

**SALT LAKE COUNTY
COUNTYWIDE POLICY ON
SMALL COST PURCHASING PROCEDURES**

Purpose-

The purpose of small cost purchasing is to allow county agencies to purchase goods or services quickly, with minimal involvement of the Division of Contracts and Procurement.

Delegating small cost purchases to county agencies makes purchases of small-cost items more efficient; simplifies and reduces acquisition costs on small-cost purchases; and provides for timely payment to the vendor.

Reference-

Salt Lake County Ordinance Chapters 3.15 and 3.20

1.0 Procedures

The procedures outlined in this policy may be used if the procurement is less than the minimum amount for formal advertised solicitation. If these procedures are not used, the procurement must be conducted using the other methods specified in county procurement policies.

1.1 Small-Cost Purchases

- 1.1.1 County agencies may make small-cost purchases to acquire goods or services below the small-cost limit. Purchase orders below the small cost limit may be awarded and issued by county agencies and must be submitted for signature by the proper signing authority. Agencies are required to maintain a file containing any quotes received and any other documentation justifying the award for their small cost purchases.
- 1.1.2 To the extent practicable, Contracts and Procurement (or county agency by delegation) should solicit written quotes from at least three qualified vendors for purchases less than the minimum amount for formal advertised solicitation and in excess of \$5,000. The award will be made to the vendor offering the lowest acceptable quotation.
- 1.1.3 The agency acquiring the written quotes shall maintain a record of all written quotes, including the name of the vendor, and the date and amount of each quote.

1.2 Small-Cost Blanket Contracts

- 1.2.1 The Division of Contracts and Procurement may establish small-cost blanket contracts for recurring purchases, provided that each individual purchase on the contract remains under the small-cost limit and the total annual aggregate does not exceed the formal solicitation limit. Once a small-cost blanket contract is approved, county agencies may place small cost orders

according to the terms of the contract.

1.2.2 A small-cost blanket contract will not be authorized when there is a current county contract for the same purpose that can be utilized to acquire the good or services needed by the agency. "Emergency procurement" means a situation which creates a threat to public health, welfare or safety such as may arise by reason of floods, epidemics, riots, equipment failures, earthquakes, or other reason as proclaimed by the mayor. The existence of such conditions must seriously threaten:

- (1) The functioning of county government;
- (2) The preservation or protection of property; or
- (3) The health or safety of any person.