

7) "Purchasing agent" means the person duly authorized by the Board of the District to enter into and administer contracts and make written determinations with respect thereto.

8) "Purchase description" means the words used in a solicitation to describe the supplies, services or construction to be purchased, and includes specifications attached to or made a part of the solicitation.

9) "Request for proposals" means all documents, whether attached or incorporated by reference, used for soliciting proposals.

ARTICLE 2 OFFICE OF THE PURCHASING AGENT

The Board shall appoint a purchasing agent. The purchasing agent shall be responsible to make procurements, solicit bids and proposals, enter into and administer contracts, and make written determinations for the Board.

ARTICLE 3 SOURCE SELECTION AND CONTRACT FORMATION - GENERAL PROVISIONS

A) Purchases not requiring sealed bids **or Board approval.**

1) Purchases ~~costing less than~~ **up to** \$1,000 in total, shall not require bids of any type. (Purchases shall not be artificially divided so as to constitute a small purchase under this section.)

~~2) Purchases costing more than \$1,000 but less than \$2,000~~ **up to \$5,000** in total ~~(2 to 3 telephone bids required)~~ **require at least two (2) telephone bids. Must be under advisement of Chairman.**

3) Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing.

4) Purchases made from a single-source provider.

5) Purchases required during an emergency, i.e., an eminent threat to the public's health, welfare, or safety. Emergency purchases should be limited to amounts necessary to the resolution of the emergency and as much competition as practical should be utilized.

6) Purchase orders will be required for all purchases over \$100.

~~B) Purchases requiring sealed bids.~~

~~1) Contracts shall be awarded by competitive sealed bidding except as otherwise provided by this policy.~~

~~2) 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 least 7 days prior to the date set forth therein for the opening of bids. The notice shall comply with the requirements of Utah Code Annotated § 63C-6A-406.~~