature of the authorized issuer.
- F. 1. Purchase orders shall be distributed as follows:
White copy to vendor;
Pink copy to department;
Yellow copy to accounts payable;
2. The yellow copy must be fastened to the invoice prior to approval for payment. (Ord. 01-01; Ord. 00-02; Ord. 95-01; Ord.92-20; Ord. 90-01 \$4)

3. REPEALER. All ordinances, resolutions, and zoning maps of the city, or parts thereof inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.

4. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance, the zoning map, or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance,

together with the regulations contained therein, are hereby declared to be severable.

5. EFFECTIVE DATE. This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

6. ADOPTION. This ordinance is hereby adopted and passed by the Hyrum City Council this 4th day of January, 2014.

HYRUM CITY

BY: _____
Stephanie Miller
Mayor

ATTEST:

Stephanie Fricke
City Recorder

Posted: _____