

TOWN OF APPLE VALLEY

ORDINANCE NO. O-2026-09

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY ADOPTING PROCUREMENT PROCEDURES CONSISTENT WITH UTAH CODE TITLE 63G-6a, DESIGNATING A CHIEF PROCUREMENT OFFICER, ESTABLISHING PROCUREMENT REQUIREMENTS AND THRESHOLDS, PROVIDING FOR THE DISPOSAL OF TOWN PROPERTY, AND REPEALING PRIOR PURCHASING POLICIES ADOPTED BY RESOLUTION.

SECTION 1

Purpose and Authority

The purpose of this ordinance is to establish procurement procedures for the Town of Apple Valley consistent with the Utah Procurement Code, Utah Code Title 63G-6a.

These procedures are intended to ensure fairness in public procurement, obtain the best value for the Town, maintain transparency and accountability, and comply with applicable state law.

SECTION 2

Applicability

This ordinance applies to all procurement of supplies, services, construction, and other expenditures made by the Town of Apple Valley.

Procurement shall be conducted in accordance with the Utah Procurement Code and the procedures established in this ordinance.

SECTION 3

Definitions

For purposes of this ordinance:

Chief Procurement Officer (CPO) means the individual designated by the Town Council to oversee procurement activities for the Town.

Procurement means buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, construction, or other items by the Town.

Services means the furnishing of labor, time, or effort by a contractor.

Supplies means all property, including equipment, materials, and goods.

Disposal of Property means the removal of Town-owned personal property from service through sale, public auction, trade-in, recycling, transfer, or destruction when the property is determined to be surplus, obsolete, damaged, or no longer needed for Town operations.

Disposal does not necessarily mean destruction of property. Disposal may include the sale or transfer of property when doing so is in the best interest of the Town.

SECTION 4

Chief Procurement Officer

The Mayor is designated as the Chief Procurement Officer for the Town of Apple Valley.

The Chief Procurement Officer shall have authority to:

- Administer procurement procedures
- Approve purchases within the limits established in this ordinance
- Ensure compliance with the Utah Procurement Code
- Delegate procurement responsibilities when appropriate

SECTION 5

Procurement Thresholds

The following procedures apply unless otherwise required by the Utah Procurement Code.

Small Purchases

Purchases with an estimated cost of **\$1,000 or less** may be made without competitive quotes when determined to be reasonable and necessary.

Informal Procurement

Purchases exceeding **\$1,000 but less than \$50,000** should obtain quotes from multiple vendors when practicable.

Formal Procurement

Purchases of **\$50,000 or more** shall follow formal procurement procedures, including public solicitation when required under the Utah Procurement Code.

Notice of formal solicitations shall be posted on the **Utah Public Procurement Place (U3P)** when required.

SECTION 6

Exceptions

The following procurements may be made without competitive bidding when permitted under the Utah Procurement Code:

- Sole source procurements
- Emergency procurements
- Cooperative purchasing agreements
- State contracts or other authorized public contracts

All exceptions must be documented and maintained in the procurement record.

SECTION 7

Multi-Year Contracts

Contracts entered into by the Town shall not exceed **four (4) years** unless otherwise authorized by the Town Council or permitted under state law.

SECTION 8

Record Keeping

Procurement records shall be maintained in accordance with state record retention requirements and applicable procurement regulations.

Documentation shall include:

- Solicitation documents
- Quotes or bids received
- Evaluation documentation
- Contract awards
- Justification for exceptions

SECTION 9

Disposal of Town Property

Town property that is obsolete, damaged, or no longer needed for Town operations may be declared surplus and disposed of in a manner determined to be in the best interest of the Town.

Property Valued Under \$1,000

Department heads may dispose of property with an estimated value under **\$1,000** through recycling, transfer, sale, or other appropriate method.

Property Valued at \$1,000 or More

If a department has an item of personal property it wishes to dispose of with an estimated value of **\$1,000 or greater**, the department head shall request approval from the **Town Council**.

Upon approval, the property may be disposed of through:

- Public auction
- Sale
- Trade-in
- Recycling
- Transfer
- Destruction

Disposal shall be conducted in a manner that is transparent and in the best financial interest of the Town.

SECTION 10

Protest and Appeal

Any protest of a procurement decision shall be submitted in writing to the Chief Procurement Officer within the time period required by the Utah Procurement Code.

The Chief Procurement Officer shall review the protest and issue a written determination.

Appeals may be made in accordance with the procedures established in the Utah Procurement Code.

SECTION 11

Repealer

Any prior purchasing policies adopted by resolution that conflict with this ordinance are hereby repealed.

SECTION 12

Effective Date

This ordinance shall take effect upon adoption and publication as required by law.

PASSED AND ADOPTED by the Town Council of the Town of Apple Valley this 18 day of March, 2026.

Councilmember (check one per seat):

Michael Farrar (Mayor)	Aye:	Nae:	Abstain:	Absent:
Kevin Sair	Aye:	Nae:	Abstain:	Absent:
Annie Spendlove	Aye:	Nae:	Abstain:	Absent:
Scott Taylor	Aye:	Nae:	Abstain:	Absent:
Richard Palmer	Aye:	Nae:	Abstain:	Absent:

TOWN OF APPLE VALLEY
A Utah municipal Corporation

ATTEST:

Michael Farrar, Mayor

Jenna Vizcardo, Town Recorder