THE CITY OF WEST JORDAN
COMMITTEE OF THE WHOLE MEETING
April 22, 2025

8000 S Redwood Road, 3rd Floor
West Jordan, UT 84088

Welcome to Committee of the Whole meeting!

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WORK SESSION 4:00 pm

1. CALL TO ORDER

2. DISCUSSION TOPICS

a. Discussion of recommended amendments to Title 3 – City Procurement.
b. Discussion of the Southwest Quadrant Development Plan
c. Discussion of The Healey Company Townhome Development Concept Plan
d. Discussion of FY2026 Annual Budget

3. ADMINISTRATIVE ITEMS

Topics not included on the agenda, brought up for discussion to address matters of importance or items needing prompt attention. Final action on these topics will not be taken at this meeting.

4. ADJOURN

Please note at the conclusion of this meeting, the Council will convene for its Regular Council meeting.

UPCOMING MEETINGS

- Tuesday, April 29 – Committee of the Whole (6:00p)
- Tuesday, May 6 – City Council Budget Meeting (6:00p)
- Tuesday, May 6 – FESSRD, RDA, & MBA Agency Meetings (6:10p or soon thereafter as possible)
- Tuesday, May 6 – Committee of the Whole (6:30p or as soon thereafter as possible)
- Tuesday, May 13, 2025 – Committee of the Whole (4:00p) – Regular City Council (7:00p)
- Tuesday, May 27, 2025 – Committee of the Whole (4:00p) – Regular City Council (7:00p)

CERTIFICATE OF POSTING

I certify that the foregoing agenda was posted at the principal office of the public body, on the Utah Public Notice website https://www.utah.gov/pmn/, on West Jordan City's website https://westjordan.primegov.com/public/portal, and notification was sent to the Salt Lake Tribune, Deseret News, and West Jordan Journal.

Posted and dated April 17, 2025 Cindy M. Quick, MMC, Council Office Clerk

REQUEST FOR COUNCIL ACTION

Action: Request feedback from Council

Meeting Date Requested : 04/22/2025

Presenter: Joe Bryant, Purchasing Manager

Deadline of item :

Applicant:

Department Sponsor: Admin. Services

Agenda Type: DISCUSSION TOPICS

Presentation Time: 10 Minutes *(Council may elect to provide more or less time)*

1. **AGENDA SUBJECT**
   Discussion of recommended amendments to Title 3 – City Procurement

2. **EXECUTIVE SUMMARY**
   The following summarizes the recommended changes. These changes were developed and are supported by the department heads and the Mayor's Office.

   1. Added categories eligible for procurement under Professional Services (3.1.2)
   2. Added an amount of minimal value for surplus purposes (3.1.2)
   3. Procurement limits established with future annual adjustments to be adopted with the budget (3.1.1, 3.1.5, 3.1.6)
   4. Provisions for secondary contract award as needed (3.1.9.B.8)
   5. Process for tie bids and scoring (3.1.11)
   6. Eligible transitional costs (3.1.12.H)
   7. Process for disposal (3.1.20.B.6, 3.1.20.B.7)

3. **TIME SENSITIVITY / URGENCY**
   N/A

4. **FISCAL NOTE**
   N/A

5. **STAFF ANALYSIS**
   With additional input from the Council, changes have been prepared by the Purchasing Manager and reviewed by department heads and the CAO. Staff recommends adoption of the changes as proposed.

6. **MAYOR RECOMMENDATION**
   N/A

7. **COUNCIL STAFF ANALYSIS**
   Council previously discussed proposed amendments to Title 3 regarding City Procurement in the March 11, 2025 Committee of the Whole meeting. In the meeting:

   - Staff indicated that the proposed changes would enhance transparency, buying power, and the agility in purchasing.

- The Council discussed the complexity of the Procurement Code, with some members calling for simplification and agreeing on the need to address redundancies, while others supported retaining necessary information.
- Concerns were raised about a disclosure requirement for informal surveys over $10,000 that was felt to be unmet, and the tie bid process was debated, with suggestions to prefer local vendors in case of ties.
- The Council reviewed proposed dollar thresholds and discussed indexing them to inflation, with a preference expressed for removing specific CPI references for flexibility.
- There was questioning of the need for p-cards for Council Members, leading to a consensus to remove related language due to past abuses, though some noted potential benefits in specific situations.
- **Outcome -** The Council agreed to simplify the Procurement Code by removing redundancies and supported proposed dollar thresholds with an annual review process. They decided to eliminate language about p-cards for Council Members and expressed a need for future discussions, along with support for acquiring budgeting software to improve financial management.

8. POSSIBLE COUNCIL ACTION

The Council may choose to:

1. Move the item forward to a future Council Meeting for consideration and possible final action;
2. Continue the item for to a future Committee of the Whole meeting;
3. As applicable, refer the item to the Planning Commission, a Council Subcommittee, or an Ad Hoc Committee;
4. Table the item indefinitely;
5. Make requests of Council Staff, Administrative Staff, or the Mayor for information by way of four agreeing Council Members.

9. ATTACHMENTS

Title 3 Chapter 1 Redlines
Title 3 Chapter 1 Clean
Procurement Limit Budget Insert
City Procurement Limit Comparison

Chapter 1
CITY PROCUREMENT

3-1-1: PURPOSE AND SCOPE:
3-1-2: DEFINITIONS:
3-1-3: GENERAL PURCHASING REQUIREMENTS:
3-1-4: PROCUREMENT AUTHORITY:
3-1-5: GENERAL GOODS AND SERVICES FORMAL COMPETITIVE SOLICITATION THRESHOLDS:
3-1-6: FORMAL COMPETITIVE SOLICITATION THRESHOLDS FOR INDIVIDUAL CATEGORIES:
3-1-7: COMPETITIVE SOLICITATION METHODS AND PROCESSES:
3-1-8: INFORMAL COMPETITIVE SOLICITATION:
3-1-9: FORMAL COMPETITIVE SOLICITATION:
3-1-10: ADDITIONAL PROCUREMENT TOOLS:
3-1-11: TIE BIDS
3-1-12: EXCEPTIONS TO COMPETITIVE SOLICITATION REQUIREMENTS:
3-1-~~12~~13: DEBARMENT AND SUSPENSION:
3-1-~~13~~14: PURCHASING CARD ISSUANCE AND APPROVALS:
3-1-~~14~~15: CONTRACT ADMINISTRATION:
3-1-~~15~~16: CONSTRUCTION PROJECTS:
3-1-~~16~~17: RIGHT TO INSPECT PLACE OF BUSINESS OF CONTRACTORS AND SUPPLIERS:
3-1-~~17~~18: PROTESTS AND APPEALS:
3-1-~~18~~19: ETHICAL STANDARDS FOR CURRENT AND FORMER CITY OFFICERS AND EMPLOYEES:
3-1-~~19~~20: MANAGEMENT, DISPOSAL, AND DONATION OF PERSONAL AND REAL PROPERTY:
~~**3-1-20: TIE BIDS:**~~

3-1-1: PURPOSE AND SCOPE:

The purpose of this chapter is to:

(1) ~~to m~~Maximize the purchasing value and efficiencies of public funds ~~in procurement~~;

(2) ~~to p~~Provide safeguards for maintaining a procurement system of quality and integrity;

(3) ~~to f~~Foster transparency and effective broad-based competition while providing quality goods and services to the citizens and businesses of the city; and

(4) ~~to p~~Provide for the fair and equitable treatment of all ~~persons~~ who conduct public procurement and related business activities within the city.

Unless otherwise required by state or federal law, this chapter shall govern all procurement processes, contracts, and expenditures of the city on and after 12:00 noon, ~~January 6, 2020~~April 22, 2025. ~~Nothing in t~~This chapter ~~shall be construed as adopting~~does not adopt the state or federal procurement codes or any portions therein.
Nothing in this ~~statement of purpose~~provision ~~shall~~ creates rights, interests, or causes of action

against the city, its officers, agents, or employees.

3-1-2: DEFINITIONS:

The ~~D~~definitions~~, as~~ stated herein~~, shall~~ apply exclusively to this chapter~~ and is not intended to apply or conflict with like or similar definitions that may be stated in other city ordinances~~.

ADDENDUM OR AMENDMENT: A written modification or revision to any document used in the competitive solicitation process or contract document.

AGENCY CONTRACT: A contract between the city and another governmental agency to buy goods or services.

~~APPEAL: A document or set of documents that are filed in compliance with 3-1-17(B)(2).~~

APPELLANT: A person who has standing and files an appeal to an administrative law judge for review and determination of whether the purchasing manager's decision on a protest should be upheld.

APPROVED VENDOR LIST (AVL): A list of vendors that were individually evaluated by city staff and deemed qualified to perform certain services for the city in later competitive solicitations based on information submitted by the vendor in response to the city's request for a statement of qualifications.

BEST AND FINAL OFFER (BAFO): An offeror's revised terms of its proposal after initial reviews, scoring, interviews, and discussions have concluded with all offerors who have progressed through the advancement criteria as stated in an RFP.

BID: A sealed document or set of sealed documents representing the bidder's offer to sell goods or services at a specified price, terms, and specifications set forth in the invitation for bids.

BUILDING IMPROVEMENT: The construction or repair of a public building or structure.

BUILDING IMPROVEMENT INFORMAL COMPETITIVE SOLICITATION THRESHOLD: The estimated dollar amount of a good or service that does not require the use of formal methods of competitive solicitation as set forth in this title.

COMPETITIVE SOLICITATION: Competitive solicitation may be either informal or formal as set forth below:

A. Informal Competitive Solicitation Process: An informal process in which potential bidders, offerors, and contractors are invited to submit quotes or surveys by telephone, email, online procurement service, direct vendor delivery or another written price comparison.

B. Formal Competitive Solicitation Process: A formal process in which potential bidders, offerors, and contractors are invited to submit bids and proposals through an online procurement service.

CONFLICT OF INTEREST: Any action that is taken by an elected official or employee of the city that may cause direct or financial benefit or detriment to themselves, their immediate family, or an

entity that they own or hold an interest in, if that benefit or detriment is distinguishable from the effects of that action on the public or on the elected official or employee's profession, occupation, or association generally.

CONSTRUCTION: The process of building, altering, repairing, improving, or demolishing any city structure or building, or other improvements to any city real property. It does not include routine repairs, or maintenance of existing structures, buildings, or real property.

CONTRACT: A legally enforceable agreement between two or more competent parties for the procurement of goods or services.

CONTRACTOR: Any person ~~that~~ who legally buys and/or sells goods or services to the city or desires to do so through the competitive solicitation processes.

~~CONSUMER PRICE INDEX: The "Consumer Price Index for All Urban Consumers, Not Seasonally Adjusted" as published by the Bureau of Labor Statistics of the United States Department of Labor.~~

COOPERATIVE PURCHASING ORGANIZATION: An organization, association, or alliance of purchasers established to combine purchasing power in order to obtain the best value for the purchasers by engaging in procurements.

DE MINIMIS SOLICITATION THRESHOLD: Threshold for small-dollar purchases not requiring procurement requests for quotes or formal competitive solicitation processes.

DESIGNEE: ~~Person~~ A person who has been delegated purchasing authority to perform functions that would regularly be held by another person.

DISBURSEMENT: The payment of the following liabilities, goods, and services: ~~-~~1) ~~newspaper~~ media advertising, 2) insurance premiums, 3) legal fees and services, 4) credit card payments, 5) land and building purchases, or rentals, , 6) registration for meetings or training sessions, including pre-paid hotel costs, 7) subscriptions, memberships, professional registrations, and publications, 8) utility payments, 9) petty cash reimbursements, 10) employee reimbursements including eyewear, health insurance, and educational, 11) postal charges/fees, 12) parking fees, 13) worker compensation fees, 14) credit reporting fees, 15) bond releases, 16) witness fees, 17) phone bills, 18) radio service (UCAN), 19) refunds of city fees or charges, 20) title searches / rights-of-ways, 21) animal control adoption, spay, and neuter program, 22) seized assets (police), 23) found property (police), 24) K9 veterinary services, ~~-~~25) revenue generating contracts, 26) used vehicles and equipment, and 27) employee team building events and trainings.

EMERGENCY CONDITION: An event or action that creates an immediate and serious need for goods and services that cannot adequately be addressed using customary procurement methods. Such a need may arise, ~~as~~ for example, by reason of a natural disaster, epidemic, riot, equipment failure, or other reason.

EMERGENCY PROCUREMENT: The procurement of goods and services that cannot be reasonably purchased through normal procurement methods due to an existing or imminent emergency condition, public threat, or unforeseen circumstances without compromising city property or without delaying any work that may affect the life, health, safety, or welfare of the public.

FORMAL COMPETITIVE SOLICITATION THRESHOLD: The estimated dollar amount of a good or service that would require the use of formal methods of competitive solicitation as set forth in this title. ~~Thresholds shall be published annually in the City's budget to ensure that the solicitation threshold limits are up-to-date for all stakeholders involved in procurement activities.~~

GOODS: Tangible items that are sold for use, including but not limited to, all materials necessary for construction.

GOVERNMENT AGENCY COOPERATIVE CONTRACT: An agreement between a vendor and another government agency that allows other government agencies to procure goods and services from the vendor ~~upon~~at the same price and terms as was in the initial agreement.

INFORMAL COMPETITIVE SOLICITATION THRESHOLD: The estimated dollar amount of a good or service that does not require the use of formal methods of competitive solicitation as set forth in this title.

INFORMAL SURVEY: A procurement process where a department may informally survey one or more vendors regarding their services and pricing on specific matters to determine the most appropriate vendor in a given circumstance. Such matters might include vendor experience, unique qualifications, processes, business theories, technologies, best practice concepts, and standards or other specialized criteria that ~~is~~are not reasonably available through a competitive procurement process.

INVITATION FOR BIDS (IFB): A document, and all attachments thereto, that is used for seeking bids on purchases usually estimated to be greater in total value than the formal competitive solicitation thresholds. ~~twenty-five thousand dollars ($25,000) over the term of the proposed contract.~~

MINIMAL VALUE: A calculated average labor hour value that, given the number of labor hours needed to perform the surplus function of the city-owned property, exceeds the estimated current value of said property.

MINOR IRREGULARITY / INFORMALITY: A variation in an official bid, offer, or contract that does not: (i) affect the price of the bid, offer, or contract, (ii) give a bidder or offeror an advantage or benefit not shared by other bidders or offerors, or (iii) adversely impact the interest of the city. Examples include but are not limited to:

A. Failing to sign the bid, proposal, or other procurement documents requiring a signature, but only where they are accompanied by other materials clearly demonstrating an intent to be bound by the bid, proposal, or other procurement documents;

B. Failing to acknowledge receipt of an addendum, but only if the materials clearly demonstrate the bidder or offeror received the addendum and intended to be bound by the addendum, or the addendum has a negligible effect on the bid, proposal, or other offer or submission that would not result in a change in the originally submitted price; and

C. Minor mistakes if the intent of the bid, proposal, or other offer or submission is clearly evident on the face of the document. Some examples of minor mistakes include typographical errors, errors in extending unit prices, transposition errors, and arithmetical errors.

MULTIPLE STAGE PROCUREMENT: A procurement process used in an IFB or RFP to advance qualified bidders through a series of criteria and stages before a bidder is allowed to submit a cost element for a bid or proposal. Some examples of criteria and qualifications that may be used~~,~~ include but are not limited to the following: Experience, education, licensing, work examples, concepts, demonstrations, quality of work and/or goods, licensing, certifications, and years in business.

ONLINE PROCUREMENT SERVICE: A website or group of websites designed to assist in posting IFBs, RFPs, RFQs, SOQs, and other procurement solicitations and receiving responses to such solicitations by vendors.

PERSON: An individual, corporation, company, business, organization, association, or governmental entity, and their respective employees and agents.

PROFESSIONAL SERVICES: The furnishing of labor, time, or effort by a professional that possesses an elevated degree of specialized knowledge and discretion that may be exemplified by formal education, certification, advanced training, or other qualification, as required by a trade industry, a licensing organization, or the inherent characteristics of the work or services desired. Professional services may include the labor, time, and effort within the following disciplines (this is not an exhaustive list of disciplines or examples):

A. Accounting

B. Architecture

C. Artistic endeavors

D. Appraisal services

E. Auditing

F. Banking

G. Constable services

H. Construction design and management

I. Consulting services

J. Engineering

K. Environmental

L. Financial

M. Information technology

N. Law

O. Lobbyist services

P Medicine

Q. Psychiatry

R. Software implementation

~~O~~S. Underwriting

~~P~~T. Veterinary

PROTEST: A document or set of documents filed in compliance with the requirements of section 3-1-17(A).

PROTESTOR: A person who has standing and has filed a protest in connection with the city's procurement of goods or services. A protestor shall not mean an appellant, as otherwise defined herein.

PUBLIC INFRASTRUCTURE: Essential public services and functions provided by the city to meet the needs of the community that typically include but are not limited to: water supply, sewage and waste management systems, public transportation networks, road maintenance, parks and recreation, and public buildings. These functions may be provided by city departments such as Public Services, Public Works, and Public Utilities.

PUBLIC INFRASTRUCTURE INFORMAL COMPETITIVE SOLICITATION THRESHOLD: The estimated dollar amount of a good or service that does not require the use of formal methods of competitive solicitation as set forth in this title.

PUBLIC THREAT: A circumstance that appears likely to adversely impact the public's health, welfare, convenience, or safety. Such may arise when circumstances appear to create, as examples, a risk of environmental contamination, traffic congestion or hazards, disruption of utility or other public services provided by the city, or other matters.

PURCHASING; The process of buying, procuring, renting, leasing, or otherwise acquiring any good or service. The term "procurement" shall be interchangeable with the term "purchasing". It also includes all functions that pertain to the purchase of goods or services, including:

A. Description of requirements

B. Selection and solicitation of bids, proposals, qualifications, or quotes

C. Preparation and award of contract; and

D. All phases of contract administration

PURCHASING CARD (P-CARD): City-issued credit cards are generally used for expenditures less than the current informal competitive solicitation limit.~~.~~

PURCHASING DIVISION: A division within the finance department that is responsible for obtaining goods and services needed in support of the city's departments.

PURCHASING MANAGER: An authorized agent of the city to review purchase requests,

prepare bids, quotes, proposals, and specifications, issue purchase orders, and contracts, evaluate responses to solicitations, and award contracts.

PUBLIC AUCTION: An online or in-person forum that provides the general public an opportunity to bid on surplus goods being sold to the highest bidder.

~~PUBLIC WORKS PROJECT: The above ground construction, replacement, or repair of:~~

~~A. An airport or any part thereof;~~

~~B. A street, transit facility, or transportation facility;~~

~~C. Class C roads, including maintenance and resurfacing, except for construction or maintenance incident to a Public Utility Project; or~~

~~D. Any other city facility except a building improvement.~~

PURCHASE ORDER (PO): A document drafted and issued by the purchasing manager or designee to formalize a purchasing transaction with a supplier. The PO should contain specific information regarding the quantity, description, and price of the goods or services being ordered.

REQUEST FOR INFORMATION (RFI): A document or set of documents that solicits information, comments, or suggestions from potential bidders or offerors before any competitive solicitation begins. An RFI may not result in an award of a purchase order or contract.

REQUEST FOR PROPOSALS (RFP): A document, and all attachments thereto, that is used for seeking proposals for goods and services where the lowest price is generally not considered as the most important criteria or is only one of several determining factors in the selection of the winning proposer.~~usually exceeding twenty-five thousand dollars ($25,000) over the term of the proposed contract or purchase order.~~

REQUEST FOR QUOTES (RFQ): A verbal or written request for the cost, availability, and quality of goods or services ~~and~~ that are estimated to ~~be in~~ total ~~value~~ less than the formal competitive solicitation threshold~~twenty-five thousand dollars ($25,000)~~ over the initial term of the proposed contract or purchase order and all potential renewal periods.

REQUEST FOR STATEMENT OF QUALIFICATION (SOQ): A document or set of documents requesting the qualifications of potential offerors for a specific project or goods or services that, if approved, would allow the offerors to submit proposals or bids on specific city projects requiring the qualifications set forth in the city's request.

REQUISITION: An internal document by which a requisitioner requests the purchasing manager or designee to initiate a purchase.

REQUISITIONER: The person who creates a requisition which is sent to the purchasing manager or designee to initiate a purchase.

RESPONSIBLE: A person that has the capability, as determined in the sole discretion of the city, to perform all requirements of the competitive solicitation, the final contract, and/or purchase order.

RESPONSIVE: A person that has submitted a quote, bid, or proposal that conforms in all material

respects to the competitive solicitation specifications, terms and conditions, and all other requirements of the competitive solicitation, as determined in the sole discretion of the city.

SERVICES: ~~-~~Labor, effort, or work that provides a benefit to the city, including but not limited to construction work necessary to complete public ~~works~~ infrastructure services projects or building improvements.

SIGNIFICANT PARCEL OF REAL PROPERTY DEFINED: For purposes of this chapter, a significant parcel of real property is:

A. a single parcel of real property or a combination of contiguous parcels of real property, having an estimated value in excess of ~~two hundred fifty thousand dollars (~~$250,000~~)~~ as determined by using the county assessed value;

B. a single parcel of real property or a combination of contiguous parcels of real property, having a size in excess of one acre as determined by using the county assessed acreage; or

C. an agreement involving an interest in property for less than a fee, the value of which exceeds ~~one hundred twenty five thousand dollars (~~$125,000~~)~~.

SOLICITATION THRESHOLDS: Monetary limits that determine when an informal or formal solicitation process is required in the procurement of goods and services. Limits may include micro and macro de minimis limits, professional services, and informal and formal solicitation limits. Approved thresholds shall be published annually in the City's budget to ensure that the solicitation threshold limits are up-to-date and current with economic factors for all stakeholders involved in procurement activities.

SPECIFICATION: Any description of the physical or functional characteristics or of the nature of the good or service being procured through the competitive solicitation process. It may include a description of any requirement for inspecting, testing, or preparing an item being procured for installation and/or delivery.

STANDING: A protesting potential or official bidder, offeror, or contractor ("Bidder, Offeror, or Contractor") will only have standing if all of the following conditions are present:

A. The bidder, offeror, or contractor that has suffered or is about to suffer ~~an~~ imminent harm~~-~~, provided that the actual or threatened harm is:

1. an infringement of the protestor's own right and not the right of another person who is not a party to the procurement;

2. caused by the City's conduct; and

3. the sole reason the bidder, offeror, or contractor is not considered, or is no longer considered for an award of a contract under the procurement that is the subject of the protest.

B. A decision on the protest in favor of the protestor is reasonably likely to redress the harm and would give the bidder, offeror, or contractor a reasonable likelihood of being awarded a contract or not terminating the contract. A subcontractor or potential subcontractor shall not have standing to protest or appeal a protest or act

as an agent of the bidder, offeror, or contractor in the bidder, offeror, or contractor's protest or appeal.

SUPPLIER: Person(s), business entity, or business entities who or which provide goods and services in response to any procurement solicitation. The term "supplier" shall be interchangeable with the terms "vendor," "provider," and "contractor."

SURPLUS PROPERTY: City real and personal property set forth in section 3-1-~~19~~20.

TIE BID: Tie bids are low responsive bids from responsible bidders that are identical in price, and which meet all the requirements and criteria set forth in the Invitation for Bids or Request for Quotes.

TIE SCORE: Tie scores are a result of two or more respondents' identical overall scores received from a Request for Proposal evaluation committee and which meet all the requirements and criteria set forth in the RFP.

TRANSIT FACILITY: A transit facility is an existing or proposed transit passenger station, an existing or proposed transit maintenance, storage, or service facility, or an existing or proposed right of way for use in providing transit services.

TRANSPORTATION FACILITY: Transportation Facilities include highways, turnpikes, airports, railroads, including high-speed railroads, bicycle, and pedestrian facilities, waterways, pipelines, electric utility facilities, communication lines and facilities, public transportation facilities, port facilities, and facilities appurtenant to other transportation facilities

TRANSITIONAL COSTS: The costs of changing: (i) from an existing provider of a procurement item to another provider of that procurement item; or (ii) from an existing type of procurement item to another type. Transitional costs include: (i) training costs; (ii) conversion costs; (iii) compatibility costs; (iv) costs associated with system downtime; (v) disruption of service costs; (vi) staff time necessary to implement the change; (vii) installation costs; and (viii) ancillary software, hardware, equipment, or construction costs. Notwithstanding, transitional costs do not include (i) the costs of preparing for or engaging in a procurement process or (ii) contract negotiation or drafting costs.

UNFORESEEN CONDITION: A circumstance that creates a need to procure goods or services within time frames that could not be reasonably anticipated or reasonably accommodated under customary procurement methods to preclude identifiable adverse impact to the city or to the public's health, welfare, convenience, or safety.

3-1-3: GENERAL PURCHASING REQUIREMENTS:

The following general requirements apply to all purchases for goods and services:

A. Requisitions:

1. A requisition or purchase order for goods and services ~~above $2,000~~ is required for ~~all~~ purchases that are:

~~(i)~~ a. N~~n~~ot paid for with a P-Card~~;~~;

b.~~(ii)~~ A~~a~~pplied to an approved purchase order or contract~~;~~, or

c.~~(iii)~~ L~~l~~isted as a disbursement. Requirements related to requisitions are listed as follows:

2~~1~~. ~~Content of Requisition:~~ The requisition submitted to the purchasing manager must contain the following, if applicable:

a. The program and account numbers.

b. The quantity, description, specifications, and scope of work.

c. All quotes or bid tabulation, and supporting documentation.

d. Department head or designee financial system workflow approval.

e. Email addresses of known potential suppliers.

3.~~2.~~ ~~Supporting Documentation:~~ The supporting documentation attached to the requisition shall be submitted and recorded as follows:

a. If the purchase amount is less than the formal competitive solicitation threshold ~~bid limit~~t~~seven thousand ($7,00), attach~~ the supporting vendor quote, or invoice documentation or quote tabulation must be included in the requisition.

b. For anticipated procurements that exceed the informal competitive solicitation threshold, departments must complete and send the applicable IFB or RFP documents, including s~~S~~pecifications and requirements, ~~are sent~~ to the purchasing ~~manager or designee~~division to initiate a procurement process.

c. ~~-~~After the procurement process has resulted in an award, the requesting department will enter a requisition with the supporting documentation provided by the purchasing manager for processing.

4~~3~~. Approval: Requisitions are approved through the financial system's approval workflow process.

B. Unless otherwise exempted, ~~all~~ purchases over the de minimis micro value solicitation threshold ~~two thousand dollars ($2,000)~~that are not classified as a public infrastructure or building improvement project shall require competitive solicitation ~~as defined in this chapter~~. Purchases under the de minimis micro value solicitation threshold do not require competition and may be purchased from any available vendor.

C. Unless otherwise exempted, all public infrastructure and building improvement projects over the de minimis macro value solicitation threshold shall require competitive solicitation as defined in this chapter. Purchases for public infrastructure and building improvements under the de minimis macro solicitation threshold do not require competition and may be purchased from any available vendor.

D. Unless otherwise exempted or procured through the informal survey process, professional

service projects that are greater than the formal threshold shall require competitive solicitation as defined in this chapter. Purchases for professional services under the ~~de minimis~~formal solicitation threshold do not require competition and may be purchased from any available vendor.

~~C~~E. Purchases ~~that have been~~ divided into two or more smaller purchases to avoid using a standard procurement process are prohibited.

~~D~~F. Purchases above ~~$5,000~~the applicable threshold ~~that have been made~~ without a requisition or purchase order ("after-the-fact" purchases), are considered non-compliant with the city's purchasing policies. Employees failing to comply with this policy may be subject to disciplinary action, up to and including termination. This provision does not apply to P-Card purchases.

G~~E~~. For any purchase using federal funding, the contractors must be checked ~~to ensure they have not been excluded from providing goods and services for federal award programs by checking the~~ using the www.sam.gov/SAM website to ensure they have not been excluded from providing goods and services for federal award programs.

H~~F~~. ~~All elected officials~~Council staff, city officers, and employees who use a P-Card must submit all receipts, supporting documentation, and account funding information to the ~~purchasing manager~~ Administrative Services Department, p-card administrator(s), or the council director, as applicable, on a monthly basis ~~all receipts, supporting documentation, and account funding information pursuant to their respective purchasing card agreement~~.

I~~G~~. When determining the proper level of procurement authority for a given purchase or whether a competitive solicitation is required pursuant to this chapter, the length of the contract including all potential renewal terms, shall be considered for purposes of calculating the total estimated price of the procurement of goods or services.

- For example, ~~pursuant to the required thresholds below,~~ if the purchasing manager estimates that the purchase of a particular good or service is expected to have a value of ~~twenty thousand dollars (~~$20,000~~)~~ annually for a contractual term of one ~~(1)~~ year with the option to renew for an additional four ~~(4)~~ one-year terms, the value of the contract would be ~~one hundred thousand dollars (~~$100,000~~)~~ and not ~~twenty thousand dollars (~~$20,000~~)~~. ~~Therefore, i~~In this example, competitive solicitation ~~would be~~is required.

J~~H~~. The mayor, purchasing manager, or their respective designee(s)~~s~~ may allow others to assist in the preparation of specifications for the city's use in making procurements, provided there is no conflict of interest involved.

K~~I~~. The city reserves the right to reject or cancel any or all invitations for bids, requests for proposals, ~~request~~ requests for quotations, or other ~~solicitation~~solicitations. The ~~city~~mayor or purchasing manager~~, in its sole discretion,~~ may waive any immaterial in~~formality, ~~immaterial~~ error, ~~minor~~ technicality, or other irregularity of any procurement processes or procedures if doing so would be in the best interest of the city~~, as determined by the mayor or purchasing manager~~.

3-1-4: PROCUREMENT AUTHORITY:

A. Purchases Under ~~Twenty-Five Thousand Dollars~~the Public Infrastructure Formal Competitive Threshold: The Department heads, the purchasing manager, or their respective designee(s) ~~shall have the authority to~~may purchase goods and services

where the total estimated value is less than the formal competitive threshold. ~~twenty-five thousand dollars ($25,000).~~

B. Purchases for Building Improvements: ~~The public services d~~Department heads or their designee(s) shall be authorized to purchase necessary goods and services required to complete building improvements where the dollar amount is less than ~~fifty thousand dollars ($50,000).~~ the formal competitive solicitation threshold.

~~C. Purchases for Public Works and Public Utilities Projects: The public works and public utility department heads or their respective designee(s) shall be authorized to purchase necessary goods and services required to complete a public works and public utility improvement project where the estimated cost is less than one hundred seventy-five thousand dollars ($175,000).~~

~~D~~C. Purchases for Professional Services: ~~Each d~~Department heads, the purchasing manager, or their designee(s) shall be authorized to purchase professional services pursuant to section 3-1-~~8B~~ 8(D) or section 3-1-9(B) up to the formal competitive solicitation threshold.

~~E. Purchases for Furniture: Each department head or designee shall be authorized to purchase furniture (desks, chairs, tables, system furniture, benches, filing systems, bookcases, stools, etc.) that has a value of less than two thousand dollars ($2,000). The purchasing manager shall be authorized to purchase furniture at a value of two thousand dollars ($2,000) or more.~~

~~F~~D. General Delegation of Authority: ~~Notwithstanding the other provisions of this chapter, t~~The mayor may delegate ~~to the purchasing manager, department heads, or any other city employee,~~ authority to purchase goods and services for the city as deemed appropriate and within his scope of procurement authority. These delegations shall be in writing and may be limited in scope, as the mayor directs.

~~G~~E. Prior to award, the mayor must approve the procurement of goods and services ~~W~~where the dollar value exceeds the limits described in this section~~, procurement of goods and services shall require approval by the mayor before being awarded~~.

3-1-5: GENERAL GOODS AND SERVICES FORMAL COMPETITIVE SOLICITATION THRESHOLD:

Except ~~for the individual formal competitive thresholds set forth below in the following sections or~~ as otherwise exempted in this chapter, the procurement of goods and services ~~do not~~ requires formal competitive solicitation ~~unless~~ when the estimated total amount of the purchase or contract exceeds ~~twenty-five thousand dollars ($25,000)~~the informal competitive solicitation threshold. T~~For each year after 2020, t~~his formal general competitive solicitation threshold ~~shall increase by three percent (3%) or the actual positive net percent change in the consumer price index, whichever is less,~~may be increased annually as ~~documented~~ adopted in the budget~~by the purchasing manager~~.

3-1-6: FORMAL COMPETITIVE SOLICITATION THRESHOLDS FOR INDIVIDUAL CATEGORIES:

~~The formal competitive solicitation thresholds set forth below for building improvements and public works projects shall, for each year after 2020, increase by three percent (3%) or the actual~~

~~positive net percent change in the consumer price index, whichever is less.~~

A. Building Improvements: The procurement of building improvements ~~does not~~ requires formal competitive solicitation ~~unless~~ when the estimated total amount of the purchase or contract exceeds ~~fifty sithousand dollars ($50,000)~~the informal building improvement competitive solicitation threshold. The procurement of building improvements with an estimated total amount of the purchase or contract ~~totaling fifty thousand dollars ($50,000) or less~~ less than the formal building improvement competitive solicitation threshold may be ~~performed by a request for quote process pursuant to 3-1-8A.~~purchased through the de minimis or informal competitive solicitation thresholds as applicable.

B. Public Infrastructure ~~Services, Public Utility, and Public Works~~ Projects: The procurement of public ~~services, public utility, and public works~~ infrastructure projects does not require formal competitive solicitation unless the estimated total amount of the purchase or contract exceeds the informal public infrastructure competitive solicitation threshold. ~~one hundred seventy-five thousand dollars ($175,000).~~ The procurement of ~~public works, public services, and public utility~~public infrastructure projects with an estimated total amount of the purchase or contract totaling ~~one hundred seventy-five thousand dollars ($175,000) or less~~ less than the formal public infrastructure competitive solicitation threshold may be purchased through the de minimis or informal competitive solicitation process as applicable.

~~performed by a request for quote process pursuant to section 3-1-8A().~~

~~B.~~

3-1-7: COMPETITIVE SOLICITATION METHODS AND PROCESSES:

Competitive solicitation methods may be either:

A. ~~I~~informal, pursuant to section 3-1-8~~,~~ or

B. ~~F~~formal, pursuant to section 3-1-9. Additional procurement processes may be used if in the best interests of the city, pursuant to section 3-1-10.

C. ~~-~~Formal or informal competitive solicitation methods are not required if ~~excepted~~exempted, pursuant to section 3-1-~~11~~12.

3-1-8: INFORMAL COMPETITIVE SOLICITATION:

A. Request for Quote (RFQ) Process for General Goods and Services:

1. The RFQ process may be used when the expected total amount of the purchase is greater than the de minimis solicitation threshold ~~$2,000~~ and is less than ~~twenty-five thousand dollars ($25,000)~~the formal competitive solicitation threshold.

2. A minimum of ~~two~~ three quotes shall be obtained by telephone, email, online procurement service, direct vendor delivery, or another price comparison. ~~The public works department head is authorized to use the request for quote process for public works projects and building improvements when a purchase or contract is estimated to be less than the respective formal competitive thresholds set forth in section 3-1-6.~~

3. All other department heads ~~are authorized to~~may use the ~~request for quote~~RFQ

process only if the estimated amount of the purchase or contract is equal to or less than ~~seven thousand five hundred dollars ($7,500)~~ the informal competitive solicitation limit.

4. ~~-~~The purchasing manager ~~is authorized to~~may use the request for quotes process, if necessary, for all purchases not otherwise required to be procured through a formal competitive process or an informal survey.

B. Request for Quote (RFQ) Process for Public Infrastructure Projects: Department heads may use this process when the expected total amount of the purchase is greater than the de minimis solicitation threshold and is less than the public infrastructure formal competitive solicitation thresholds set forth in section 3-1-6.

~~B~~C. Informal Survey Process: A contract for professional services may be solicited by an informal survey process.

1. The selection of professional services using an informal survey process shall be pre-approved by the mayor before the informal survey process may be used.

2. ~~-~~Survey information should contain:

a. ~~-I~~information regarding the type of service needed;~~,~~

b. T~~t~~he methodology to be used during the selection process;~~,~~

c. T~~t~~he anticipated cost of the professional services;~~,~~ and

d. T~~t~~he expected term of the provided service.

3. After the department head selects the professional firm or contractor using data gathered from the informal survey, a written and signed award recommendation shall be presented to the mayor for final approval.

4. After mayor's approval, all supporting documentation and approvals shall be provided to the purchasing manager who will retain the information in the project purchasing file.

5. ~~-~~A department head ~~that uses~~using an informal survey for professional services that exceeds or is likely to exceed ~~ten thousand dollars (~~$~~10~~25,000~~)~~ shall give a written disclosure to the city council within ~~fourteen (~~14~~)~~ days from the mayor's ~~final~~ approval of the award.

D. Professional Services: The procurement of professional service providers and consultants does not require the use of formal methods of competitive solicitation unless the estimated total amount of the purchase or contract exceeds the formal solicitation threshold as set forth in section 3-1-3(A) and (C.)

3-1-9: FORMAL COMPETITIVE SOLICITATION:

A. Invitation for Bids: ~~-~~The purchasing division may solicit sealed bids which shall be awarded to the lowest responsible and responsive bidder.

1. Bid Preparation:

a. The department head or designee seeking to procure a good or service shall prepare an IFB using standard city formats with complete, accurate, and understandable specifications and submit such to the purchasing manager.

b. The purchasing manager will review the IFB and proposed contract for compliance with federal and state law (if federal or state funds are applicable) and ~~this chapter and other applicable~~ city ordinances.

c. Once the purchasing manager has reviewed and approved the IFB for advertisement, ~~he or she~~they will advertise the IFB pursuant to this section.

2. Advertisement:

a. All invitations for bids shall be advertised at least once in a generally and widely available medium including but not limited to newspapers, business journals, city websites, and online procurement service.

b. The city shall post the notice as described above at least five ~~(5)~~ business days in advance of the bid due date, unless a department requests a shorter time that is approved by the mayor or designee. All requests to shorten the advertisement period to a period less than five ~~(5)~~ business days should be in writing, submitted to the mayor, and include:

(i) the requested reduced time of posting;~~,~~

(ii) verification that there is sufficient competition from multiple sources who can respond within the shortened advertisement timeline;~~,~~ and

(iii) the unique nature of the request.

c. Notwithstanding this subsection, any procurement subject to noticing requirements of state and/or federal law shall comply with those requirements.

3. Bid Clarifications and Specification Substitution Requests: Bidders may submit questions, requests for clarification of specifications, or product and/or specification substitution prior to the question due date specified in the bid requirements. All requests shall be made through the online procurement service. All responses by the purchasing manager or designee, if any, to the bidder's questions, clarifications, and substitutions of specifications may be posted on the online procurement service in the "Question and Answer" section or by modifying the specifications through an official addendum.

4. Receipts of Sealed Bids: All sealed bids shall be received through the online procurement service by the time and date specified in the invitation for bids. If no sealed bids are received by the deadline to submit, the purchasing manager, upon the mayor's approval, may seek bids using any method described herein without further competition.

5. Verification: The city may verify and investigate any part of the competitive solicitation process, including but not limited to requesting documents and questioning potential or official bidders. If the potential or official bidder fails to respond to questions or requests, the potential or official bidder may be found to be a non-responsible or non-responsive bidder and

disqualified from continuing the solicitation process or being awarded the contract. The city's failure to discover any matter shall not preclude any subsequent evaluation or action. The city shall determine in its sole discretion:

(ai) what actions may be appropriate for verification or investigation;,

(iib) the responsiveness of questions or requests;,

(iiic) disqualification or qualification;, and

(ivd) successful bid and/or award of contract.

6. Bid Review: Bids shall be received and reviewed by the purchasing manager and verified by the department head or designee making the purchase or entering into the contract that bidders meet the requirements stated within the bidding document. The purchasing manager or designee may request additional information from vendor(s) at any time throughout the procurement process. The city reserves the right to evaluate and waive any minor informalities to determine the overall impact of the bid process and value to the city.

7. Awarding the Winning Bid: Subsequent to the deadline for the submission of bids, the purchasing manager shall post the bid tabulation sheet showing the total bids for each bidder. After the purchasing manager and department head or designee have determined the lowest bid which complies with all solicitation requirements, the purchasing manager may award the bid to the lowest responsible and responsive bidder. Within three days after the purchasing manager awards the bid, the purchasing manager will post notice of the award on the online procurement service.

B. Requests for Proposals: The purchasing division may solicit sealed proposals which ~~shall~~ may be awarded to the highest scoring or highest ranked responsive and responsible offeror.

1. Process for Solicitation of Proposals: Unless otherwise stated below, the general principles and processes related to the solicitation of sealed bids shall apply to the process of soliciting sealed proposals.

2. Proposal Review: Once the sealed proposals are received through the online procurement service, the purchasing manager and the department head or designee requesting the sealed proposals may review the proposals for compliance with all solicitation requirements. The purchasing manager, in coordination with the department head or designee, shall form an evaluation committee to evaluate and score the proposals based on criteria set forth in the RFP.

3. Evaluation Criteria: All proposals will be evaluated based on criteria set forth in the request for proposals. The evaluation criteria may, but is not required to, include the following evaluation criteria:

a. The extent of the specialized experience of the individual or firm in the type of work required;

b. The degree and depth of professional qualifications available through the applicant for the performance of the services required;

c. Past performance of the applicant on similar projects, in general, and city projects in particular;

d. Location and accessibility of the offices of the professional submitting the proposal;

e. The proposed schedule for completing the scope of work;

f. The facilities and equipment at the disposal of the professional submitting the proposal;

g. The projected work hours and costs associated with providing the services outlined in the scope of work;

h. For construction projects, an offeror's company general safety plan and project-specific safety plan;

i. The offeror's ability to work cooperatively with the city, including, without limitation, whether the bidder has previously failed to comply with city agreements or other requirements, nonpayment of sums due to the city, poor working relationships with or adversarial actions against the city, suspension, or other proceedings by the city against the bidder, or failure to assist the city in determining responsibility; and

j. The offeror's capacity to perform contractual requirements, including whether the bidder has available appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain them, including without limitation, legal capacity to enter an agreement, the ability to perform within required times, or the ability to perform any necessary future service and maintenance.

4. Evaluation Committee: The department head or designee shall appoint an evaluation committee that shall be comprised of no less than three ~~(3)~~ members.

5. Best and Final Offers: As provided in the RFP, discussions and/or RFP modifications may be conducted with the responsible offerors who submit proposals determined to have a reasonable chance of being selected. Offerors shall be accorded fair and equal treatment to discuss and revise proposals in writing and such written revisions may be permitted by the selection committee after submissions and prior to award to obtain best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors, except for the names of the offerors. Discussion may also occur with vendors who are on the approved vendor list.

The purchasing manager may request best and final offers from:

a. All responsive and responsible offerors when the evaluation committee wants to verify full understanding of, and conformance to, the solicitation requirements of the RFP;

b. All responsive and responsible offerors who score within ~~twenty percent (~~20%~~)~~ of the highest scoring offeror; or

c. All responsive and responsible offerors who have the highest identical scores.

d. All responsive and responsible offerors who have advanced through a multi-stage procurement process as defined in the related procurement document.

6. Selection and Awarding of the Winning Proposal: The evaluation committee shall evaluate the proposals and may require the offerors to give an oral presentation to further understand each of the offerors' proposals. The evaluation of the proposals may be performed in successive stages that eliminate a certain number of offerors from continuing through the evaluation process. Once each stage has concluded and all members of the evaluation committee have scored each proposal according to the processes set forth in the RFP, the individual scoring shall be submitted to the purchasing manager. The purchasing manager will confirm that the highest scoring ~~and/~~or ranked offeror is compliant with all the solicitation requirements and submit a recommendation to the mayor that the highest scoring ~~and/~~or ranked proposal be awarded the contract. Within three days after the mayor or designee awards the contract, the purchasing manager will post notice of the award on the online procurement service.

7. Public Access to Sealed Proposals: Sealed proposals shall remain confidential and withheld from public disclosure until an award is posted. After the award is posted, all proposals shall be available for public inspection upon a written Governmental Records Access and Management Act (GRAMA) request, except for information or data that the bidder designated as proprietary or confidential or that the city classifies as "~~privileged~~protected" under Utah law. All records retention schedules and access shall be consistent with GRAMA.

~~7.~~8. Award and Contract Termination: In the event of a contract termination within the first year of a contract awarded with the highest scored, ranked, or lowest bid offeror, the city may, at its own discretion, contract with the second highest and/or ranked or the second lowest bid offeror to the original request for proposal- or bid provided that the same requirements, terms and conditions, and offeror response are applied to the subsequent award and contract.

3-1-10: ADDITIONAL PROCUREMENT PROCESSES:

A. Multiple Stage Procurements: IFB or RFP processes may be completed in multiple stages to determine the qualifications, experience, quality of work, and/or goods that would be provided before a bid cost sheet is submitted as the final stage of the ~~multiple stage~~multiple-stage process. A multi-stage process may result in a single or multiple awards. Multi-stage processes may be used regardless of bid value.

B. Requests for a Statement of Qualifications: When the ~~mayor~~ department head determines, based on recommendations from the department ~~heads~~ staff and the purchasing manager, that a procurement for services requires a certain level of qualifications, skill, experience, understanding of specific needs, key personnel, availability, or other reasonable criteria, the purchasing manager may request a statement of qualifications from potential bidders or offerors.

C. Approved Vendor List: An approved vendor list may be created from a request for a statement of qualifications. Upon evaluation of the responses from vendors, those vendors meeting the qualification and advancement criteria shall be included on the AVL.

1. Timing for Inclusion on an AVL: The AVL may be an open-ended or closed-ended list as follows:

a. Closed-ended AVL: A closed-ended AVL is a list of vendors approved for a finite period, specified in the SOQ, during which additional vendors may not be added to the AVL. Once the specified period expires, the city may request vendors to submit their statement of qualifications again and, if determined to be qualified, include the qualified vendors on the AVL.

b. Open-ended AVL: An open-ended AVL is a list of vendors approved for a finite period to which additional vendors may be added through the remaining term of the list. The interval period(s) stated in the SOQ generally ranges from six ~~(6)~~ months to ~~eighteen (~~18~~)~~ months.

2. AVL Procurement Methods: The AVL may be used as one or more of the following methods, regardless of the estimated total cost of the good or service:

a. A rotation system, organized alphabetically, numerically, or randomly;

b. Assignment of vendors to a specified geographic area;

c. Assignment of vendors based on vendors' particular expertise or field; or

d. Another method approved by the purchasing manager.

D. Request for Information: The city may request information, comments, or suggestions from potential bidders or offerors before using any competitive solicitation methods. A request for information may be used to gather information including, but not limited to, availability of a procurement item, delivery schedules, industry standards and practices, product specifications, training, new technologies, capabilities of potential providers of a procurement item, and alternate solutions. A request for information may not be used to solicit a firm fixed cost or guaranteed pricing, negotiate fees, make a purchase, or enter into a contract. All information received by potential bidders, offerors, or industry specialists does not bind either party to any commitments to one another and is subject to GRAMA classification.

3-1-11: TIE BIDS

In the event of a tie bid between the two lowest bidders from an Invitation for Bid or Request for Quote process, or a tie with two or more highest scored respondents from a Request for Proposal process, the award shall be given in order as follows:

A. To the vendor whose business office location resides within West Jordan City boundaries;

B. To the closest vendor business office location, measured by the number of road miles it would take to travel from the vendor's closest business office location to

the West Jordan City Hall address at 8000 South Redwood Road, West Jordan, UT 84088.

3-1-~~11~~12: EXCEPTIONS TO COMPETITIVE SOLICITATION REQUIREMENTS:

The procurement of goods~~,~~ and services are exempt from competitive solicitation under the following circumstances:

A. Direct Government Agency Purchases: Goods~~,~~ and services made available for purchase by another governmental agency are not subject to procurement requirements set forth in this chapter.

B. Governmental Agency and Cooperative Purchasing Organization Contract: Procurement may be approved, without additional competition otherwise required in this chapter~~,~~ when the purchasing manager or designee determines that another governmental agency or a cooperative purchasing organization~~governmental agency or branch thereof~~ has issued a procurement contract based on competitive solicitation and that the city is authorized to purchase under the same terms of the cooperative contract.

C. Sole Source Procurement: The purchasing manager or designee may approve procurement of goods and services without using a competitive solicitation process if the purchasing manager determines, in writing, that:

1. Only one known source is reasonably available to provide the goods or services being procured; or

2. Only specific parts, equipment, accessories, and/or specialized service, training, geographical area, region, boundary, or other unique characteristics of the goods or services meet the city's needs and there are no comparable goods or services reasonably available.

D. Emergency Procurement:

1. Based upon approval of the mayor or designee, goods and services may be procured to address emergency conditions, public threats, or unforeseen conditions. In such circumstances, priority over and exclusion of customary procurement processes shall be allowed to meet the needs of such conditions and threats.

2. Process. The mayor shall examine the circumstances and determine whether they constitute an emergency condition, a public threat, or an unforeseen condition. If so, the mayor may take any action to address such condition so long as such action is (i) reasonable under the circumstances, (ii) consistent with applicable law, and (iii) accomplished within existing budget constraints. The mayor shall deliver to the city council within ~~fourteen (~~14~~)~~ calendar days of the purchase or execution of a contract a written determination and explanation of the condition and justification for actions taken under this section. The purchasing manager shall file this written determination in the procurement file relating to purchase or execution of a contract. Only those goods and services to address the conditions identified by the mayor may be procured under this Section.

E. Waiver or Modification: The mayor may waive or modify competitive solicitation requirements when the purchase or execution of a contract is (i) advantageous to the city, (ii) performed in a manner that is fair and equitable, (iii) provides transparency as is practicable under a given circumstance, and (iv) consistent with applicable law. The mayor shall deliver to the city council within ~~fourteen (~~14~~)~~ calendar days of the purchase or execution of a contract a written determination and explanation of the condition and justification for actions taken under this section. The purchasing manager shall file this written determination in the procurement file relating to the purchase or execution of the contract.

F. Disbursements: ~~-~~Disbursements do not require competitive solicitation.

G. Grant, Gift, Bequest~~:.~~ In complying with the terms and conditions of any grant, gift, or bequest to the city, or to one of the city's departments or subdivisions, committees, or a community organization that functions under city auspices if such action is approved by the mayor.

H. Transitional Costs: Transitional costs are (i) a significant consideration in selecting a procurement item; (ii) the result of a cost-benefit analysis demonstrat~~es~~ing that transitional costs are unreasonable or cost-prohibitive and that the award of a contract without engaging in a standard procurement process, as set forth in this chapter, would be in the best interest of the City~~;~~. The purchasing manager shall file ~~this~~a written cost-benefit analysis determination in the procurement file relating to the purchase or execution of the contract.

3-1-~~12~~13: DEBARMENT AND SUSPENSION:

A supplier that fails to meet the requirements of any city procurement process or ~~at any time throughout the duration of a~~the terms of any contract or engagement with the city is subject to the actions and penalties described herein. The city, in its sole discretion, may take any of the following actions against a supplier:

A. Order an audit, at the sole expense of the supplier to determine the extent of such non-compliance;

B. Terminate the contractor's contract for failure to comply with the terms of the bid, RFP or resulting contract;

C. Immediately award the affected contract to the next lowest responsive and responsible bidder; or

D. Bring legal action against the contractor, on behalf of the city and affected employees, for monetary damages.

E.

1. The penalties that may be imposed if a bidder or contractor to which this section applies violates the requirements of this chapter include:

a. For a first violation, a twenty-four-month suspension of the bidder from bidding on city projects; and

b. For a second violation, an action for permanent debarment of the bidder from bidding on city projects.

2. To avoid suspension or debarment, the bidder must submit a written appeal, accompanied by all evidence the bidder plans to rely upon, to the City's Purchasing Manager within 14 days of receiving notice of suspension or disbarment. The Purchasing Manager shall schedule a hearing to hear the bidder's responses to the allegations. The Purchasing Manager shall issue a written decision to the bidder within 10 days of the hearing. The Chief Administrative Officer may extend this period for good cause.

3-1-~~13~~14: PURCHASING CARD ISSUANCE AND APPROVALS:

A. Issuance and Limitations of Credit Card (P-Card): P-Cards may be issued to persons under the following conditions:

1. City Mayor, Officers, and Department Heads: The mayor and administrative officers may be issued a P-card upon the mayor's direction. Department heads may be issued a P-Card upon the approval of the mayor or the mayor's designee or a P-Card administrator. The mayor may, with the advice of the ~~finance~~ administrative services department head and/or a P-Card administrator, set the purchasing limit of the P-Card for him or herself and other administrative officers and department heads.

2. ~~City Council Members,~~ Council Office Director, and Council Staff: ~~City council members, t~~The council office director, and other council staff may be issued city P-Cards upon the majority vote of the council. The city council may, with the advice of the finance department head and procurement manager, set the purchasing limit of the P-Cards for ~~themselves,~~ the council office director, and other council staff by a majority vote of the council.

3. All Other City Employees: Unless otherwise set forth in this section, all other city employees may be issued a P-Card if such issuance is first approved by their department head and a P-Card administrator. P-card administrator or the administrative services department head shall set the limits of the P-Cards of all other city employees.

B. Credit Card (P-Card) Purchases: Purchasing cards are generally used for single ~~transactions below two thousand dollars ($2,000)~~de minimis micro value transactions. Monthly single transaction and monthly card limits may be defined by card user with higher spending limits assigned on a per user basis. P-Cards may be used as a direct payment mechanism for (i) purchases under the informal competitive solicitation limit, (ii) approved purchases over the informal competitive solicitation limit, and/or (iii) when a vendor requires payment with a P-Card. Such purchases may include but are not limited to:

1. Online purchases

2. Purchases from suppliers that the city does not have an account with

3. Seminar/conference registrations

4. Membership fees

5. Suppliers that do not accept PO's

6. Books

7. Footwear

8. Clothing

9. One-time or seldom used vendor purchases

10. Accounts payable functions to include a ~~Single Use Account (SUA)~~Virtual Card or Department P-Card

11. Airfare, vehicle rental, and hotel accommodations

C. Abuse of a P-Card: Abuse or misuse of a P-Card, including any failure to comply with the related P-C~~c~~ard agreement, may result in an immediate cancellation of the P-Card, criminal prosecution, and/or termination of employment, if applicable.

3-1-~~14~~15: CONTRACT ADMINISTRATION:

A. Except for purchase orders, the mayor or designee shall sign all contracts.

B. Exclusivity of Contracts: Exclusive and non-exclusive contracts may be awarded by the city at any time. Unless a contract specifically states it is exclusive, it shall be deemed to be nonexclusive. "Nonexclusive" means that the city may award multiple contracts to more than one contractor(s) for similar goods or services, as it deems appropriate.

C. Period of Time for Contracts:

1. Permitted Contract Duration: Unless otherwise prohibited or unauthorized as stated in this section, contract(s) for goods and services may be entered into for any period of time stated in the bidding documents and is deemed to be in the best interest of the city. Term renewals as stated in the contract, including interlocal contracts, are allowed without additional mayor or city council approval, as applicable, provided that the council has ~~approved the expense within the current fiscal year~~appropriated funds to the department to use for such expense, no additional terms are added to the original contract without prior modification, and current law does not prohibit such renewal.

2. Prohibited Contract Duration: "Open-ended" (starting date only) contracts and "evergreen" (automatically renewed) contracts are prohibited unless authorized by the purchasing manager in writing or otherwise authorized by federal or state law.

D. Contract Amendments: Contracts ~~(including purchase orders)~~ may be amended, modified, or supplemented only by written amendment, executed by the parties to

the contract.

E. Change Orders:

1. For Building Improvements, ~~,~~ and Public Infrastructure~~Works~~ Projects: A department head is authorized to approve a change order on building improvements and public ~~works~~infrastructure projects in a single amount up to $10,000 or 20%, whichever is greater, or a total aggregate amount (when multiple change orders exist for the same project) not to exceed ~~twenty percent (~~20%~~)~~ ("20% Approval Limit") of the contract so long as (i) there is funding available in the budget, (ii) ~~does not~~there is no material~~ly~~ change to the original scope of work, and (iii) the change order is in the best interests of the city according to the department head. Notice of such provision may be included in the IFB or RFP.

2. For Goods and Services Not Listed in 3-1-14(E)(1): A department head is authorized to approve a change order for goods and services in a single amount up to $200 or 10% whichever is greater or a total aggregate amount (when multiple change orders_ exist for the same good or service) not to exceed ~~ten percent (~~10%~~)~~ ("10% Approval Limit") of the contract whichever is greater so long as:

(a~~i~~) there is funding available in the budget;~~,~~

(b~~ii~~) ~~does not~~there is no material~~ly~~ change the original scope of work; and

(c~~iii~~) the change order is in the best interests of the city according to the department head.

3. Mayor Approval Required: A department head must obtain the mayor's written approval for any change order, which when added to the aggregate amount of all other prior change orders related to the same project, if any, exceeds the $10,000 or 20% Approval Limit or $200 or 10% Approval Limit, as applicable.

F. Bonds and Other Security: Bid, payment~~,~~ and performance bonds or other securities may be requested for contracts as the purchasing manager or designee deems advisable to protect the city's interests. Any such bonding or other security requirements shall be set forth in the solicitation. Bid, and payment and performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility.

3-1-~~15~~16: CONSTRUCTION PROJECTS:

Municipal construction projects are governed by the appropriate state statutes and may be procured by any method not prohibited by state code.

3-1-~~16~~17: RIGHT TO INSPECT PLACE OF BUSINESS OF CONTRACTORS AND SUPPLIERS:

The mayor or designee may, at reasonable times, inspect the place of business of a contractor or

supplier ~~which~~ that is related to the performance of any contract awarded or to be awarded by the city.

3-1-~~17~~18: PROTESTS AND APPEALS:

A. Protest:

1. Protest Permitted: A protestor may file a protest with the purchasing manager or designee only in accordance with the requirements set forth in this section.

2. Content of Protest: For a protest to be considered by the purchasing manager or designee, the protest must be in writing and contain the following:

a. The protestor's name, mailing address, and daytime telephone number, the signature of the protestor or protestor's attorney, and the date the protest is signed;

b. In sufficient detail to provide adequate review by the purchasing manager or designee (i) a statement of facts, (ii) an explanation of the relief sought, (iii) a recitation of the reasons for and legal authority in support of the protest, and (iv) a statement supporting the protestor's claim of standing.

c. A protest may not be considered unless it contains facts and evidence that, if true, would establish:

(i~~1~~) a violation of this chapter or other applicable law or rule;

(ii~~2~~) the procurement unit's failure to follow a provision of a solicitation;

(iii~~3~~) an error made by an evaluation committee or conducting procurement unit;

(iv~~4~~) a bias exercised by an evaluation committee or an individual committee member, excluding a bias that is a preference arising during the evaluation process because of how well a solicitation response meets criteria in the solicitation;

(v~~5~~) a failure to correctly apply or calculate a scoring criterion; or

(vi~~6~~) that specifications in a solicitation are unduly restrictive or unduly anticompetitive.

d. A protest may not be based on:

(i~~1~~) the rejection of a solicitation response due to a protestor's failure to attend or participate in a mandatory conference, meeting, or site visit held before the deadline for submitting a solicitation response;

(ii~~2~~) a vague or unsubstantiated allegation; or

(iii~~3~~) a person's claim that, despite the city abiding by noticing requirements herein, the person did not receive individual notice or received

the notice late.

3. Timing of Protest:

a. Bids: A protest arising from an invitation for bid shall be submitted prior to the closing date for receiving bids unless the protestor did not know and could not reasonably have known of the facts giving rise to the protest prior to such time, but in any event, all such protests shall be submitted within five ~~(5)~~ business days after the award of ~~contract~~the bid.

b. Proposals: A protest arising from a request for proposal shall be submitted prior to the closing date for receiving proposals unless the protestor did not know and could not reasonably have known of the facts giving rise to the protest prior to such time, but in any event, all such protests shall be submitted within five ~~(5)~~ business days after the notice of award is posted by the purchasing manager or designee.

c. Quotes, Purchase Orders, Multi-Stage, Approved Vendor List Selection: A protest arising from a request for quotes, purchase order, multi-stage procurement, and approved vendor list selection shall be submitted within five business days after the protestor knew or should have known of the facts giving rise to the protest, but in any event, all such protests shall be submitted in accordance with the following deadlines:

(i~~1~~) for quotes, within five ~~(5)~~ business days from the due date;

(ii~~2~~) for purchase orders that do not result from a competitive solicitation process, within five ~~(5)~~ business days from the date of the purchase order;

(iii~~3~~) for multi-stage procurements, within five ~~(5)~~ business days from the date the protester was notified that they were not being selected to advance to the next stage or being selected as the winning offeror; and

(iv~~4~~) for approved vendor list selection, within five ~~(5)~~ business days after the notice of award is posted by the purchasing manager or designee.

d. Calculation of Days: For purposes of this chapter, the following rules shall be followed in calculating business days:

(i~~1~~) A person shall exclude the business day of the event that triggers the applicable timeline;

(ii~~2~~) A person shall count every day except intermediate Saturdays, Sundays, and city holidays;

(iii~~3~~) A person shall include the last business day of the period; and

(iv~~4~~) A business day shall begin at 8:00 a.m. and close at 5:00 p.m. pursuant to the time indicated in the city ~~clerk's~~ recorder's office.

4. Procurement Process During Protest Period: In the event of a timely protest, the city may proceed with the procurement, or the purchasing manager or designee may suspend the procurement process, in ~~his or her~~their sole discretion, for so long as ~~he or she~~they determine~~s~~ is appropriate.

5. Purchasing Manager Assistance: The purchasing manager, or designee, may designate another individual~~-~~(s) to assist in reviewing the protest, which assistance may include finding facts, analyzing the protest, and making recommendations to the purchasing manager, or designee.

6. Discovery of Documents: The purchasing manager or designee may request additional information from the protestor or from other persons to decide the protest. The protestor shall have three ~~(3)~~ business days to provide all information requested by the purchasing manager or designee reasonably needed to decide the protest. The purchasing manager may dismiss the protest if the protestor fails to provide the requested information within three ~~(3)~~ business days.

7. Decision on Protest: The purchasing manager~~,~~ or designee shall review and decide protests~~,~~ and shall issue a written decision to the protestor within ~~thirty (~~30~~)~~ business days of receipt of the protest. If the purchasing manager fails to issue a written determination within ~~thirty (~~30~~)~~ business days, said failure shall be considered the equivalent of an order denying the protest.

B. Appeal of the Purchasing Manager's Final Decision:

1. Appeal Permitted: The protestor may appeal the written decision of the purchasing manager by filing: (i) an appeal with the city ~~clerk/~~recorder; and (ii) the bond required by this section with the finance department, within five ~~(5)~~ business days from the purchasing manager's written decision on the protest, or if no written decision is provided by the purchasing manager, within ~~thirty-five (~~35~~)~~ business days from the filing of the protest.

2. Content of the Appeal: For an appeal to be considered by the administrative law judge, the appeal must be in writing and contain the following:

a. The appellant's name, mailing address, and daytime telephone number, the signature of the appellant or appellant's attorney, and the date the appeal is signed;

b. In sufficient detail to provide adequate review by the city:~~,~~

~~-~~(i) a statement of facts;~~,~~

~~-~~(ii) an explanation of the relief sought;~~,~~

~~-~~(iii) a recitation of the reasons for and legal authority in support of the appeal;

~~,-~~(iv) a statement supporting the appellant's claim of standing;~~,~~ and

~~-~~(v) a statement that a final decision has been made by the purchasing manager or that the time to deliver a decision on the appellant's protest by the purchasing manager has expired;

c. An attached copy of:

(i) all documents used as evidence or exhibits in the protest;

(ii) any recording or other record of any proceeding, if applicable; and

(iii) the purchasing manager or designee's written decision of the protest, if any.

3. Bond Required: A protestor that who files an appeal under this section will not have it considered unless he or shethey also files a security deposit in the amount described herein with the finance department before the expiration of the time to file an appeal. The entire security deposit shall be forfeited and be deposited in the general fund of the city if the administrative law judge makes a finding that (i) the appellant's appeal fails and (ii) the protest or appeal was frivolous or that its primary purpose was to harass or cause a delay.

The amount of the security deposit shall be as follows:

a. $1,000, if the total contract value or purchase order is under $25,000;

b. $2,000, if the total contract value or purchase order is $25,000 or more but less than $50,000;

c. $4,000, if the total contract value or purchase order is $50,000 or more but less than $100,000;

d. $10,000, if the total contract value or purchase order is $100,000 or more but less than $250,000;

e. $20,000, if the total contract value or purchase order is $250,000 or more but less than $500,000;

f. $25,000, if the total contract value or purchase order is $500,000 or more but less than $1,000,000;

g. $50,000, if the total contract value or purchase order is $1,000,000 or more but less than $2,000,000;

h. $95,000, if the total contract value or purchase order is $2,000,000 or more but less than $4,000,000;

i. $180,000, if the total contract value or purchase order is $4,000,000 or more but less than $8,000,000;

j. $320,000, if the total contract value or purchase order is $8,000,000 or more but less than $16,000,000;

k. $600,000, if the total contract value or purchase order is $16,000,000 or more but less than $32,000,000; and

l. $1,100,000, if the total contract value or purchase order is $32,000,000 or

more.

4. Scheduling of the Hearing: The administrative law judge shall review and hear the appeal. No later than five ~~(5)~~ business days after receiving a notice of appeal, the administrative law judge shall schedule a hearing on the appeal. Unless otherwise agreed to by the city and appellant, the hearing shall be held no sooner than five ~~(5)~~ business days and not later than ~~thirty (~~30~~)~~ business days from the date of the filing of the appeal.

5. Hearing: During the hearing before the administrative law judge, the appellant and the city's representatives shall be allowed to testify, present evidence, and comment on the issues. The administrative law judge may allow other interested persons to testify, comment, or provide evidence on the issues. Notwithstanding any other provisions of the code, the appellant may not present evidence or testimony that was not presented in its protest or present new or additional arguments or grounds in support of its position that were not made in support of its protest.

6. Order: No later than ~~fifteen (~~15~~)~~ business days after the hearing, the administrative law judge shall issue a signed order either granting or denying the appeal, in whole or in part. If the administrative law judge fails to issue a decision within ~~thirty (~~30~~)~~ business days after the hearing, said failure shall be considered the equivalent of an order denying the appeal.

7. Basis of Order: The administrative law judge shall consider and decide the appeal based solely on: (i) the appeal, (ii) the protest record, and (iii) the admissible evidence at the hearing. The administrative law judge may dismiss an appeal if the appeal does not comply with the requirements of this chapter~~,~~ and shall uphold the protest decision unless the protest decision is found to be arbitrary and capricious or clearly erroneous.

8. Content of Order: The order of the administrative law judge shall include:

a. The decision on the appeal, and any reasons for the decision the administrative law judge may wish to provide;

b. A statement that any party to the appeal may appeal the decision to the Utah Court of Appeals; and

c. A determination as to whether the bond should be forfeited to the city pursuant to this chapter.

9. Appeal to the Utah Court of Appeals:

a. If an appellant appeals the dismissal, denial, or adverse decision of an administrative law judge, the appellant must file the appeal to the Utah court of appeals.

b. The Utah Court of Appeals:

(1) shall consider the appeal as an appellate court;

(2) may not hear the matter as a trial de novo; and

(3) may not overturn a finding, dismissal, or decision unless the finding, dismissal, or decision, is arbitrary and capricious or clearly

erroneous.

3-1-~~18~~19: ETHICAL STANDARDS FOR CURRENT AND FORMER CITY OFFICERS AND EMPLOYEES:

By submitting a quote, bid, or proposal, in response to any solicitation request, the bidder, offeror, or contractor represents that they have not: 1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; 2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than as exempted in the city conflict of interest ordinance; or 3) knowingly influenced (and hereby promises that it will not knowingly influence) a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in ~~the ethics ordinance in title 1, chapter 11 of the~~ West Jordan city code.

3-1-~~19~~20: MANAGEMENT, DISPOSAL, AND DONATION OF PERSONAL AND REAL PROPERTY:

A. Management of Property:

1. Personal Property Management: Department heads shall exercise supervision of the receipt, storage, and distribution of all inventories of city personal property within the control of or assigned to their respective departments. All city property located in warehouses and similar storage areas shall be inventoried annually, and accountability for the property shall reside with the respective department heads.

2. Real Property Management: The real property administrator shall exercise supervision of the acquisition, purchase, sale, and disposal of all real property of the city. The real property administrator shall update the mayor annually upon all acquisitions, disposals, and leasing of city-owned real property.

B. Surplus of Personal Property: Department heads shall dispose, sell, or donate property as follows:

1. Internal Surplus Property: Except as otherwise specified below, the department head having control or possession of city property, including any vehicle, that is so used, obsolete, ~~damaged, unsafe for use~~, depreciated, excess or is no longer necessary to current and projected needs as to be determined unfit or undesirable for use or retention by the city may recommend to the mayor that such property be surplused. ~~Department head~~Upon such notice, and as applicable, the purchasing manager or designee shall send notice to city departments of the availability of items to be surplused. ~~shall present a written list to the mayor or designee at a regularly scheduled meeting with all of the department heads.~~ If no department ~~heads are~~ is in need of the property on the list, the mayor may approve in writing the property as surplus, whether in whole or in part, and authorize the disposal, ~~sell~~sale, or gift of the property at a public auction in accordance with applicable law.

2. Property No Longer Needed as Evidence: The police chief having control or possession of property, including firearms, no longer needed as evidence shall follow the procedures set forth in Utah Code ~~Annotated~~ § 24-3-101, *et seq.*, as amended. All dispositions of such property shall be for a public interest use, including the donation of property to public or private charities, and must first be approved by the city council in accordance with Utah state code.

3. Lost, Mislaid, Unclaimed, or Abandoned Property: The police chief having control or possession of property that is lost, abandoned, unclaimed, or mislaid shall follow the procedures set forth in Utah Code ~~Annotated~~ § 77-24a-1, *et seq*., as amended. All dispositions of such property shall be for public interest use, including the donation of property to public or private charities, and must first be approved by the city council in accordance with Utah state code.

4. Unique, Special, or Limited Use Property: Unless otherwise stated above, a department head having control or possession of property that is unique or special, dangerous to the public, or is limited in its public use shall present a written list to the mayor or designee with a recommendation to dispose, sell, or donate the property to another person or governmental agency to use or dispose of. Examples under this category include, but is not limited to, fire trucks, dangerous weapons, police vehicles, and equipment only specific persons or agencies are trained and licensed to use.

5. Unsold Property: If the surplus item is subjected to sale to the highest bidder at public auction and remains unsold, the mayor may sell, donate to a charitable organization, or to any person for such price as the mayor deems appropriate or may dispose of as the mayor shall direct.

6. Damaged, Unsafe, Unrepairable Property: Upon approval of the Purchasing Manager, the department head may recycle or otherwise dispose of damaged, unsafe, or mechanically unrepairable property that is deemed unsuitable for public use.

7. Minimal Value: Upon approval of the Purchasing Manager, a department head may dispose of an item of minimal value, defined as property that is valued at less than $50 or estimated by the purchasing manager to have a value to be less than $50. If the property is posted for sale for $50 or more and does not sell, it is presumed to be property with minimal value and may be disposed of in accordance with this provision.

C. Surplus of Real Property: The mayor or designee may authorize the sell or donation of real property as follows:

1. Sale or Donation of Real Property that is Not a Significant Parcel: From time to time, the mayor or designee may compile a list of surplus city real property. If a parcel of surplus property is not a “significant parcel”, the mayor may sell it for fair market value using any means that is reasonable, fair, and advances the best interest of the city.

2. Sale or Donation of Real Property that is a Significant Parcel: From time to time, the mayor or designee may compile a list of significant parcels of real property and shall follow the procedures as set forth below:

a. Public Hearing: The mayor or designee shall schedule and provide reasonable notice of a public hearing that public comment may be received regarding the sale of the significant parcel of real property. The mayor or designee shall conduct the public hearing.

b. Public Hearing Notice: Reasonable notice of the public hearing must be published but not less than ~~fourteen (~~14~~)~~ days before the public hearing. “Reasonable Notice,” as used herein, means:

(i) publication in a newspaper or newsletter of general circulation within the city;

(ii) posting in public places within the city;

(iii) posting on the city's website; or

(iv) other means of notification accessed by city residents.

Notice shall contain the date, time, and location of the public hearing.

D. Fund Credited: Monetary proceeds from the sale or other disposition of items pursuant to this section shall be credited to the general fund account.

Chapter 1
CITY PROCUREMENT

3-1-1: PURPOSE AND SCOPE:
3-1-2: DEFINITIONS:
3-1-3: GENERAL PURCHASING REQUIREMENTS:
3-1-4: PROCUREMENT AUTHORITY:
3-1-5: GENERAL GOODS AND SERVICES FORMAL COMPETITIVE SOLICITATION THRESHOLDS:
3-1-6: FORMAL COMPETITIVE SOLICITATION THRESHOLDS FOR INDIVIDUAL CATEGORIES:
3-1-7: COMPETITIVE SOLICITATION METHODS AND PROCESSES:
3-1-8: INFORMAL COMPETITIVE SOLICITATION:
3-1-9: FORMAL COMPETITIVE SOLICITATION:
3-1-10: ADDITIONAL PROCUREMENT TOOLS:
3-1-11: TIE BIDS
3-1-12: EXCEPTIONS TO COMPETITIVE SOLICITATION REQUIREMENTS:
3-1-13: DEBARMENT AND SUSPENSION:
3-1-14: PURCHASING CARD ISSUANCE AND APPROVALS:
3-1-15: CONTRACT ADMINISTRATION:
3-1-16: CONSTRUCTION PROJECTS:
3-1-17: RIGHT TO INSPECT PLACE OF BUSINESS OF CONTRACTORS AND SUPPLIERS:
3-1-18: PROTESTS AND APPEALS:
3-1-19: ETHICAL STANDARDS FOR CURRENT AND FORMER CITY OFFICERS AND EMPLOYEES:
3-1-20: MANAGEMENT, DISPOSAL, AND DONATION OF PERSONAL AND REAL PROPERTY:

3-1-1: PURPOSE AND SCOPE:

The purpose of this chapter is to:

(1) Maximize the purchasing value and efficiencies of public funds;

(2) Provide safeguards for maintaining a procurement system of quality and integrity;

(3) Foster transparency and effective broad-based competition while providing quality goods and services to the citizens and businesses of the city; and

(4) Provide for the fair and equitable treatment of all who conduct public procurement and related business activities within the city.

Unless otherwise required by state or federal law, this chapter shall govern all procurement processes, contracts, and expenditures of the city on and after 12:00 noon, April 22, 2025. This chapter does not adopt the state or federal procurement codes or any portions therein.

Nothing in this provision creates rights, interests, or causes of action against the city, its officers, agents, or employees.

3-1-2: DEFINITIONS:

The definitions stated herein apply exclusively to this chapter.

ADDENDUM OR AMENDMENT: A written modification or revision to any document used in the competitive solicitation process or contract document.

AGENCY CONTRACT: A contract between the city and another governmental agency to buy goods or services.

APPELLANT: A person who has standing and files an appeal to an administrative law judge for review and determination of whether the purchasing manager's decision on a protest should be upheld.

APPROVED VENDOR LIST (AVL): A list of vendors that were individually evaluated by city staff and deemed qualified to perform certain services for the city in later competitive solicitations based on information submitted by the vendor in response to the city's request for a statement of qualifications.

BEST AND FINAL OFFER (BAFO): An offeror's revised terms of its proposal after initial reviews, scoring, interviews, and discussions have concluded with all offerors who have progressed through the advancement criteria as stated in an RFP.

BID: A sealed document or set of sealed documents representing the bidder's offer to sell goods or services at a specified price, terms, and specifications set forth in the invitation for bids.

BUILDING IMPROVEMENT: The construction or repair of a public building or structure.

BUILDING IMPROVEMENT INFORMAL COMPETITIVE SOLICITATION THRESHOLD: The estimated dollar amount of a good or service that does not require the use of formal methods of competitive solicitation as set forth in this title.

COMPETITIVE SOLICITATION: Competitive solicitation may be either informal or formal as set forth below:

A. Informal Competitive Solicitation Process: An informal process in which potential bidders, offerors, and contractors are invited to submit quotes or surveys by telephone, email, online procurement service, direct vendor delivery or another written price comparison.

B. Formal Competitive Solicitation Process: A formal process in which potential bidders, offerors, and contractors are invited to submit bids and proposals through an online procurement service.

CONFLICT OF INTEREST: Any action that is taken by an elected official or employee of the city that may cause direct or financial benefit or detriment to themselves, their immediate family, or an entity that they own or hold an interest in, if that benefit or detriment is distinguishable from the effects of that action on the public or on the elected official or employee's profession, occupation, or association generally.

CONSTRUCTION: The process of building, altering, repairing, improving, or demolishing any

city structure or building, or other improvements to any city real property. It does not include routine repairs, or maintenance of existing structures, buildings, or real property.

CONTRACT: A legally enforceable agreement between two or more competent parties for the procurement of goods or services.

CONTRACTOR: Any person who legally buys and/or sells goods or services to the city or desires to do so through the competitive solicitation processes.

COOPERATIVE PURCHASING ORGANIZATION: An organization, association, or alliance of purchasers established to combine purchasing power in order to obtain the best value for the purchasers by engaging in procurements.

DE MINIMIS SOLICITATION THRESHOLD: Threshold for small-dollar purchases not requiring procurement requests for quotes or formal competitive solicitation processes.

DESIGNEE: A person who has been delegated purchasing authority to perform functions that would regularly be held by another person.

DISBURSEMENT: The payment of the following liabilities, goods, and services:1) media advertising, 2) insurance premiums, 3) legal fees and services, 4) credit card payments, 5) land and building purchases, or rentals, , 6) registration for meetings or training sessions, including pre-paid hotel costs, 7) subscriptions, memberships, professional registrations, and publications, 8) utility payments, 9) petty cash reimbursements, 10) employee reimbursements including eyewear, health insurance, and educational, 11) postal charges/fees, 12) parking fees, 13) worker compensation fees, 14) credit reporting fees, 15) bond releases, 16) witness fees, 17) phone bills, 18) radio service (UCAN), 19) refunds of city fees or charges, 20) title searches / rights-of-ways, 21) animal control adoption, spay, and neuter program, 22) seized assets (police), 23) found property (police), 24) K9 veterinary services, 25) revenue generating contracts, 26) used vehicles and equipment, and 27) employee team building events and trainings.

EMERGENCY CONDITION: An event or action that creates an immediate and serious need for goods and services that cannot adequately be addressed using customary procurement methods. Such a need may arise, for example, by reason of a natural disaster, epidemic, riot, equipment failure, or other reason.

EMERGENCY PROCUREMENT: The procurement of goods and services that cannot be reasonably purchased through normal procurement methods due to an existing or imminent emergency condition, public threat, or unforeseen circumstances without compromising city property or without delaying any work that may affect the life, health, safety, or welfare of the public.

FORMAL COMPETITIVE SOLICITATION THRESHOLD: The estimated dollar amount of a good or service that would require the use of formal methods of competitive solicitation as set forth in this title.

GOODS: Tangible items that are sold for use, including but not limited to, all materials necessary for construction.

GOVERNMENT AGENCY COOPERATIVE CONTRACT: An agreement between a vendor and another government agency that allows other government agencies to procure goods and services from the vendor at the same price and terms as was in the initial agreement.

INFORMAL COMPETITIVE SOLICITATION THRESHOLD: The estimated dollar amount of a good or service that does not require the use of formal methods of competitive solicitation as set forth in this title.

INFORMAL SURVEY: A procurement process where a department may informally survey one or more vendors regarding their services and pricing on specific matters to determine the most appropriate vendor in a given circumstance. Such matters might include vendor experience, unique qualifications, processes, business theories, technologies, best practice concepts, and standards or other specialized criteria that are not reasonably available through a competitive procurement process.

INVITATION FOR BIDS (IFB): A document, and all attachments thereto, that is used for seeking bids on purchases usually estimated to be greater in total value than the formal competitive solicitation thresholds. MINIMAL VALUE: A calculated average labor hour value that, given the number of labor hours needed to perform the surplus function of the city-owned property, exceeds the estimated current value of said property.

MINOR IRREGULARITY / INFORMALITY: A variation in an official bid, offer, or contract that does not: (i) affect the price of the bid, offer, or contract, (ii) give a bidder or offeror an advantage or benefit not shared by other bidders or offerors, or (iii) adversely impact the interest of the city. Examples include but are not limited to:

A. Failing to sign the bid, proposal, or other procurement documents requiring a signature, but only where they are accompanied by other materials clearly demonstrating an intent to be bound by the bid, proposal, or other procurement documents;

B. Failing to acknowledge receipt of an addendum, but only if the materials clearly demonstrate the bidder or offeror received the addendum and intended to be bound by the addendum, or the addendum has a negligible effect on the bid, proposal, or other offer or submission that would not result in a change in the originally submitted price; and

C. Minor mistakes if the intent of the bid, proposal, or other offer or submission is clearly evident on the face of the document. Some examples of minor mistakes include typographical errors, errors in extending unit prices, transposition errors, and arithmetical errors.

MULTIPLE STAGE PROCUREMENT: A procurement process used in an IFB or RFP to advance qualified bidders through a series of criteria and stages before a bidder is allowed to submit a cost element for a bid or proposal. Some examples of criteria and qualifications that may be used include but are not limited to the following: Experience, education, licensing, work examples, concepts, demonstrations, quality of work and/or goods, licensing, certifications, and years in business.

ONLINE PROCUREMENT SERVICE: A website or group of websites designed to assist in posting IFBs, RFPs, RFQs, SOQs, and other procurement solicitations and receiving responses to such solicitations by vendors.

PERSON: An individual, corporation, company, business, organization, association, or governmental entity, and their respective employees and agents.

PROFESSIONAL SERVICES: The furnishing of labor, time, or effort by a professional that possesses an elevated degree of specialized knowledge and discretion that may be exemplified by formal education, certification, advanced training, or other qualification, as required by a trade industry, a licensing organization, or the inherent characteristics of the work or services desired. Professional services may include the labor, time, and effort within the following disciplines (this is not an exhaustive list of disciplines or examples):

A. Accounting

B. Architecture

C. Artistic endeavors

D. Appraisal services

E. Auditing

F. Banking

G. Constable services

H. Construction design and management

I. Consulting services

J. Engineering

K. Environmental

L. Financial

M. Information technology

N. Law

O. Lobbyist services

P Medicine

Q. Psychiatry

R. Software implementation

S. Underwriting

T. Veterinary

PROTEST: A document or set of documents filed in compliance with the requirements of section 3-1-17(A).

PROTESTOR: A person who has standing and has filed a protest in connection with the city's

procurement of goods or services. A protestor shall not mean an appellant, as otherwise defined herein.

PUBLIC INFRASTRUCTURE: Essential public services and functions provided by the city to meet the needs of the community that typically include but are not limited to: water supply, sewage and waste management systems, public transportation networks, road maintenance, parks and recreation, and public buildings. These functions may be provided by city departments such as Public Services, Public Works, and Public Utilities.

PUBLIC INFRASTRUCTURE INFORMAL COMPETITIVE SOLICITATION THRESHOLD: The estimated dollar amount of a good or service that does not require the use of formal methods of competitive solicitation as set forth in this title.

PUBLIC THREAT: A circumstance that appears likely to adversely impact the public's health, welfare, convenience, or safety. Such may arise when circumstances appear to create, as examples, a risk of environmental contamination, traffic congestion or hazards, disruption of utility or other public services provided by the city, or other matters.

PURCHASING; The process of buying, procuring, renting, leasing, or otherwise acquiring any good or service. The term “procurement” shall be interchangeable with the term “purchasing”. It also includes all functions that pertain to the purchase of goods or services, including:

A. Description of requirements

B. Selection and solicitation of bids, proposals, qualifications, or quotes

C. Preparation and award of contract; and

D. All phases of contract administration

PURCHASING CARD (P-CARD): City-issued credit cards are generally used for expenditures less than the current informal competitive solicitation limit.

PURCHASING DIVISION: A division within the finance department that is responsible for obtaining goods and services needed in support of the city’s departments.

PURCHASING MANAGER: An authorized agent of the city to review purchase requests, prepare bids, quotes, proposals, and specifications, issue purchase orders, and contracts, evaluate responses to solicitations, and award contracts.

PUBLIC AUCTION: An online or in-person forum that provides the general public an opportunity to bid on surplus goods being sold to the highest bidder.

PURCHASE ORDER (PO): A document drafted and issued by the purchasing manager or designee to formalize a purchasing transaction with a supplier. The PO should contain specific information regarding the quantity, description, and price of the goods or services being ordered.

REQUEST FOR INFORMATION (RFI): A document or set of documents that solicits information, comments, or suggestions from potential bidders or offerors before any competitive solicitation begins. An RFI may not result in an award of a purchase order or contract.

REQUEST FOR PROPOSALS (RFP): A document, and all attachments thereto, that is used for

seeking proposals for goods and services where the lowest price is generally not considered as the most important criteria or is only one of several determining factors in the selection of the winning proposer.

REQUEST FOR QUOTES (RFQ): A verbal or written request for the cost, availability, and quality of goods or services that are estimated to total less than the formal competitive solicitation threshold over the initial term of the proposed contract or purchase order and all potential renewal periods.

REQUEST FOR STATEMENT OF QUALIFICATION (SOQ): A document or set of documents requesting the qualifications of potential offerors for a specific project or goods or services that, if approved, would allow the offerors to submit proposals or bids on specific city projects requiring the qualifications set forth in the city's request.

REQUISITION: An internal document by which a requisitioner requests the purchasing manager or designee to initiate a purchase.

REQUISITIONER: The person who creates a requisition which is sent to the purchasing manager or designee to initiate a purchase.

RESPONSIBLE: A person that has the capability, as determined in the sole discretion of the city, to perform all requirements of the competitive solicitation, the final contract, and/or purchase order.

RESPONSIVE: A person that has submitted a quote, bid, or proposal that conforms in all material respects to the competitive solicitation specifications, terms and conditions, and all other requirements of the competitive solicitation, as determined in the sole discretion of the city.

SERVICES: Labor, effort, or work that provides a benefit to the city, including but not limited to construction work necessary to complete public infrastructure services projects or building improvements.

SIGNIFICANT PARCEL OF REAL PROPERTY DEFINED: For purposes of this chapter, a significant parcel of real property is:

A. a single parcel of real property or a combination of contiguous parcels of real property, having an estimated value in excess of $250,000 as determined by using the county assessed value;

B. a single parcel of real property or a combination of contiguous parcels of real property, having a size in excess of one acre as determined by using the county assessed acreage; or

C. an agreement involving an interest in property for less than a fee, the value of which exceeds $125,000.

SOLICITATION THRESHOLDS: Monetary limits that determine when an informal or formal solicitation process is required in the procurement of goods and services. Limits may include micro and macro de minimis limits, professional services, and informal and formal solicitation limits. Approved thresholds shall be published annually in the City's budget to ensure that the solicitation threshold limits are up-to-date and current with economic factors for all stakeholders involved in procurement activities.

SPECIFICATION: Any description of the physical or functional characteristics or of the nature of the good or service being procured through the competitive solicitation process. It may include a description of any requirement for inspecting, testing, or preparing an item being procured for installation and/or delivery.

STANDING: A protesting potential or official bidder, offeror, or contractor ("Bidder, Offeror, or Contractor") will only have standing if all of the following conditions are present:

A. The bidder, offeror, or contractor that has suffered or is about to suffer imminent harm, provided that the actual or threatened harm is:

1. an infringement of the protestor's own right and not the right of another person who is not a party to the procurement;

2. caused by the City's conduct; and

3. the sole reason the bidder, offeror, or contractor is not considered, or is no longer considered for an award of a contract under the procurement that is the subject of the protest.

B. A decision on the protest in favor of the protestor is reasonably likely to redress the harm and would give the bidder, offeror, or contractor a reasonable likelihood of being awarded a contract or not terminating the contract. A subcontractor or potential subcontractor shall not have standing to protest or appeal a protest or act as an agent of the bidder, offeror, or contractor in the bidder, offeror, or contractor's protest or appeal.

SUPPLIER: Person(s), business entity, or business entities who or which provide goods and services in response to any procurement solicitation. The term "supplier" shall be interchangeable with the terms "vendor," "provider," and "contractor."

SURPLUS PROPERTY: City real and personal property set forth in section 3-1-20.

TIE BID: Tie bids are low responsive bids from responsible bidders that are identical in price, and which meet all the requirements and criteria set forth in the Invitation for Bids or Request for Quotes.

TIE SCORE: Tie scores are a result of two or more respondents' identical overall scores received from a Request for Proposal evaluation committee and which meet all the requirements and criteria set forth in the RFP.

TRANSIT FACILITY: A transit facility is an existing or proposed transit passenger station, an existing or proposed transit maintenance, storage, or service facility, or an existing or proposed right of way for use in providing transit services.

TRANSPORTATION FACILITY: Transportation Facilities include highways, turnpikes, airports, railroads, including high-speed railroads, bicycle, and pedestrian facilities, waterways, pipelines, electric utility facilities, communication lines and facilities, public transportation facilities, port facilities, and facilities appurtenant to other transportation facilities

TRANSITIONAL COSTS: The costs of changing: (i) from an existing provider of a procurement

item to another provider of that procurement item; or (ii) from an existing type of procurement item to another type. Transitional costs include: (i) training costs; (ii) conversion costs; (iii) compatibility costs; (iv) costs associated with system downtime; (v) disruption of service costs; (vi) staff time necessary to implement the change; (vii) installation costs; and (viii) ancillary software, hardware, equipment, or construction costs. Notwithstanding, transitional costs do not include (i) the costs of preparing for or engaging in a procurement process or (ii) contract negotiation or drafting costs.

UNFORESEEN CONDITION: A circumstance that creates a need to procure goods or services within time frames that could not be reasonably anticipated or reasonably accommodated under customary procurement methods to preclude identifiable adverse impact to the city or to the public's health, welfare, convenience, or safety.

3-1-3: GENERAL PURCHASING REQUIREMENTS:

The following general requirements apply to all purchases for goods and services:

A. Requisitions:

1. A requisition or purchase order for goods and services is required for purchases that are:

a. Not paid for with a P-Card;

b. Applied to an approved purchase order or contract; or

c. Listed as a disbursement. Requirements related to requisitions are listed as follows:

2. The requisition submitted to the purchasing manager must contain the following, if applicable:

a. The program and account numbers.

b. The quantity, description, specifications, and scope of work.

c. All quotes or bid tabulation, and supporting documentation.

d. Department head or designee financial system workflow approval.

e. Email addresses of known potential suppliers.

3. The supporting documentation attached to the requisition shall be submitted and recorded as follows:

a. If the purchase amount is less than the formal competitive solicitation threshold t the supporting vendor quote, or invoice documentation or quote tabulation must be included in the requisition.

b. For anticipated procurements that exceed the informal competitive solicitation threshold, departments must complete and send the applicable

IFB or RFP documents, including specifications and requirements, to the purchasing division to initiate a procurement process.

c. After the procurement process has resulted in an award, the requesting department will enter a requisition with the supporting documentation provided by the purchasing manager for processing.

4. Approval: Requisitions are approved through the financial system's approval workflow process.

B. Unless otherwise exempted, purchases over the de minimis micro value solicitation threshold that are not classified as a public infrastructure or building improvement project shall require competitive solicitation. Purchases under the de minimis micro value solicitation threshold do not require competition and may be purchased from any available vendor.

C. Unless otherwise exempted, all public infrastructure and building improvement projects over the de minimis macro value solicitation threshold shall require competitive solicitation as defined in this chapter. Purchases for public infrastructure and building improvements under the de minimis macro solicitation threshold do not require competition and may be purchased from any available vendor.

D. Unless otherwise exempted or procured through the informal survey process, professional service projects that are greater than the formal threshold shall require competitive solicitation as defined in this chapter. Purchases for professional services under the formal solicitation threshold do not require competition and may be purchased from any available vendor.

E. Purchases divided into two or more smaller purchases to avoid using a standard procurement process are prohibited.

F. Purchases above the applicable threshold without a requisition or purchase order ("after-the-fact" purchases), are considered non-compliant with the city's purchasing policies. Employees failing to comply with this policy may be subject to disciplinary action, up to and including termination. This provision does not apply to P-Card purchases.

G. For any purchase using federal funding, the contractors must be checked using the www.sam.gov/SAM website to ensure they have not been excluded from providing goods and services for federal award programs.

H. Council staff, city officers, and employees who use a P-Card must submit all receipts, supporting documentation, and account funding information to the Administrative Services Department, p-card administrator(s), or the council director, as applicable, on a monthly basis.

I. When determining the proper level of procurement authority for a given purchase or whether a competitive solicitation is required pursuant to this chapter, the length of the contract including all potential renewal terms, shall be considered for purposes of calculating the total estimated price of the procurement of goods or services.

For example, if the purchasing manager estimates that the purchase of a particular good or service is expected to have a value of $20,000 annually for a contractual term of one year with the option to renew for an additional four one-year terms, the value of the

contract would be $100,000 and not $20,000. In this example, competitive solicitation is required.

J. The mayor, purchasing manager, or their respective designee(s) may allow others to assist in the preparation of specifications for the city's use in making procurements, provided there is no conflict of interest involved.

K. The city reserves the right to reject or cancel any or all invitations for bids, requests for proposals, requests for quotations, or other solicitations. The mayor or purchasing manager may waive any immaterial formality, error, technicality, or other irregularity of any procurement processes or procedures if doing so would be in the best interest of the city.

3-1-4: PROCUREMENT AUTHORITY:

A. Purchases Under the Public Infrastructure Formal Competitive Threshold: The Department heads, the purchasing manager, or their respective designee(s) may purchase goods and services where the total estimated value is less than the formal competitive threshold.

B. Purchases for Building Improvements: Department heads or their designee(s) shall be authorized to purchase necessary goods and services required to complete building improvements where the dollar amount is less than the formal competitive solicitation threshold.

C. Purchases for Professional Services: Department heads, the purchasing manager, or their designee(s) shall be authorized to purchase professional services pursuant to section 3-1-8(D) or section 3-1-9(B) up to the formal competitive solicitation threshold.

D. General Delegation of Authority: The mayor may delegate authority to purchase goods and services for the city as deemed appropriate and within his scope of procurement authority. These delegations shall be in writing and may be limited in scope, as the mayor directs.

E. Prior to award, the mayor must approve the procurement of goods and services where the dollar value exceeds the limits described in this section.

3-1-5: GENERAL GOODS AND SERVICES FORMAL COMPETITIVE SOLICITATION THRESHOLD:

Except as otherwise exempted in this chapter, the procurement of goods and services requires formal competitive solicitation when the estimated total amount of the purchase or contract exceeds the informal competitive solicitation threshold. This formal competitive solicitation threshold may be increased annually as adopted in the budget.

3-1-6: FORMAL COMPETITIVE SOLICITATION THRESHOLDS FOR INDIVIDUAL CATEGORIES:

A. Building Improvements: The procurement of building improvements requires formal competitive solicitation when the estimated total amount of the purchase or contract exceeds the informal building improvement competitive solicitation threshold. The procurement of building

improvements with an estimated total amount of the purchase or contract less than the formal building improvement competitive solicitation threshold may be purchased through the de minimis or informal competitive solicitation thresholds as applicable.

B. Public Infrastructure Projects: The procurement of public infrastructure projects does not require formal competitive solicitation unless the estimated total amount of the purchase or contract exceeds the informal public infrastructure competitive solicitation threshold. The procurement of public infrastructure projects with an estimated total amount of the purchase or contract totaling less than the formal public infrastructure competitive solicitation threshold may be purchased through the de minimis or informal competitive solicitation process as applicable.

3-1-7: COMPETITIVE SOLICITATION METHODS AND PROCESSES:

Competitive solicitation methods may be either:

A. Informal, pursuant to section 3-1-8 or

B. Formal, pursuant to section 3-1-9. Additional procurement processes may be used if in the best interests of the city, pursuant to section 3-1-10.

C. Formal or informal competitive solicitation methods are not required if exempted, pursuant to section 3-1-12.

3-1-8: INFORMAL COMPETITIVE SOLICITATION:

A. Request for Quote (RFQ) Process for General Goods and Services:

1. The RFQ process may be used when the expected total amount of the purchase is greater than the de minimis solicitation threshold and is less than the formal competitive solicitation threshold.

2. A minimum of three quotes shall be obtained by telephone, email, online procurement service, direct vendor delivery, or another price comparison.

3. All other department heads may use the RFQ process only if the estimated amount of the purchase or contract is equal to or less than the informal competitive solicitation limit.

4. The purchasing manager may use the request for quotes process, if necessary, for all purchases not otherwise required to be procured through a formal competitive process or an informal survey.

B. Request for Quote (RFQ) Process for Public Infrastructure Projects: Department heads may use this process when the expected total amount of the purchase is greater than the de minimis solicitation threshold and is less than the public infrastructure formal competitive solicitation thresholds set forth in section 3-1-6.

C. Informal Survey Process: A contract for professional services may be solicited by an informal survey process.

1. The selection of professional services using an informal survey process shall be pre-approved by the mayor before the informal survey process may be used.
2. Survey information should contain:

a. Information regarding the type of service needed;

b. The methodology to be used during the selection process;

c. The anticipated cost of the professional services; and

d. The expected term of the provided service.

3. After the department head selects the professional firm or contractor using data gathered from the informal survey, a written and signed award recommendation shall be presented to the mayor for final approval.

4. After mayor's approval, all supporting documentation and approvals shall be provided to the purchasing manager who will retain the information in the project purchasing file.

5. A department head using an informal survey for professional services that exceeds or is likely to exceed $25,000 shall give a written disclosure to the city council within 14 days from the mayor's approval of the award.

D. Professional Services: The procurement of professional service providers and consultants does not require the use of formal methods of competitive solicitation unless the estimated total amount of the purchase or contract exceeds the formal solicitation threshold as set forth in section 3-1-3(A) and (C.)

3-1-9: FORMAL COMPETITIVE SOLICITATION:

A. Invitation for Bids: The purchasing division may solicit sealed bids which shall be awarded to the lowest responsible and responsive bidder.

1. Bid Preparation:

a. The department head or designee seeking to procure a good or service shall prepare an IFB using standard city formats with complete, accurate, and understandable specifications and submit such to the purchasing manager.

b. The purchasing manager will review the IFB and proposed contract for compliance with federal and state law (if federal or state funds are applicable) and city ordinances.

c. Once the purchasing manager has reviewed and approved the IFB for advertisement, they will advertise the IFB pursuant to this section.

2. Advertisement:

a. All invitations for bids shall be advertised at least once in a generally and widely available medium including but not limited to newspapers, business journals, city websites, and online procurement service.

b. The city shall post the notice as described above at least five business days in advance of the bid due date, unless a department requests a shorter time that is

approved by the mayor or designee. All requests to shorten the advertisement period to a period less than five business days should be in writing, submitted to the mayor, and include:

(i) the requested reduced time of posting;

(ii) verification that there is sufficient competition from multiple sources who can respond within the shortened advertisement timeline; and

(iii) the unique nature of the request.

c. Notwithstanding this subsection, any procurement subject to noticing requirements of state and/or federal law shall comply with those requirements.

3. Bid Clarifications and Specification Substitution Requests: Bidders may submit questions, requests for clarification of specifications, or product and/or specification substitution prior to the question due date specified in the bid requirements. All requests shall be made through the online procurement service. All responses by the purchasing manager or designee, if any, to the bidder's questions, clarifications, and substitutions of specifications may be posted on the online procurement service in the "Question and Answer" section or by modifying the specifications through an official addendum.

4. Receipts of Sealed Bids: All sealed bids shall be received through the online procurement service by the time and date specified in the invitation for bids. If no sealed bids are received by the deadline to submit, the purchasing manager, upon the mayor's approval, may seek bids using any method described herein without further competition.

5. Verification: The city may verify and investigate any part of the competitive solicitation process, including but not limited to requesting documents and questioning potential or official bidders. If the potential or official bidder fails to respond to questions or requests, the potential or official bidder may be found to be a non-responsible or non-responsive bidder and disqualified from continuing the solicitation process or being awarded the contract. The city's failure to discover any matter shall not preclude any subsequent evaluation or action. The city shall determine in its sole discretion:

(a) what actions may be appropriate for verification or investigation;

(b) the responsiveness of questions or requests;

(c) disqualification or qualification; and

(d) successful bid and/or award of contract.

6. Bid Review: Bids shall be received and reviewed by the purchasing manager and verified by the department head or designee making the purchase or entering into the contract that bidders meet the requirements stated within the bidding document. The purchasing manager or designee may request additional information from vendor(s) at any time throughout the procurement process. The city reserves the right to evaluate and waive any minor informalities to determine the overall impact of the bid process and value to the city.

7. Awarding the Winning Bid: Subsequent to the deadline for the submission of bids, the purchasing manager shall post the bid tabulation sheet showing the total bids for each

bidder. After the purchasing manager and department head or designee have determined the lowest bid which complies with all solicitation requirements, the purchasing manager may award the bid to the lowest responsible and responsive bidder. Within three days after the purchasing manager awards the bid, the purchasing manager will post notice of the award on the online procurement service.

B. Requests for Proposals: The purchasing division may solicit sealed proposals which may be awarded to the highest scoring or highest ranked responsive and responsible offeror.

1. Process for Solicitation of Proposals: Unless otherwise stated below, the general principles and processes related to the solicitation of sealed bids shall apply to the process of soliciting sealed proposals.

2. Proposal Review: Once the sealed proposals are received through the online procurement service, the purchasing manager and the department head or designee requesting the sealed proposals may review the proposals for compliance with all solicitation requirements. The purchasing manager, in coordination with the department head or designee, shall form an evaluation committee to evaluate and score the proposals based on criteria set forth in the RFP.

3. Evaluation Criteria: All proposals will be evaluated based on criteria set forth in the request for proposals. The evaluation criteria may, but is not required to, include the following evaluation criteria:

a. The extent of the specialized experience of the individual or firm in the type of work required;

b. The degree and depth of professional qualifications available through the applicant for the performance of the services required;

c. Past performance of the applicant on similar projects, in general, and city projects in particular;

d. Location and accessibility of the offices of the professional submitting the proposal;

e. The proposed schedule for completing the scope of work;

f. The facilities and equipment at the disposal of the professional submitting the proposal;

g. The projected work hours and costs associated with providing the services outlined in the scope of work;

h. For construction projects, an offeror’s company general safety plan and project-specific safety plan;

i. The offeror’s ability to work cooperatively with the city, including, without limitation, whether the bidder has previously failed to comply with city agreements or other requirements, nonpayment of sums due to the city, poor working relationships with or adversarial actions against the city, suspension, or other proceedings by the city against the bidder, or failure to

assist the city in determining responsibility; and

j. The offeror's capacity to perform contractual requirements, including whether the bidder has available appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain them, including without limitation, legal capacity to enter an agreement, the ability to perform within required times, or the ability to perform any necessary future service and maintenance.

4. Evaluation Committee: The department head or designee shall appoint an evaluation committee that shall be comprised of no less than three members.

5. Best and Final Offers: As provided in the RFP, discussions and/or RFP modifications may be conducted with the responsible offerors who submit proposals determined to have a reasonable chance of being selected. Offerors shall be accorded fair and equal treatment to discuss and revise proposals in writing and such written revisions may be permitted by the selection committee after submissions and prior to award to obtain best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors, except for the names of the offerors. Discussion may also occur with vendors who are on the approved vendor list.

The purchasing manager may request best and final offers from:

a. All responsive and responsible offerors when the evaluation committee wants to verify full understanding of, and conformance to, the solicitation requirements of the RFP;

b. All responsive and responsible offerors who score within 20% of the highest scoring offeror; or

c. All responsive and responsible offerors who have the highest identical scores.

d. All responsive and responsible offerors who have advanced through a multi-stage procurement process as defined in the related procurement document.

6. Selection and Awarding of the Winning Proposal: The evaluation committee shall evaluate the proposals and may require the offerors to give an oral presentation to further understand each of the offerors' proposals. The evaluation of the proposals may be performed in successive stages that eliminate a certain number of offerors from continuing through the evaluation process. Once each stage has concluded and all members of the evaluation committee have scored each proposal according to the processes set forth in the RFP, the individual scoring shall be submitted to the purchasing manager. The purchasing manager will confirm that the highest scoring or ranked offeror is compliant with all the solicitation requirements and submit a recommendation to the mayor that the highest scoring or ranked proposal be awarded the contract. Within three days after the mayor or designee awards the contract, the purchasing manager will post notice of the award on the online procurement service.

7. Public Access to Sealed Proposals: Sealed proposals shall remain confidential and withheld from public disclosure until an award is posted. After the award is

posted, all proposals shall be available for public inspection upon a written Governmental Records Access and Management Act (GRAMA) request, except for information or data that the bidder designated as proprietary or confidential or that the city classifies as "protected" under Utah law. All records retention schedules and access shall be consistent with GRAMA.

8. Award and Contract Termination: In the event of a contract termination within the first year of a contract awarded with the highest scored, ranked, or lowest bid offeror, the city may, at its own discretion, contract with the second highest and/or ranked or the second lowest bid offeror to the original request for proposal or bid provided that the same requirements, terms and conditions, and offeror response are applied to the subsequent award and contract.

3-1-10: ADDITIONAL PROCUREMENT PROCESSES:

A. Multiple Stage Procurements: IFB or RFP processes may be completed in multiple stages to determine the qualifications, experience, quality of work, and/or goods that would be provided before a bid cost sheet is submitted as the final stage of the multiple-stage process. A multi-stage process may result in a single or multiple awards. Multi-stage processes may be used regardless of bid value.

B. Requests for a Statement of Qualifications: When the department head determines, based on recommendations from the department staff and the purchasing manager, that a procurement for services requires a certain level of qualifications, skill, experience, understanding of specific needs, key personnel, availability, or other reasonable criteria, the purchasing manager may request a statement of qualifications from potential bidders or offerors.

C. Approved Vendor List: An approved vendor list may be created from a request for a statement of qualifications. Upon evaluation of the responses from vendors, those vendors meeting the qualification and advancement criteria shall be included on the AVL.

1. Timing for Inclusion on an AVL: The AVL may be an open-ended or closed-ended list as follows:

a. Closed-ended AVL: A closed-ended AVL is a list of vendors approved for a finite period, specified in the SOQ, during which additional vendors may not be added to the AVL. Once the specified period expires, the city may request vendors to submit their statement of qualifications again and, if determined to be qualified, include the qualified vendors on the AVL.

b. Open-ended AVL: An open-ended AVL is a list of vendors approved for a finite period to which additional vendors may be added through the remaining term of the list. The interval period(s) stated in the SOQ generally ranges from six months to 18months.

2. AVL Procurement Methods: The AVL may be used as one or more of the following methods, regardless of the estimated total cost of the good or service:

a. A rotation system, organized alphabetically, numerically, or randomly;

b. Assignment of vendors to a specified geographic area;

c. Assignment of vendors based on vendors' particular expertise or field; or

d. Another method approved by the purchasing manager.

D. Request for Information: The city may request information, comments, or suggestions from potential bidders or offerors before using any competitive solicitation methods. A request for information may be used to gather information including, but not limited to, availability of a procurement item, delivery schedules, industry standards and practices, product specifications, training, new technologies, capabilities of potential providers of a procurement item, and alternate solutions. A request for information may not be used to solicit a firm fixed cost or guaranteed pricing, negotiate fees, make a purchase, or enter into a contract. All information received by potential bidders, offerors, or industry specialists does not bind either party to any commitments to one another and is subject to GRAMA classification.

3-1-11: TIE BIDS

In the event of a tie bid between the two lowest bidders from an Invitation for Bid or Request for Quote process, or a tie with two or more highest scored respondents from a Request for Proposal process, the award shall be given in order as follows:

A. To the vendor whose business office location resides within West Jordan City boundaries;

B. To the closest vendor business office location, measured by the number of road miles it would take to travel from the vendor's closest business office location to the West Jordan City Hall address at 8000 South Redwood Road, West Jordan, UT 84088.

3-1-12: EXCEPTIONS TO COMPETITIVE SOLICITATION REQUIREMENTS:

The procurement of goods and services are exempt from competitive solicitation under the following circumstances:

A. Direct Government Agency Purchases: Goods and services made available for purchase by another governmental agency are not subject to procurement requirements set forth in this chapter.

B. Governmental Agency and Cooperative Purchasing Organization Contract: Procurement may be approved, without additional competition otherwise required in this chapter when the purchasing manager or designee determines that another governmental agency or a cooperative purchasing organization has issued a procurement contract based on competitive solicitation and that the city is authorized to purchase under the same terms of the cooperative contract.

C. Sole Source Procurement: The purchasing manager or designee may approve procurement of goods and services without using a competitive solicitation process if the purchasing manager determines, in writing, that:

1. Only one known source is reasonably available to provide the goods or services being procured; or

2. Only specific parts, equipment, accessories, and/or specialized service, training, geographical area, region, boundary, or other unique characteristics of the goods or services meet the city's needs and there are no comparable goods or services reasonably available.

D. Emergency Procurement:

1. Based upon approval of the mayor or designee, goods and services may be procured to address emergency conditions, public threats, or unforeseen conditions. In such circumstances, priority over and exclusion of customary procurement processes shall be allowed to meet the needs of such conditions and threats.

2. Process. The mayor shall examine the circumstances and determine whether they constitute an emergency condition, a public threat, or an unforeseen condition. If so, the mayor may take any action to address such condition so long as such action is (i) reasonable under the circumstances, (ii) consistent with applicable law, and (iii) accomplished within existing budget constraints. The mayor shall deliver to the city council within 14 calendar days of the purchase or execution of a contract a written determination and explanation of the condition and justification for actions taken under this section. The purchasing manager shall file this written determination in the procurement file relating to purchase or execution of a contract. Only those goods and services to address the conditions identified by the mayor may be procured under this Section.

E. Waiver or Modification: The mayor may waive or modify competitive solicitation requirements when the purchase or execution of a contract is (i) advantageous to the city, (ii) performed in a manner that is fair and equitable, (iii) provides transparency as is practicable under a given circumstance, and (iv) consistent with applicable law. The mayor shall deliver to the city council within 14 calendar days of the purchase or execution of a contract a written determination and explanation of the condition and justification for actions taken under this section. The purchasing manager shall file this written determination in the procurement file relating to the purchase or execution of the contract.

F. Disbursements: Disbursements do not require competitive solicitation.

G. Grant, Gift, Bequest: In complying with the terms and conditions of any grant, gift, or bequest to the city, or to one of the city's departments or subdivisions, committees, or a community organization that functions under city auspices if such action is approved by the mayor.

H. Transitional Costs: Transitional costs are (i) a significant consideration in selecting a procurement item; (ii) the result of a cost-benefit analysis demonstrating that transitional costs are unreasonable or cost-prohibitive and that the award of a contract without engaging in a standard procurement process, as set forth in this chapter, would be in the best interest of the City. The purchasing

manager shall file a written cost-benefit analysis determination in the procurement file relating to the purchase or execution of the contract.

3-1-13: DEBARMENT AND SUSPENSION:

A supplier that fails to meet the requirements of any city procurement process or the terms of any contract or engagement with the city is subject to the actions and penalties described herein. The city, in its sole discretion, may take any of the following actions against a supplier:

A. Order an audit, at the sole expense of the supplier to determine the extent of such non-compliance;

B. Terminate the contractor's contract for failure to comply with the terms of the bid, RFP or resulting contract;

C. Immediately award the affected contract to the next lowest responsive and responsible bidder; or

D. Bring legal action against the contractor, on behalf of the city and affected employees, for monetary damages.

E.

1. The penalties that may be imposed if a bidder or contractor to which this section applies violates the requirements of this chapter include:

    a. For a first violation, a twenty-four-month suspension of the bidder from bidding on city projects; and

    b. For a second violation, an action for permanent debarment of the bidder from bidding on city projects.

2. To avoid suspension or debarment, the bidder must submit a written appeal, accompanied by all evidence the bidder plans to rely upon, to the City's Purchasing Manager within 14 days of receiving notice of suspension or disbarment. The Purchasing Manager shall schedule a hearing to hear the bidder's responses to the allegations. The Purchasing Manager shall issue a written decision to the bidder within 10 days of the hearing. The Chief Administrative Officer may extend this period for good cause.

3-1-14: PURCHASING CARD ISSUANCE AND APPROVALS:

A. Issuance and Limitations of Credit Card (P-Card): P-Cards may be issued to persons under the following conditions:

1. City Mayor, Officers, and Department Heads: The mayor and administrative officers may be issued a P-card upon the mayor's direction. Department heads may be issued a P-Card upon the approval of the mayor or the mayor's designee or a P-Card administrator. The mayor may, with the advice of the administrative services department head and/or a P-Card administrator, set the purchasing limit of the P-Card for him or herself and other administrative officers and department heads.

2. Council Office Director, and Council Staff: The council office director, and other council staff may be issued city P-Cards upon the majority vote of the council. The city council may, with the advice of the finance department head and procurement manager, set the purchasing limit of the P-Cards for the council office director, and other council staff by a majority vote of the council.

3. All Other City Employees: Unless otherwise set forth in this section, all other city employees may be issued a P-Card if such issuance is first approved by their department head and a P-Card administrator. P-card administrator or the administrative services department head shall set the limits of the P-Cards of all other city employees.

B. Credit Card (P-Card) Purchases: Purchasing cards are generally used for single de minimis micro value transactions. Monthly single transaction and monthly card limits may be defined by card user with higher spending limits assigned on a per user basis. P-Cards may be used as a direct payment mechanism for (i) purchases under the informal competitive solicitation limit, (ii) approved purchases over the informal competitive solicitation limit, and/or (iii) when a vendor requires payment with a P-Card. Such purchases may include but are not limited to:

1. Online purchases

2. Purchases from suppliers that the city does not have an account with

3. Seminar/conference registrations

4. Membership fees

5. Suppliers that do not accept PO's

6. Books

7. Footwear

8. Clothing

9. One-time or seldom used vendor purchases

10. Accounts payable functions to include a Virtual Card or Department P-Card

11. Airfare, vehicle rental, and hotel accommodations

C. Abuse of a P-Card: Abuse or misuse of a P-Card, including any failure to comply with the related P-Card agreement, may result in an immediate cancellation of the P-Card, criminal prosecution, and/or termination of employment, if applicable.

3-1-15: CONTRACT ADMINISTRATION:

A. Except for purchase orders, the mayor or designee shall sign all contracts.

B. Exclusivity of Contracts: Exclusive and non-exclusive contracts may be awarded

by the city at any time. Unless a contract specifically states it is exclusive, it shall be deemed to be nonexclusive. "Nonexclusive" means that the city may award multiple contracts to more than one contractor(s) for similar goods or services, as it deems appropriate.

C. Period of Time for Contracts:

1. Permitted Contract Duration: Unless otherwise prohibited or unauthorized as stated in this section, contract(s) for goods and services may be entered into for any period of time stated in the bidding documents and is deemed to be in the best interest of the city. Term renewals as stated in the contract, including interlocal contracts, are allowed without additional mayor or city council approval, as applicable, provided that the council has appropriated funds to the department to use for such expense, no additional terms are added to the original contract without prior modification, and current law does not prohibit such renewal.

2. Prohibited Contract Duration: "Open-ended" (starting date only) contracts and "evergreen" (automatically renewed) contracts are prohibited unless authorized by the purchasing manager in writing or otherwise authorized by federal or state law.

D. Contract Amendments: Contracts may be amended, modified, or supplemented only by written amendment, executed by the parties to the contract.

E. Change Orders:

1. For Building Improvements, and Public Infrastructure Projects: A department head is authorized to approve a change order on building improvements and public infrastructure projects in a single amount up to $10,000 or 20%, whichever is greater, or a total aggregate amount (when multiple change orders exist for the same project) not to exceed 20% (“20% Approval Limit”) of the contract so long as (i) there is funding available in the budget, (ii) there is no material change to the original scope of work, and (iii) the change order is in the best interests of the city according to the department head. Notice of such provision may be included in the IFB or RFP.

2. For Goods and Services Not Listed in 3-1-14(E)(1): A department head is authorized to approve a change order for goods and services in a single amount up to $200 or 10% whichever is greater or a total aggregate amount (when multiple change orders exist for the same good or service) not to exceed 10% (“10% Approval Limit”) of the contract whichever is greater so long as:

(a) there is funding available in the budget;

(b) there is no material change the original scope of work; and
(c) the change order is in the best interests of the city according to the department head.

3. Mayor Approval Required: A department head must obtain the mayor’s

written approval for any change order, which when added to the aggregate amount of all other prior change orders related to the same project, if any, exceeds the $10,000 or 20% Approval Limit or $200 or 10% Approval Limit, as applicable.

F. Bonds and Other Security: Bid, payment and performance bonds or other securities may be requested for contracts as the purchasing manager or designee deems advisable to protect the city's interests. Any such bonding or other security requirements shall be set forth in the solicitation. Bid, and payment and performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility.

3-1-16: CONSTRUCTION PROJECTS:

Municipal construction projects are governed by the appropriate state statutes and may be procured by any method not prohibited by state code.

3-1-17: RIGHT TO INSPECT PLACE OF BUSINESS OF CONTRACTORS AND SUPPLIERS:

The mayor or designee may, at reasonable times, inspect the place of business of a contractor or supplier that is related to the performance of any contract awarded or to be awarded by the city.

3-1-18: PROTESTS AND APPEALS:

A. Protest:

1. Protest Permitted: A protestor may file a protest with the purchasing manager or designee only in accordance with the requirements set forth in this section.

2. Content of Protest: For a protest to be considered by the purchasing manager or designee, the protest must be in writing and contain the following:

a. The protestor's name, mailing address, and daytime telephone number, the signature of the protestor or protestor's attorney, and the date the protest is signed;

b. In sufficient detail to provide adequate review by the purchasing manager or designee (i) a statement of facts, (ii) an explanation of the relief sought, (iii) a recitation of the reasons for and legal authority in support of the protest, and (iv) a statement supporting the protestor's claim of standing.

c. A protest may not be considered unless it contains facts and evidence that, if true, would establish:

(i) a violation of this chapter or other applicable law or rule;

(ii) the procurement unit's failure to follow a provision of a solicitation;

(iii) an error made by an evaluation committee or conducting procurement unit;

(iv) a bias exercised by an evaluation committee or an individual committee member, excluding a bias that is a preference arising during the evaluation process because of how well a solicitation response meets criteria in the solicitation;

(v) a failure to correctly apply or calculate a scoring criterion; or

(vi) that specifications in a solicitation are unduly restrictive or unduly anticompetitive.

d. A protest may not be based on:

(i) the rejection of a solicitation response due to a protestor's failure to attend or participate in a mandatory conference, meeting, or site visit held before the deadline for submitting a solicitation response;

(ii) a vague or unsubstantiated allegation; or

(iii) a person's claim that, despite the city abiding by noticing requirements herein, the person did not receive individual notice or received the notice late.

3. Timing of Protest:

a. Bids: A protest arising from an invitation for bid shall be submitted prior to the closing date for receiving bids unless the protestor did not know and could not reasonably have known of the facts giving rise to the protest prior to such time, but in any event, all such protests shall be submitted within five business days after the award of the bid.

b. Proposals: A protest arising from a request for proposal shall be submitted prior to the closing date for receiving proposals unless the protestor did not know and could not reasonably have known of the facts giving rise to the protest prior to such time, but in any event, all such protests shall be submitted within five business days after the notice of award is posted by the purchasing manager or designee.

c. Quotes, Purchase Orders, Multi-Stage, Approved Vendor List Selection: A protest arising from a request for quotes, purchase order, multi-stage procurement, and approved vendor list selection shall be submitted within five business days after the protestor knew or should have known of the facts giving rise to the protest, but in any event, all such protests shall be submitted in accordance with the following deadlines:

(i) for quotes, within five business days from the due date;

(ii) for purchase orders that do not result from a competitive solicitation process, within five business days from the date of the purchase order;

(iii) for multi-stage procurements, within five business days from the date the protester was notified that they were not being selected to

advance to the next stage or being selected as the winning offeror; and

(iv) for approved vendor list selection, within five business days after the notice of award is posted by the purchasing manager or designee.

d. Calculation of Days: For purposes of this chapter, the following rules shall be followed in calculating business days:

(i) A person shall exclude the business day of the event that triggers the applicable timeline;

(ii) A person shall count every day except intermediate Saturdays, Sundays, and city holidays;

(iii) A person shall include the last business day of the period; and

(iv) A business day shall begin at 8:00 a.m. and close at 5:00 p.m. pursuant to the time indicated in the city recorder's office.

4. Procurement Process During Protest Period: In the event of a timely protest, the city may proceed with the procurement, or the purchasing manager or designee may suspend the procurement process, in their sole discretion, for so long as they determine is appropriate.

5. Purchasing Manager Assistance: The purchasing manager, or designee, may designate another individual(s) to assist in reviewing the protest, which assistance may include finding facts, analyzing the protest, and making recommendations to the purchasing manager, or designee.

6. Discovery of Documents: The purchasing manager or designee may request additional information from the protestor or from other persons to decide the protest. The protestor shall have three business days to provide all information requested by the purchasing manager or designee reasonably needed to decide the protest. The purchasing manager may dismiss the protest if the protestor fails to provide the requested information within three business days.

7. Decision on Protest: The purchasing manager or designee shall review and decide protests and shall issue a written decision to the protestor within 30 business days of receipt of the protest. If the purchasing manager fails to issue a written determination within 30 business days, said failure shall be considered the equivalent of an order denying the protest.

B. Appeal of the Purchasing Manager's Final Decision:

1. Appeal Permitted: The protestor may appeal the written decision of the purchasing manager by filing: (i) an appeal with the city recorder; and (ii) the bond required by this section with the finance department, within five business days from the purchasing manager's written decision on the protest, or if no written decision is provided by the purchasing manager, within 35 business days from the filing of the protest.

2. Content of the Appeal: For an appeal to be considered by the administrative law

judge, the appeal must be in writing and contain the following:

a. The appellant's name, mailing address, and daytime telephone number, the signature of the appellant or appellant's attorney, and the date the appeal is signed;

b. In sufficient detail to provide adequate review by the city:

(i) a statement of facts;

(ii) an explanation of the relief sought;

(iii) a recitation of the reasons for and legal authority in support of the appeal;

(iv) a statement supporting the appellant's claim of standing; and

(v) a statement that a final decision has been made by the purchasing manager or that the time to deliver a decision on the appellant's protest by the purchasing manager has expired;

c. An attached copy of:

(i) all documents used as evidence or exhibits in the protest;

(ii) any recording or other record of any proceeding, if applicable; and

(iii) the purchasing manager or designee's written decision of the protest, if any.

3. Bond Required: A protestor who files an appeal under this section will not have it considered unless they also file a security deposit in the amount described herein with the finance department before the expiration of the time to file an appeal. The entire security deposit shall be forfeited and be deposited in the general fund of the city if the administrative law judge makes a finding that (i) the appellant's appeal fails and (ii) the protest or appeal was frivolous or that its primary purpose was to harass or cause a delay.

The amount of the security deposit shall be as follows:

a. $1,000, if the total contract value or purchase order is under $25,000;

b. $2,000, if the total contract value or purchase order is $25,000 or more but less than $50,000;

c. $4,000, if the total contract value or purchase order is $50,000 or more but less than $100,000;

d. $10,000, if the total contract value or purchase order is $100,000 or more but less than $250,000;

e. $20,000, if the total contract value or purchase order is $250,000 or more but less than $500,000;

f. $25,000, if the total contract value or purchase order is $500,000 or more but less than $1,000,000;

g. $50,000, if the total contract value or purchase order is $1,000,000 or more but less than $2,000,000;

h. $95,000, if the total contract value or purchase order is $2,000,000 or more but less than $4,000,000;

i. $180,000, if the total contract value or purchase order is $4,000,000 or more but less than $8,000,000;

j. $320,000, if the total contract value or purchase order is $8,000,000 or more but less than $16,000,000;

k. $600,000, if the total contract value or purchase order is $16,000,000 or more but less than $32,000,000; and

l. $1,100,000, if the total contract value or purchase order is $32,000,000 or more.

4. Scheduling of the Hearing: The administrative law judge shall review and hear the appeal. No later than five business days after receiving a notice of appeal, the administrative law judge shall schedule a hearing on the appeal. Unless otherwise agreed to by the city and appellant, the hearing shall be held no sooner than five business days and not later than 30 business days from the date of the filing of the appeal.

5. Hearing: During the hearing before the administrative law judge, the appellant and the city's representatives shall be allowed to testify, present evidence, and comment on the issues. The administrative law judge may allow other interested persons to testify, comment, or provide evidence on the issues. Notwithstanding any other provisions of the code, the appellant may not present evidence or testimony that was not presented in its protest or present new or additional arguments or grounds in support of its position that were not made in support of its protest.

6. Order: No later than 15 business days after the hearing, the administrative law judge shall issue a signed order either granting or denying the appeal, in whole or in part. If the administrative law judge fails to issue a decision within 30 business days after the hearing, said failure shall be considered the equivalent of an order denying the appeal.

7. Basis of Order: The administrative law judge shall consider and decide the appeal based solely on: (i) the appeal, (ii) the protest record, and (iii) the admissible evidence at the hearing. The administrative law judge may dismiss an appeal if the appeal does not comply with the requirements of this chapter and shall uphold the protest decision unless the protest decision is found to be arbitrary and capricious or clearly erroneous.

8. Content of Order: The order of the administrative law judge shall include:

a. The decision on the appeal, and any reasons for the decision the administrative law judge may wish to provide;

b. A statement that any party to the appeal may appeal the decision to the Utah Court of Appeals; and

c. A determination as to whether the bond should be forfeited to the city pursuant to this chapter.

9. Appeal to the Utah Court of Appeals:

a. If an appellant appeals the dismissal, denial, or adverse decision of an administrative law judge, the appellant must file the appeal to the Utah court of appeals.

b. The Utah Court of Appeals:

(1) shall consider the appeal as an appellate court;

(2) may not hear the matter as a trial de novo; and

(3) may not overturn a finding, dismissal, or decision unless the finding, dismissal, or decision, is arbitrary and capricious or clearly erroneous.

3-1-19: ETHICAL STANDARDS FOR CURRENT AND FORMER CITY OFFICERS AND EMPLOYEES:

By submitting a quote, bid, or proposal, in response to any solicitation request, the bidder, offeror, or contractor represents that they have not: 1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; 2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than as exempted in the city conflict of interest ordinance; or 3) knowingly influenced (and hereby promises that it will not knowingly influence) a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in West Jordan city code.

3-1-20: MANAGEMENT, DISPOSAL, AND DONATION OF PERSONAL AND REAL PROPERTY:

A. Management of Property:

1. Personal Property Management: Department heads shall exercise supervision of the receipt, storage, and distribution of all inventories of city personal property within the control of or assigned to their respective departments. All city property located in warehouses and similar storage areas shall be inventoried annually, and accountability for the property shall reside with the respective department heads.

2. Real Property Management: The real property administrator shall exercise supervision of the acquisition, purchase, sale, and disposal of all real property of the city. The real property administrator shall update the mayor annually upon all acquisitions, disposals, and leasing of city-owned real property.

B. Surplus of Personal Property: Department heads shall dispose, sell, or donate property as follows:

1. Internal Surplus Property: Except as otherwise specified below, the department head having control or possession of city property, including any vehicle, that is so used, obsolete, , depreciated, excess or is no longer necessary to current and projected needs as to be determined unfit or undesirable for use or retention by the city may recommend to the mayor that such property be surplused. Upon such notice, and as applicable, the purchasing manager or designee shall send notice to city departments of the availability of items to be surplused. If no department is in need of the property on the list, the mayor may approve in writing the property as surplus, whether in whole or in part, and authorize the disposal, sale, or gift of the property at a public auction in accordance with applicable law.

2. Property No Longer Needed as Evidence: The police chief having control or possession of property, including firearms, no longer needed as evidence shall follow the procedures set forth in Utah Code § 24-3-101, *et seq*., as amended. All dispositions of such property shall be for a public interest use, including the donation of property to public or private charities, and must first be approved by the city council in accordance with Utah state code.

3. Lost, Mislaid, Unclaimed, or Abandoned Property: The police chief having control or possession of property that is lost, abandoned, unclaimed, or mislaid shall follow the procedures set forth in Utah Code § 77-24a-1, *et seq*., as amended. All dispositions of such property shall be for public interest use, including the donation of property to public or private charities, and must first be approved by the city council in accordance with Utah state code.

. Unique, Special, or Limited Use Property: Unless otherwise stated above, a department head having control or possession of property that is unique or special, dangerous to the public, or is limited in its public use shall present a written list to the mayor or designee with a recommendation to dispose, sell, or donate the property to another person or governmental agency to use or dispose of. Examples under this category include, but is not limited to, fire trucks, dangerous weapons, police vehicles, and equipment only specific persons or agencies are trained and licensed to use.

5. Unsold Property: If the surplus item is subjected to sale to the highest bidder at public auction and remains unsold, the mayor may sell, donate to a charitable organization, or to any person for such price as the mayor deems appropriate or may dispose of as the mayor shall direct.

6. Damaged, Unsafe, Unrepairable Property: Upon approval of the Purchasing Manager, the department head may recycle or otherwise dispose of damaged, unsafe, or mechanically unrepairable property that is deemed unsuitable for public use.

7. Minimal Value: Upon approval of the Purchasing Manager, a department head may dispose of an item of minimal value, defined as property that is valued at less than $50 or estimated by the purchasing manager to have a value to be less than $50. If the property is posted for sale for $50 or more and does not sell, it is presumed to be property with minimal value and may be disposed of in accordance with this provision.

C. Surplus of Real Property: The mayor or designee may authorize the sell or donation of real property as follows:

1. Sale or Donation of Real Property that is Not a Significant Parcel: From time to time, the mayor or designee may compile a list of surplus city real property. If a parcel of

surplus property is not a “significant parcel”, the mayor may sell it for fair market value using any means that is reasonable, fair, and advances the best interest of the city.

2. Sale or Donation of Real Property that is a Significant Parcel: From time to time, the mayor or designee may compile a list of significant parcels of real property and shall follow the procedures as set forth below:

a. Public Hearing: The mayor or designee shall schedule and provide reasonable notice of a public hearing that public comment may be received regarding the sale of the significant parcel of real property. The mayor or designee shall conduct the public hearing.

b. Public Hearing Notice: Reasonable notice of the public hearing must be published but not less than 14 days before the public hearing. “Reasonable Notice,” as used herein, means:

(i) publication in a newspaper or newsletter of general circulation within the city;

(ii) posting in public places within the city;

(iii) posting on the city’s website; or

(iv) other means of notification accessed by city residents.

Notice shall contain the date, time, and location of the public hearing.

D. Fund Credited: Monetary proceeds from the sale or other disposition of items pursuant to this section shall be credited to the general fund account.

Annual Procurement Limits
Effective through June 30, 2026

Purchase Type	De Minimis Solicitation Threshold	Informal Competitive Solicitation Threshold	Formal Competitive Solicitation Threshold
General Goods and Services	Micro Value <$5,000	$5,000 - <$50,000	$50,000
Building Improvement	Macro Value <$25,000	$25,000 - <$56,000	$56,000
Public Infrastructure	Macro Value <$25,000	$25,000 - <$195,500	$195,500
Professional Services	N/A	N/A	$50,000
Significant Parcel of Real Property as determined by using the county assessed value	Single Parcel or Combination of Contiguous Parcels $250,000 Agreement involving an interest in a property $125,000	N/A	N/A

Procurement Limits Comparsion

Procurement Limits	City of West Jordan (Current-adjusted with CPI)	City of West Jordan (Proposed) with 3% CPI increase available	Murray City (Current-adjusted with CPI)	Salt Lake City (Current-adjusted with CPI)	South Jordan City	West Valley City (Current-adjusted with CPI) *2.9% estimated	State of Utah Code (Current-adjusted with CPI) *2.9% estimated Section 11-3-101
Operational Supplies Procurement (Not Required)	<$2,200	**<$5,000**	< $10,000	<$5,000	<$5,000	<$5,000	<$5,000
Informal Quotes Required	$2,200-<$27,500	**$5,000-<$50,000**	$10,000-<$75,000	$5,000-<$40,000	Informal Quote $5,000-$9,999 Formal Quote $10,000- $49,999	$5,000-<$30,000	$5,000-<$50,000
Formal Bid/RFP Required	>$27,500	**$50,000**	$75,000	$40,000	$50,000	$30,000	$50,000
Building Improvements (Not Required)	<$2,200	**<$25,000**	<$35,000	<$20,000	<$5,000	<$40,000	<$40,000
Building Improvements Informal Quotes Required	$2,200-<$56,000	**$25,000-<$56,000**	$35,000-<$51,995	$20,000-<$58,420	$5,000-<$49,999.99	$40,000- *<$70,854	$40,000- *<$70,854
Building Improvements Formal Bid/RFP Required	$56,000	56,000	$51,995	$58,420	$50,000	*$70,854	*$70,854
Public Works, Public Services, Public Utilities (Not Required)	<$2,200	**<$25,000**	<$35,000	<$20,000	<$5,000	<$125,000	<$125,000
Public Works, Public Services, Public Utilities Quotes Required	$2,200-<$195,500	**$25,000-<$195,500**	$35,000-<$185,875	$20,000-<$182,574	$5,000-$49,999.99	$125,000-*<$221,420	$125,000-*<$221,420
Public Works, Public Services, Public Utilities Formal Bid/RFP Required	$195,500	$195,500	$185,875	$182,574	$50,000	*$221,420	*$221,420
Professional Services (not required)	<$2,200	**<$50,000**	<$100,000	<$20,000	<$50,000	Reference below	<$100,000
Professional Services Formal Bid/RFP Required	>27,500	**$>50,000**	>$100,000	$20,000-$75,000 (Quote process)	>$50,000	Negotiated at fair and reasonable prices	>$100,000
Formal Bid/RFP Required		**$>50,000**	>$100,000	>$75,000	>$50,000		>$100,000
Fuel Informal Quotes Required	Not Available	**<$50,000**	Not Listed	Not Listed	Not Listed	Not Listed	Fuel Program
Fuel Formal Bid	Not Available	**>$50,000**	Not Listed	Not Listed	Not Listed	Not Listed	Fuel Program

REQUEST FOR COUNCIL ACTION

Action: Request feedback from Council

Presenter: Tayler Jensen, Senior Planner

Applicant: Gardner / Ivory

Department Sponsor: Community Development

Agenda Type: DISCUSSION TOPICS

Presentation Time: 10 Minutes

Meeting Date Requested : 04/22/2025

Deadline of item :

(Council may elect to provide more or less time)

1. **AGENDA SUBJECT**
   Discussion of the Southwest Quadrant Development Plan

2. **EXECUTIVE SUMMARY**
   Jones Southwest Quadrant is a proposed Rezone and Master Development Plan/Agreement of over 900 acres, it includes up to 4,500 Residential Units, and between 450 and 550 Acres of Hi-Tech Manufacturing/Business Parks. Jones Southwest Quadrant is in the southwest corner of City, roughly a triangular section of land bordered by New Bingham Highway to the South, U-111 to the West, and 9000 South to the North. The bulk of the land currently has the future land use designation of Southwest Quadrant, but a Future Land Use Map (FLUM) amendment is proposed as some Public Facilities land and open space are being moved as a part of this development proposal.

   The Council is being asked to provide feedback to assist the applicant in applying for the MDA/MDP and to provide staff guidance on council vision for this property including:
   1. Are unit counts, and densities appropriate?
   2. Does Council support 3' side yard setbacks?
   3. Are 20' Driveways appropriate or should driveways be 22'?
   4. Applicant is requesting internal and external ADU's in all developments, does the council support this, or should we follow standard ADU standards?
   5. Feedback on Open Space Plan.
   6. Feedback on proposed street standards/rows

3. **TIME SENSITIVITY / URGENCY**
   The applicant would like to get City Council feedback in order to refine their development proposal.

4. **FISCAL NOTE**
   n/a

5. **ADMINISTRATIVE STAFF ANALYSIS**
   Planning Staff:
   As the Council deliberates on the matter, please consider the following information.
   1. Vested Densities with wide ranges (1-12 DU/AC) & (5-30 DU/AC) will have very different utility, parks, and transportation needs depending on if they are at the top or bottom of the density range.

2. If a Maximum unit count is approved, is there a percentage max of each unit type? It would be preferrable to staff to have development pods with more refined density ranges and minimum and maximum unit counts.
3. Current Residential zones don't permit side yard setbacks less than 5'.
4. Currently the city doesn't permit ADUs in townhomes or stacked flats.
5. Currently external ADUs are only allowed in R-1-10 or larger zones, on lots that exceed 10,000 SFS in size.
6. Staff appreciates the applicant defining different park sizes and what amenities they will include, but feels the exhibit would be more helpful if the Bubble plan included indications of what type of parks would be included in which pods
7. Staff recommendation for Streets/ROW is a note that the project utilizes standard city ROWs unless something different specifically approved in a subarea plan, once the city has the ability to see in detail where the different roads will be and what type and number of units it will serve.

6. COUNCIL STAFF ANALYSIS

Although "Jones" may sound familiar, this specific project has not been presented to Council previously, nor is it directly associated with past projects associated with the Jones name.

Referencing the "Overview" section of the MDP (Attachment E), the proposed development addresses several council-established priorities, namely: Creating a Sense of Community and Identity, Improving the Aesthetics of West Jordan, and Developing the West Jordan Economy.

An Adequate Public Facilities Memo was prepared for this project by the City's Utility Department, (available in the packet as Attachment F), regarding storm water, sanitary sewer, and water, and is summarized below:

- *Storm Water*: The proposed property drains into an undeveloped area called Barney's Wash and is located in a flood zone. When developed, it can only release a small amount of water into the wash. Future construction must use methods that protect the environment and manage storm water on-site. However, the project will require costly public improvements, like changing the course of Barney's Wash and relocating the flood zone, but the applicant hasn't provided a detailed plan for these changes. Overall, the proposed land use change for the Southwest Quadrant should be fine for the area, if a feasible plan to handle storm water is presented.
- *Sanitary Sewer*: The current plan for the area initially expected around 1,804 homes, and while a revised number hasn't yet been specified, the applicant wants to add more than 3,000. The existing sewer system can't handle this increase without upgrades, and the applicant hasn't provided any details to the City on how they plan to make these upgrades for the new development. Consequently, the proposal will adversely affect the neighborhood and community without a plan to mitigate the sanitary sewer impact.
- *Water*: The proposed development is situated in three different pressure zones:
    - Zone 5, which can support 371 equivalent resident units (ERUs);
    - Zone 6, with 604 ERUs; and
    - Zone 7, which has no infrastructure at all.

  The applicant wants to add over 4,500 residential units (along with additional commercial and manufacturing ERUs that aren't clearly defined), and their proposal does not specify limits for

ERUs in each zone. Currently, Zones 5 and 6 lack the necessary infrastructure to handle this increase, and Zone 7, as previously noted, has no facilities to support any development. There are no city-plans for additional water capacity in these zones, and without improvements, adequate public water facilities are unavailable. The proposed land use change for the Southwest Quadrant will negatively affect the neighborhood unless the developer submits a detailed plan to address water supply issues, including fire flow and water storage.

7. POSSIBLE COUNCIL ACTION

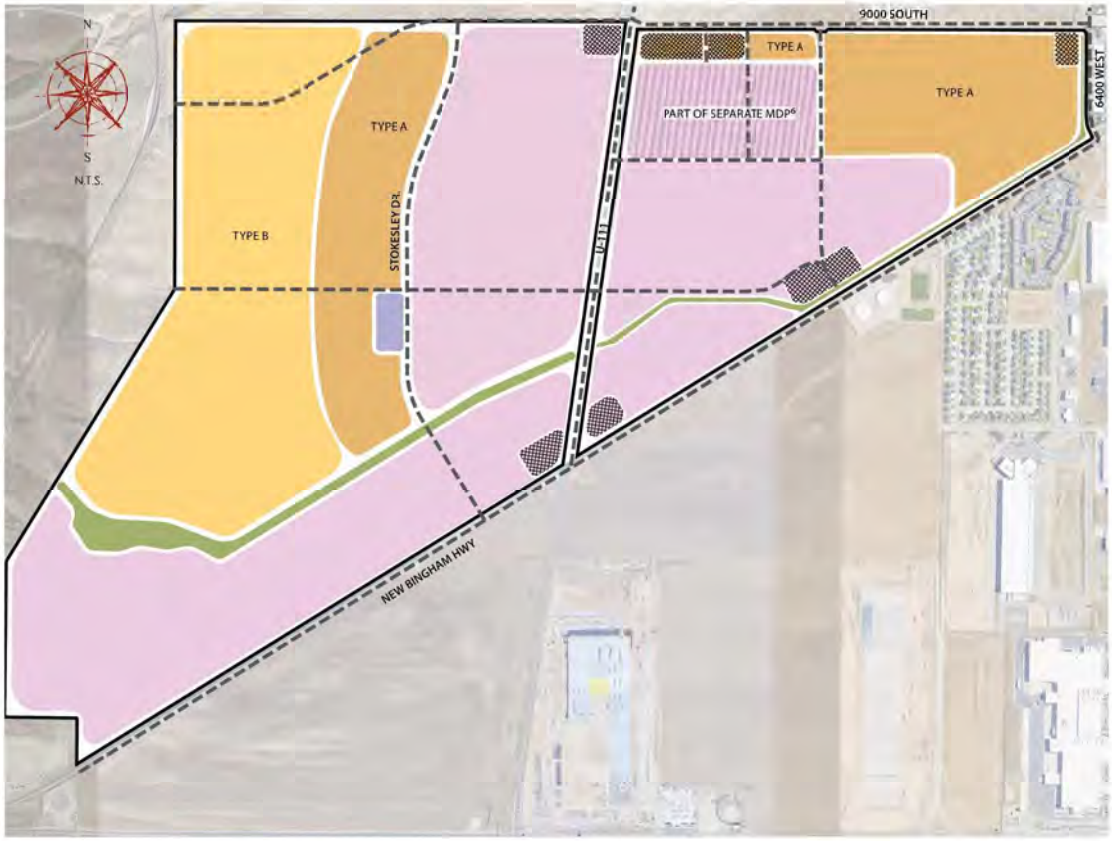
The Council may choose to:

1. Move the item forward to a future Council Meeting for consideration and possible final action;
2. Continue the item to a future Committee of the Whole meeting;
3. As applicable, refer the item to the Planning Commission, a Council Subcommittee, or an Ad Hoc Committee;
4. Table the item indefinitely;
5. Make requests of Council Staff, Administrative Staff, or the Mayor for information by way of four agreeing Council Members.

8. ATTACHMENTS

Attachment A: Master Bubble Plan
Attachment B: Bulk and Intensity Table
Attachment C: Open Space Plan
Attachment D: Proposed Cross Sections
Attachment E: Full Draft MDP

MASTER BUBBLE PLAN



Tabulations

TOTAL ACREAGE	± 900 ACRES
MAX. ALLOWABLE RESIDENTIAL UNITS	4,500 UNITS

Legend

	MIN.-MAX. AC.[3]	MIN.-MAX. DENSITY[3]
HI-TECH MANUFACTURING/ BUSINESS PARKS/ COMMERCIAL/OFFICE MIXED-USE OVERLAY[1]	10-15 AC.	—
HI-TECH MANUFACTURING/ BUSINESS PARKS	450-550 AC.	10-30 DU/AC
RESIDENTIAL PLANNED COMMUNITY TYPE A[2]	100-200 AC.	5-30 DU/AC
RESIDENTIAL PLANNED COMMUNITY TYPE B[2]	150-250 AC.	1-12 DU/AC
PUBLIC FACILITIES	6.6 AC.	
BARNEY'S WASH[4]		
ROADS		
PROJECT BOUNDARY		

Notes

1. Potential locations for commercial zones are shown as an overlay, with final locations to be determined with Village Plan submittal, based on commercial land use viability.
2. Residential planned community includes high-density multi-family & single-family, and medium, low, and very low-density single-family. See pgs. 19-25 of master development plan for further information.
3. Areas, locations, and densities of all uses are subject to change, within the bounds of listed minimum and maximum acreages. Final locations to be determined with Village Plan submittal.
4. See pgs. 29-30 of master development plan for further information on open space areas.
5. Public facilities to be an allowed use in commercial, manufacturing/business park, and residential zones, with final locations to be determined at preliminary plat.
6. Any undeveloped land under the previous MDP may be developed using the standards outlined in this document.

BULK & INTENSITY TABLE

—			PLANNED RESIDENTIAL TYPE A							
				PLANNED RESIDENTIAL TYPE B						
Land Use	**Hi-Tech Manufacturing**	**Commercial**	**Multi-Family High (MFH)** *10-30 du/ac*		**Single-Family High** *9-16 du/ac*			**Medium** *6-8 du/ac*	**Low** *3-5 du/ac*	**Very Low** *1-4 du/ac*
			Apartments	*Townhomes*	*Cluster*	*Front-Load Single-Family*	*Rear-Load Single-Family*			
Min. Lot Area	1/2 acre	No minimum requirement	NA	500 sqft	NA	3,000 sqft	3,000 sqft	6,000 sqft	10,000 sqft	14,000 sqft
Minimum Lot Width (Measured at Setback)	100'	120'	NA	NA	NA	30'	30'	55'	80'	95'
Min. Garage Setback	NA	NA	NA	20'	20'	20'	20' for full driveway 5' for drive approach	20'	25'	25'
Min. Front Yard Setback	10' (60' if adjacent to residential	20' (60' if adjacent to residential)	15'	10' on Rear-Load 20' on Front Load	12' to any public ROW, 5' to adjacent homes, 10' to adjacent shared driveways or private ROWs	15'	10'	15' (20' on cul-de-sacs)	20'	20'
Minimum Side Yard Setback (Interior Lots)	None if same use 30' adjoining office or commercial use 60' adjoining residential (can be reduced by half if an additional buffering technique is applied per this MDP)	No requirement when adjoining a commercial or manufacturing use. 60' adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	12' between buildings	10' (must comply with fire code)	3' on one side & 7' on one side 10' combined	3' one side, 5' one side	3' on one side & 7' on one side 10' combined	5' on one side & 8' on one side	8'	8'
Minimum Side Yard Setback (Corner Lots)	No requirement when adjoining same use or any other manufacturing zone. 30' adjoining a commercial or office use 60' on a side adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	20' 60' if adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	15'	15'	15'	15'	15'	20'	20'	20'
Minimum Rear Yard Setback (Interior Lots)	No requirement when adjoining same use or any other manufacturing zone 30' on the side adjoining a commercial or office use 60' on a side adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	0' 60' adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	20' between buildings	5' or 22'	12' to any public ROW, 5' to adjacent homes, 10' to adjacent shared driveways or private ROWs	10' 0' for accessory buildings	5' or 22'	20'	20'	25'
Minimum Rear Yard Setback (Corner Lots)	No requirement when adjoining same use or any other manufacturing zone 30' on the side adjoining a commercial or office use 60' on a side adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	0' 60' adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	15'	5' or 22'	12' to any public ROW, 5' to adjacent homes, 10' to adjacent shared driveways or private ROWs	10' 0' for accessory buildings	5' or 22'	20'	20'	20'
Min. Dwelling Size	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Maximum Building Height	No limit	75'	60'	45'	45'	45'	45'	35'	35'	
Maximum Building Coverage	No Limit - except what is required by building code	No Limit	NA	NA	NA	NA	NA	NA	NA	NA
Building Separation on Same Lot	Main buildings: 20' Main buildings and accessory buildings: 10'	NA	NA	NA	NA	NA	NA	NA	NA	NA

*Irregular shaped lots located along the circular portion of a cul-de-sac or a knuckle portion of a street may be reduced to a minimum of thirty five (35') of frontage at the right of way line of a public street.

Notes:
1. No minimum floor area/dwelling size will be required.
2. No minimum spacing required between structures for single-family homes. All relevant fire code requirements will be met.
3. Accessory building side & rear setbacks and garages are not required for high-density single family. Adequate parking will be provided through both on and off-street options. Please see high-density single-family pages for more information.
4. Multi-family parking will be provided at 1.4 stalls per residential unit, including 1 visitor stall per 8 units.

OPEN SPACE & TRAILS VISION

Jones Southwest Quadrant will feature a variety of open space types to meet the recreational needs of residents of both this development and the city of West Jordan. The images shown on this page provide precedent imagery for each of these open space types and for example only. The design and layout of each of these open spaces will be determined at preliminary site plan submittal.

NEIGHBORHOOD PARKS (± 1 ACRES)

This park will be designed to serve the immediate residential area, providing accessible recreational opportunities within walking distance of homes. Neighborhood parks are intended to offer a mix of passive and active recreational spaces, including playgrounds, open lawns, seating areas, and small-scale sports courts or fields. These parks will be integrated into the neighborhood fabric, fostering social interaction and enhancing community well-being. The specific amenities and design will be developed in coordination with the city to reflect the needs and character of the surrounding residents.



Cool Schools Park- Dallas, TX



Sunset Park- Renton, WA

COMMUNITY PARKS (3-10 ACRES)

This park area will be centrally located to the community. It is the intent of this park and associated trail corridors to meet the proportionate share of the level of service for a community park as detailed within the city's adopted parks, recreation, trails, and related master plans. Details regarding the amenities are briefly discussed and illustrated in this MDP. The recreational intensity and programming of the open space will be refined with input from the city to best meet the needs of the surrounding community.



Brookside Park - South Jordan, UT



Blue Hole Park - Wimberly, TX

REGIONAL PARKS (15-25 ACRES)

This large-scale park will serve as a destination for residents across the city and beyond, offering a diverse range of recreational, cultural, and environmental experiences. Regional parks will feature expansive open spaces, multi-use trail systems, natural conservation areas, and major recreational facilities such as sports complexes, event spaces, or water-based activities. The park's design will prioritize both active and passive recreation, with an emphasis on ecological preservation and accessibility. Development and programming will be guided by the city's master plans to ensure alignment with long-term regional recreational needs.



Mile Square Park -Fountain Valley, CA



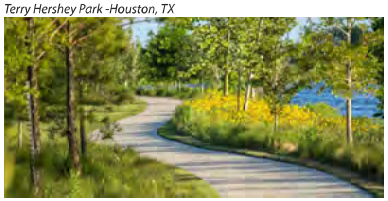
Bayou Gulch Park-Parker, CO

LINEAR PARKS

These park areas may parallel trails throughout the development to provide trailside amenities and utilize corridor areas to create connectivity and recreation opportunities for residents. They will have a minimum width of 25'.



Terry Hershey Park -Houston, TX



Cross Creek Ranch - Fulshear, TX

RETENTION BASINS (±3 ACRES)

With the large contiguous areas and proximity to trail corridors and other public open space areas, dual-use detention basin/park areas are to be installed by the developer and owned and maintained by the city.



Redfern Park - Minto, Australia



2nd St. Detention Basin - Champaign, IL

OPEN SPACE & TRAILS VISION

Jones Southwest Quadrant will feature a trail system designed to connect residents to open spaces, parks, and commercial areas within the development to encourage recreation and active transportation in safe and accessible areas. Final trail locations to be determined at preliminary.

Open space in Jones Southwest Quadrant will be strategically placed to maximize residents' opportunities for recreation and active transportation. It will help buffer more intense uses and connect different areas of the development.

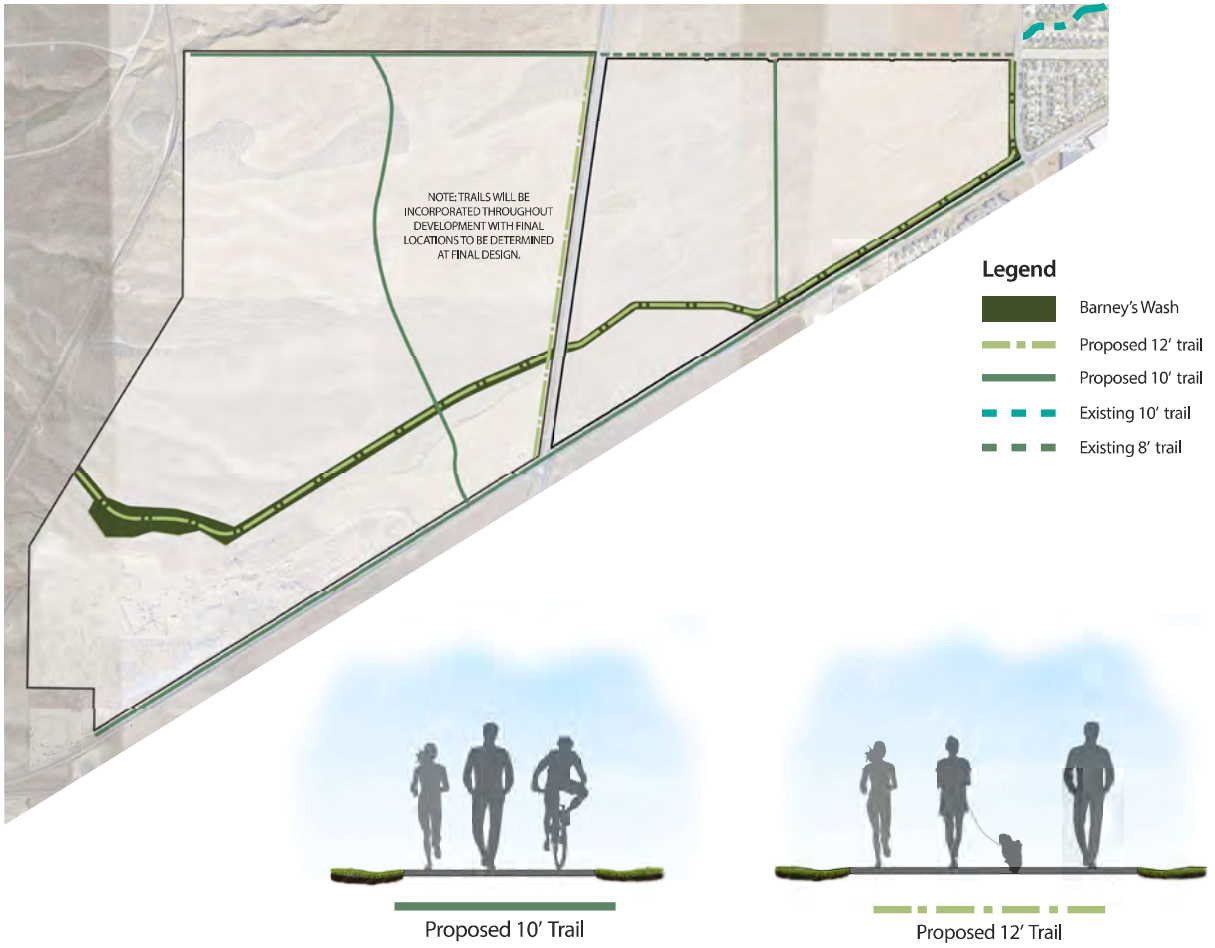
Barney's Wash will be enhanced and contribute to the overall open space requirements for the development with percentages varying per city use code. All requirements will be met with open space locations, park sizes, and amenities to be determined at preliminary.

A minimum of 20% open space will be maintained on either side of U-111 to ensure balanced land use and access to open space, amenities, and recreation.

Open space is based on an overall project-wide basis. Milestone 1: 50% of the required open space will be improved as 50% of the lots are improved; milestone 2: 100% of the required open space will be improved as 70% of the lots are improved.

City Code Requirements:

- Residential - 20% open space (approx. 70 ac.)
- Commercial and Mixed-Use - 15% landscaping
- Industrial - 10% landscaping



Proposed 10' Trail

Proposed 12' Trail

RESIDENTIAL OPEN SPACE & AMENITIES VISION

Open spaces in residential areas of the development will feature a variety of amenities and trails for resident use, with maintenance responsibility assigned to the HOA unless otherwise designated. These open spaces will include Butterfield Creek, trail corridors, native landscape areas, and parks. The following vision board provides examples and conceptual imagery for various amenities.





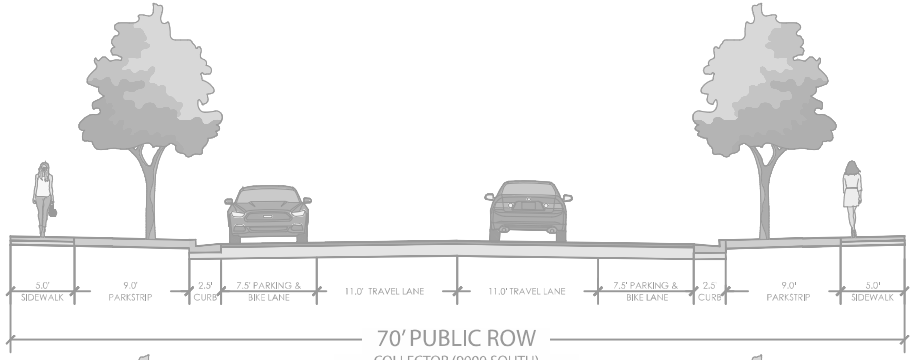






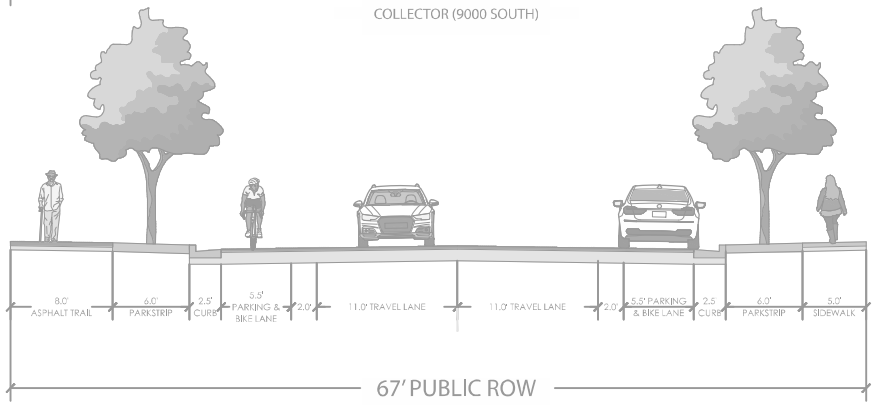


CROSS SECTIONS



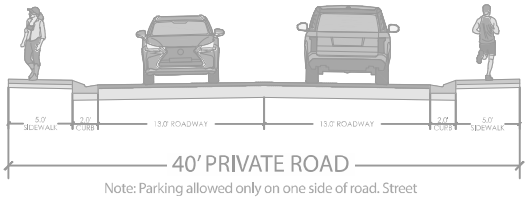
70' PUBLIC ROW

COLLECTOR (9000 SOUTH)



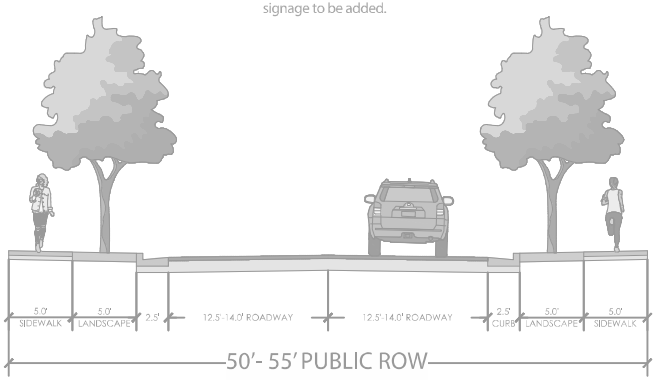
67' PUBLIC ROW

COLLECTOR WITH 8' TRAIL (STOKESLEY)



40' PRIVATE ROAD

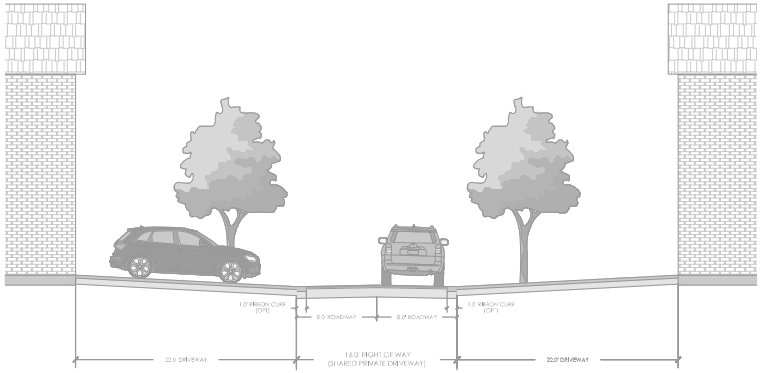
Note: Parking allowed only on one side of road. Street signage to be added.



50'- 55' PUBLIC ROW

Note: Parking allowed only on one side of road for pavement widths less than 28'. Street signage to be added.

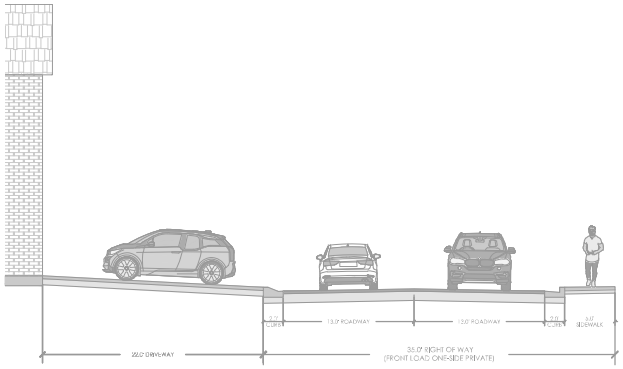
PRIVATE ROAD CROSS SECTIONS



16' SHARED DRIVEWAY

FOR FRONT-LOAD CLUSTER PRODUCT

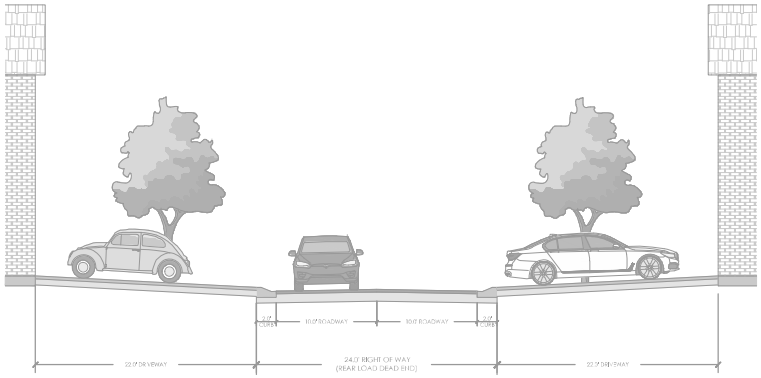
Note: No parking allowed on shared driveway. Street signage to be added.
Wherever emergency access is needed, a 20' drivable surface will be provided.



35' PRIVATE ROAD

FOR FRONT-LOAD PRODUCT ON ONE SIDE OF STREET

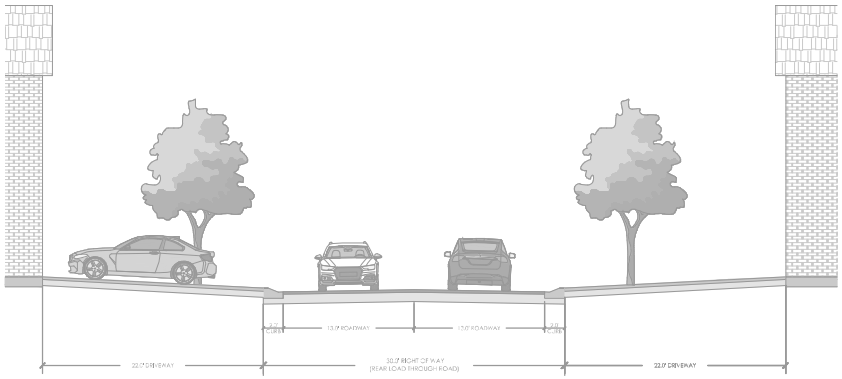
Note: Parking allowed only on one side of road. Street signage to be added.



24' PRIVATE ROAD

FOR REAR-LOAD PRODUCT ON DEAD-END ALLEY

Note: Dead-ends not to exceed 150' without emergency vehicle turnaround. No parking allowed on road. Street signage to be added.



35' PRIVATE ROAD

FOR REAR-LOAD PRODUCT

Note: Parking allowed only on one side of road. Street signage to be added.

JONES
SOUTHWEST QUADRANT

MASTER DEVELOPMENT PLAN

PREPARED BY

FOCUS
ENGINEERING & SURVEYING

TABLE OF CONTENTS

INTRO 3

Overview 4
Vicinity Map....5
Land Use Exhibit 6
Zoning Exhibit 7

LAND USES & DESIGN STANDARDS 8

Land Use Vision 9
Bulk & Intensity Requirements 9
Hi-Tech Manufacturing/Employment Business Parks 10
Commercial/Office Mixed-Use 11
High-Density Multi-Family: Apartments 12
High-Density Multi-Family: Townhomes....13
High-Density Single-Family....14
High-Density Single-Family 15
Medium-Density Single-Family 16
Low-Density Single-Family....17
Very Low-Density Single-Family....18
Planned Residential Type A 19
Planned Residential Type B 20
Design Standards 21
Master Bubble Plan....23
Bulk & Intensity Table....24
Permitted & Conditional Uses....25

OPEN SPACE & AMENITIES 28

Open Space & Trails Vision 29
Open Space & Trails Vision 30
Residential Open Space & Amenities Vision....31
Buffering & Density....32
Product Integration 33
Existing Conditions - Survey 34

TRANSPORTATION 35

Master Transportation Plan 36
Cross Sections....37
Private Road Cross Sections....38

UTILITIES 39

Adequate Public Facilities....40
Stormwater 41
Sewer....42
Water 44
Grading and Geotechnical Engineering 46

INTRO

OVERVIEW

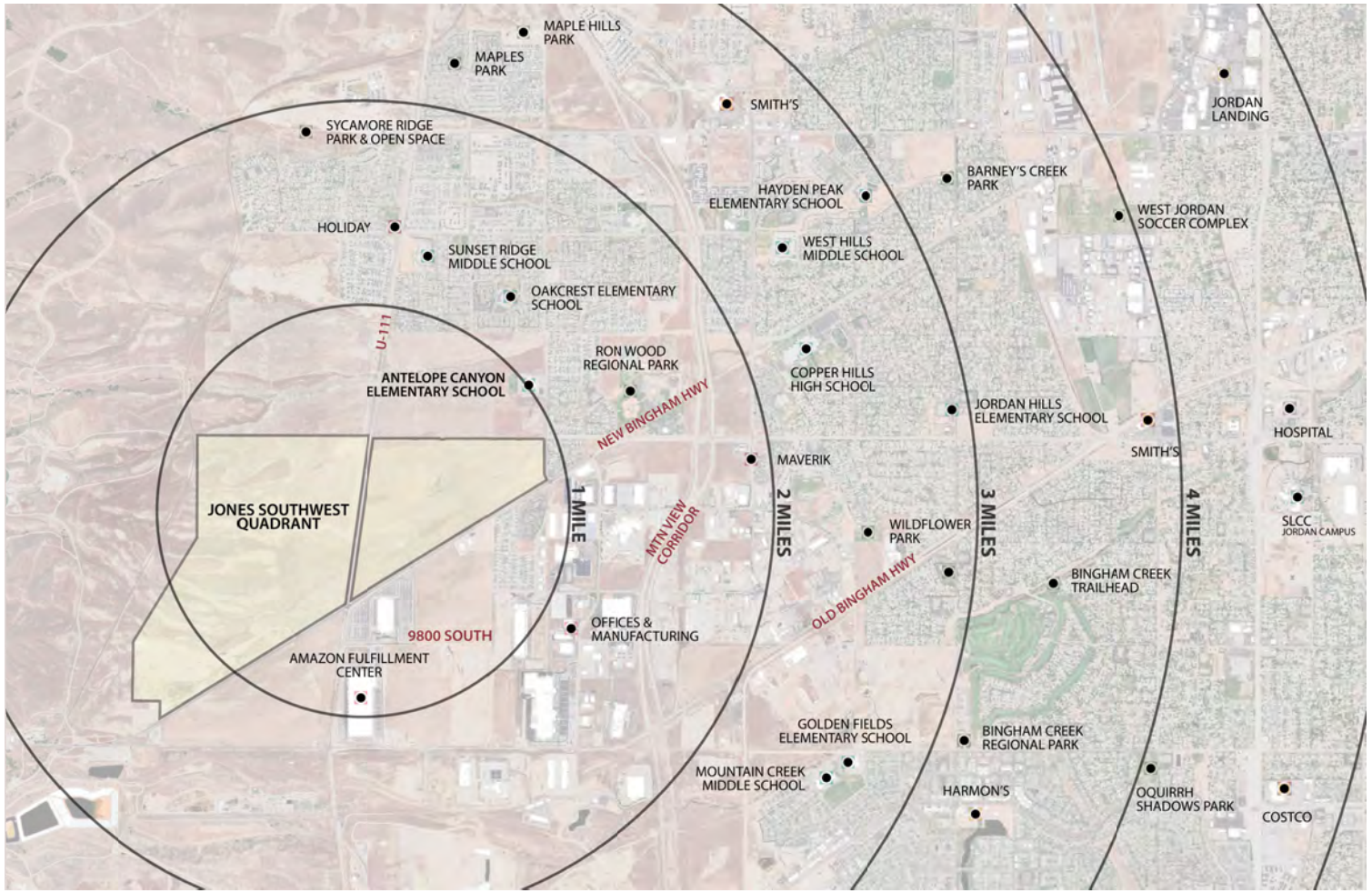
Settled near the base of Oquirrh Mountains, Jones Southwest Quadrant has been thoughtfully planned to contribute to the growth, success, and vision of West Jordan City. The plan for this community, comprising 900 acres, has been developed with the needs of a growing city in mind. By offering a variety of uses and a diverse range of residential options, Jones Southwest Quadrant will be designed to allow residents easy access to everything necessary to work and live within the vibrant neighborhoods that will be found here.

Bisected by U-111 and bordering New Bingham Highway, Jones Southwest Quadrant is positioned for easy access to and from the development and is poised to be a major economic asset for West Jordan. This master-planned community is designed to attract economic growth and development and facilitate employment opportunities by offering a variety of uses such as hi-tech manufacturing, flexible commercial and office spaces, and a diverse range of residential options—all seamlessly integrated together and connected through both road and trail networks, allowing for both vehicular and pedestrian access.

Across Jones Southwest Quadrant, prospective residents will find a selection of neighborhoods with a variety of densities and home products to accommodate a range of budgets and needs. Jones Southwest Quadrant seeks to ensure that more of Utah's residents can find their place within happy, healthy communities.

Through the careful combination of land uses, mixed density residential neighborhoods, and with a focus on connectivity, Jones Southwest Quadrant offers West Jordan City the prospect of a beautiful and exciting new community.

VICINITY MAP



LEGEND

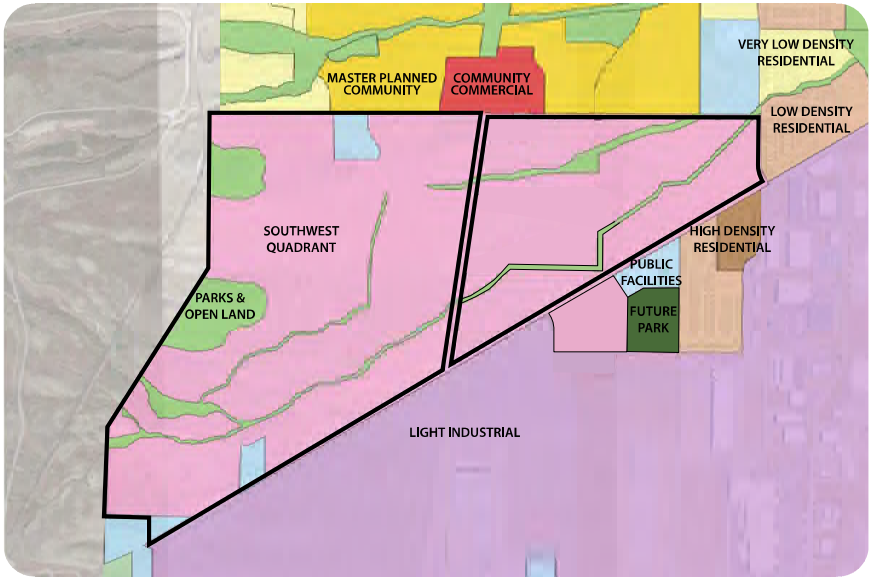
- PARK
- RETAIL
- GAS STATION
- SCHOOL
- MEDICAL
- COMMERCIAL/INDUSTRIAL

N

S

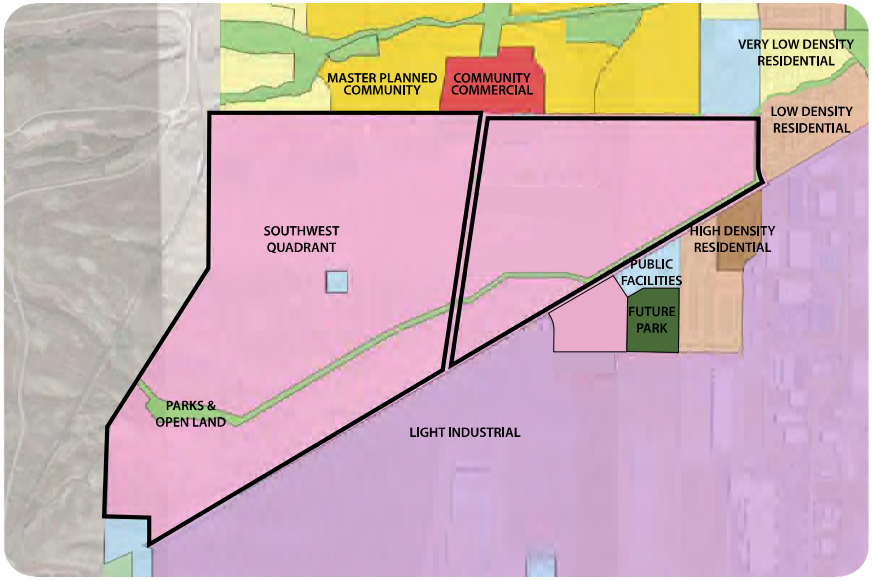
N.T.S.

LAND USE EXHIBIT



EXISTING LAND USE

Parks & Open Land, Public Facilities, Southwest Quadrant



PROPOSED LAND USE

Parks & Open Land, Southwest Quadrant

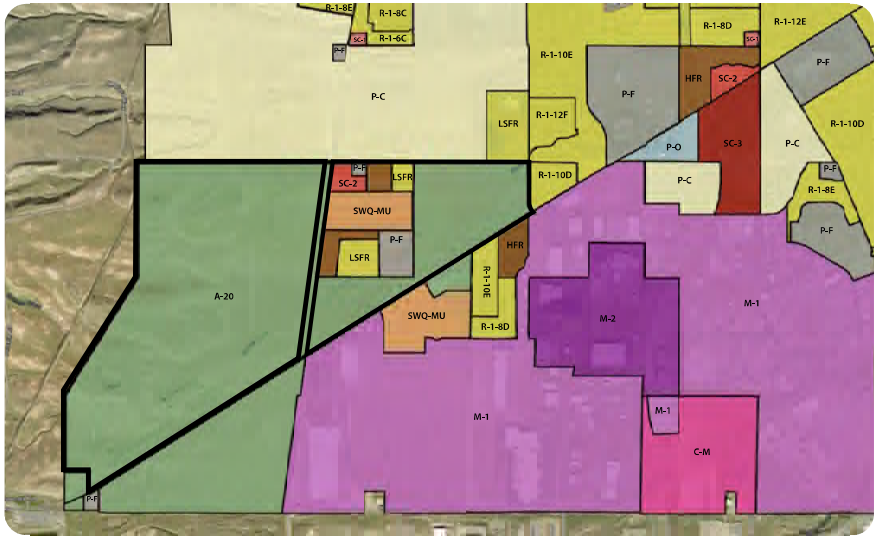
OPEN SPACE PERCENTAGE REQUIREMENTS BY USE TO BE MET; FINAL LOCATIONS FOR PARKS AND TRAILS TO BE DETERMINED AT PRELIMINARY.



LEGEND

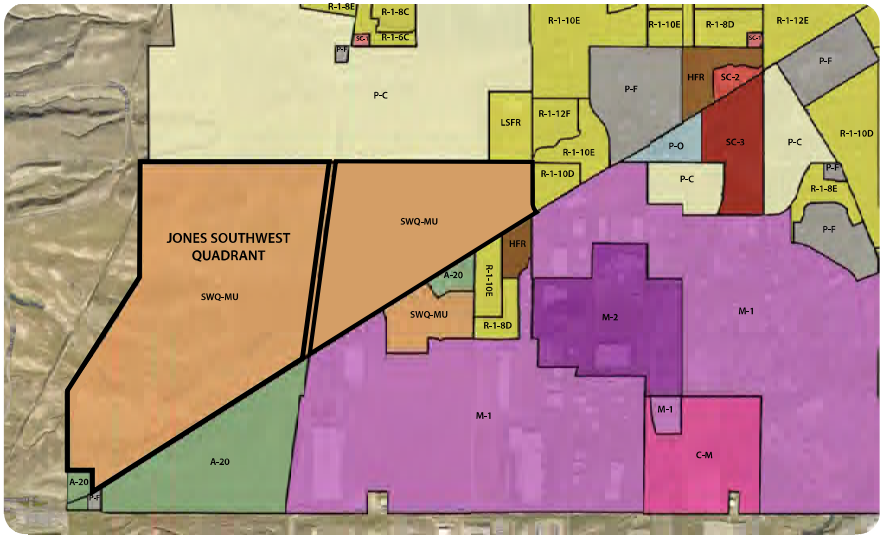
- PROJECT BOUNDARY
- VERY LOW DENSITY RESIDENTIAL
- PARKS & OPEN LAND
- SOUTHWEST QUADRANT
- COMMUNITY COMMERCIAL
- LOW DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- MASTER PLANNED COMMUNITY
- PUBLIC FACILITIES
- LIGHT INDUSTRIAL
- AGRICULTURAL OPEN SPACE

ZONING EXHIBIT



EXISTING ZONING

A-20 (Agriculture), MFR (Medium Family Residential), LSFR (Low Density Single-Family Residential), (P-F) Public Facilities, SC-2 (Community Shopping Center)



PROPOSED ZONING

Southwest Quadrant

N

S

N.T.S.

LEGEND

- PROJECT BOUNDARY
- M1:LIGHT MANUFACTURING
- M2:HEAVY MANUFACTURING
- PLANNED COMMUNITY
- PROFESSIONAL OFFICE
- C-M: HEAVY COMMERCIAL
- PUBLIC FACILITIES
- SC-1: NEIGHBORHOOD SHOPPING CENTER
- SC-2: COMMUNITY SHOPPING CENTER
- SC-3: REGIONAL SHOPPING CENTER
- SWQ-MU
- A:20 AGRICULTURAL
- R-1: SINGLE-FAMILY RESIDENTIAL
- R-3: MULTI-FAMILY RESIDENTIAL

LAND USES & DESIGN STANDARDS

LAND USE VISION

The land use vision for Jones Southwest Quadrant is to create a balanced community that supports the growth of West Jordan. This development will integrate diverse residential, commercial, and industrial spaces to meet the city's expanding needs. The residential component will feature an integrated variation of residential unit types—from single-family homes to townhomes and apartments—to provide residents of West Jordan with a variety of lot sizes, architectural styles, lifestyles, and affordability options.

Hi-Tech Manufacturing/Employment Business Parks and Commercial/Office Mixed-Use areas will cover a minimum of 300 acres and provide space for businesses, offices, and high-tech industries, with final acreage to be determined at preliminary. These areas will be strategically placed to create a balanced, walkable community where residents can live, work, and access services. The development will focus on connectivity and accessibility with efficient infrastructure, ensuring compatibility with West Jordan's natural features and existing development. Phasing will ensure sustainable growth, with greater land use detail to follow in each sub-area plan. Overall, this development aims to create a thriving, integrated community that supports both residential and economic growth for West Jordan's future.

BULK & INTENSITY REQUIREMENTS

The housing types within the Jones Southwest Quadrant are designed to offer a variety of options to meet the needs of diverse residents. Single-family homes will be traditional, detached units with minimum lot widths and areas outlined in the following tables. Townhome units will include a mix of front-load and alley-load designs, each featuring full driveways and guest parking, and located near open spaces and other community amenities. Additionally, apartment complexes will provide resident and guest parking, along with integrated shared open spaces, ensuring ample opportunities for outdoor recreation and fostering a sense of community. These diverse housing options aim to create a balanced and inclusive environment for all.



HI-TECH MANUFACTURING/ EMPLOYMENT BUSINESS PARKS

This area is designed to support West Jordan's growing economic and industrial needs. This area will feature a range of potential uses, including flex industrial spaces, data centers, office buildings, and more. The goal is to create a dynamic, innovative environment that attracts high-tech industries and fosters job creation. The architectural style of the buildings will reflect the modern and professional nature of the area, with designs that blend functionality and aesthetic appeal, ensuring a vibrant, efficient space for businesses to thrive. The images below generally illustrate the architectural character of buildings constructed within this area.













NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

COMMERCIAL/OFFICE MIXED-USE

The Commercial and Office Mixed-Use Area is designed to serve the daily needs of the surrounding residents, offering a variety of services within a vibrant, accessible space. Potential uses in this area may include small to medium-sized retail shops, restaurants, convenience stores, and professional office spaces. The goal is to create a convenient, community-focused environment where residents can easily access essential services. The architectural style of the buildings will be carefully designed to complement the surrounding residential neighborhoods, ensuring a cohesive and attractive look that enhances the overall character of the area. The images below generally illustrate the architectural character of buildings constructed within the Commercial/Office Mixed-Use area.













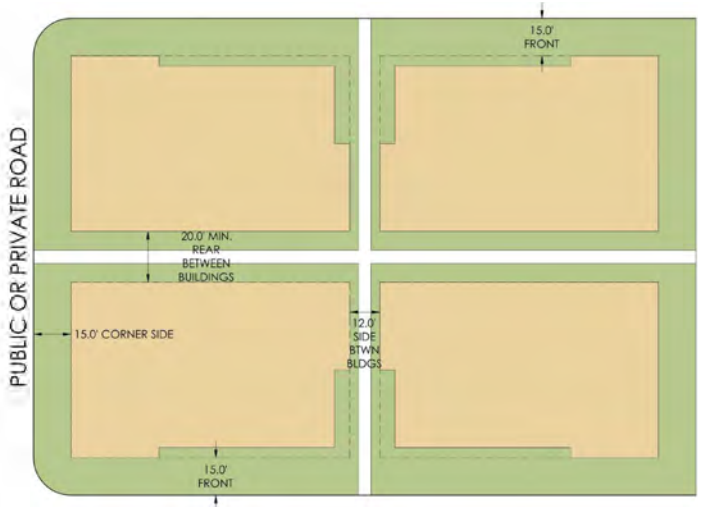
NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

HIGH-DENSITY MULTI-FAMILY: APARTMENTS

Homes in the High-density Multi-Family designation will include a variety of housing types including apartments and front and rear-load townhomes. The images below generally illustrate the architectural character of homes within this designation.



Min. Lot Area	NA
Min. Lot Width	NA
Min. Front Yard Setback	15′
Min. Side Yard Setback Corner Lot	15′
Min. Side Yard Setback Interior Lot	20′ between buildings
Min. Rear Yard Setback Corner Lot	15′
Min. Rear Yard Setback Interior Lot	20′ between buildings
Min. Dwelling Size	NA
Max. Building Height	60′
Max. Building Coverage	NA
Building Separation on Same Lot	NA





NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

HIGH-DENSITY MULTI-FAMILY: TOWNHOMES

Homes in the High-density Multi-Family designation will include a variety of housing types including apartments and front and rear-load townhomes. The images below generally illustrate the architectural character of homes within this designation.

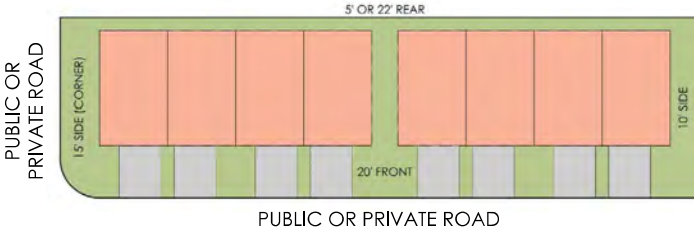


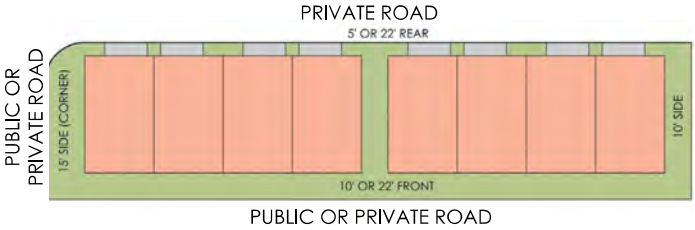




Min. Lot Area	500sf
Min. Lot Width	NA
Min. Front Yard Setback	10' or 22' on Rear-Load 20' on Front Load
Min. Side Yard Setback Corner Lot	15'
Min. Side Yard Setback Interior Lot	10' (must comply with fire code)
Min. Rear Yard Setback Corner Lot	5' or 22'
Min. Rear Yard Setback Interior Lot	5' or 22'
Min. Dwelling Size	NA
Max. Building Height	45'
Max. Building Coverage	NA
Building Separation on Same Lot	NA



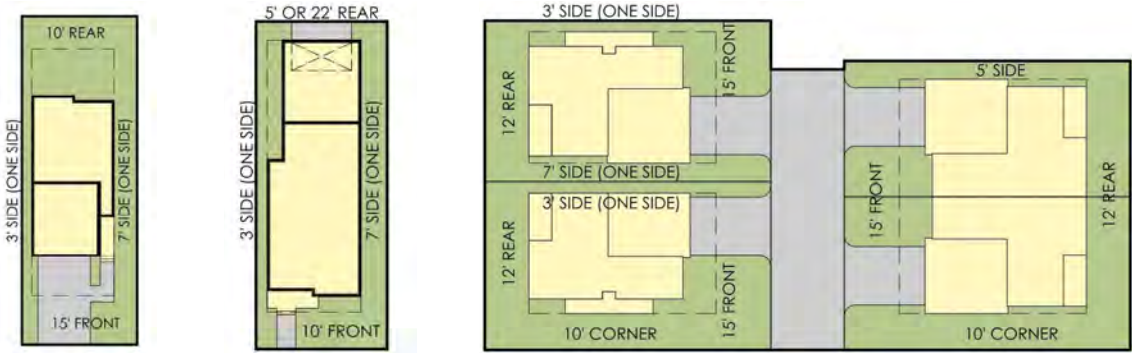




NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

HIGH-DENSITY SINGLE-FAMILY

Homes in the High designation will include a variety of housing types including, but not limited to, single-family and cluster homes with shared driveways. The homes may be attached or detached, and will have one or two-car garages that can be accessed from the front or rear of the home. The images below generally illustrate the architectural character of homes within the High designation.



Min. Lot Area	NA
Min. Lot Width	NA
Min. Front Yard Setback	12' to public ROWs , 5' to adjacent homes, 10' to adjacent shared driveways or private ROWs
Min. Side Yard Setback Corner Lot	15'
Min. Side Yard Setback Interior Lot	3' on one side & 7' on one side
Min. Rear Yard Setback Corner Lot	12' to public ROWs , 5' to adjacent homes, 10' to adjacent shared driveways or private ROWs
Min. Rear Yard Setback Interior Lot	12' to public ROWs , 5' to adjacent homes, 10' to adjacent shared driveways or private ROWs
Min. Dwelling Size	NA
Max. Building Height	45'
Max. Building Coverage	NA
Building Separation on Same Lot	NA





NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

HIGH-DENSITY SINGLE-FAMILY

Alternative single-family options can expand affordability and opportunity for West Jordan residents. As City code evolves over time, high-density single-family homes within Jones Southwest Quadrant may have carports or space for detached garages to create more attainable housing options. Current, applicable City code for detached, single-family home garages will be followed throughout the development process and in each future submittal.

Examples of these homes can be seen throughout charming Salt Lake Valley neighborhoods, including Sugarhouse and The Avenues. These homes provide flexibility for buyers as they can choose their garage option, as well as when to build it. The same setbacks will apply to all high-density single-family homes, with the exception of a 3-foot side setback on one side and 3' a rear setback for accessory buildings. Adequate parking will be ensured through a combination of on and off-street parking.

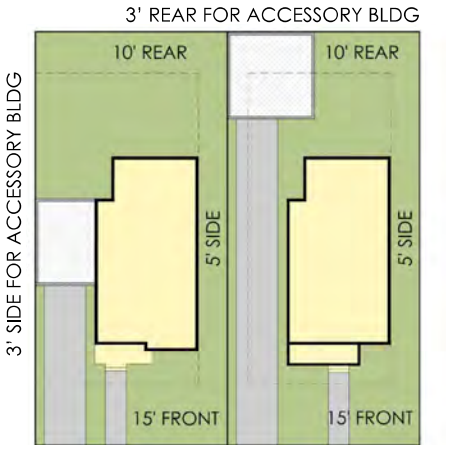






Min. Lot Area	3,000
Min. Lot Width	30'
Min. Front Yard Setback	15'
Min. Side Yard Setback Corner Lot	15'
Min. Side Yard Setback Interior Lot	3' on one side & 5' on one side
Min. Rear Yard Setback Corner Lot	10' 3' for accessory buildings
Min. Rear Yard Setback Interior Lot	10' 3' for accessory buildings
Min. Dwelling Size	NA
Max. Building Height	45'
Max. Building Coverage	NA
Building Separation on Same Lot	NA



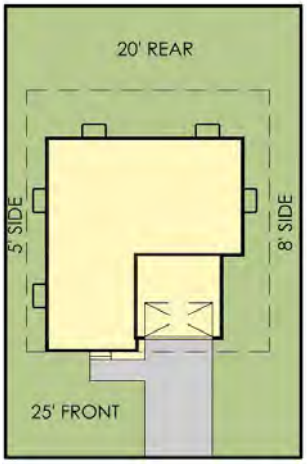


NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

MEDIUM-DENSITY SINGLE-FAMILY

Homes within the Medium designation will be traditional single family detached homes on lots 6,000 square feet or larger, with a minimum lot width of 70 feet. The homes within the Medium designation villages will feature medium sized yards, front or side load garages, and will be located throughout the community. The images below generally illustrate the architectural character of homes within the





PUBLIC RIGHT OF WAY

Min. Lot Area	6,000sf
Min. Lot Width	55'
Min. Front Yard Setback	25' (20' on cul-de-sacs)
Min. Side Yard Setback Corner Lot	20'
Min. Side Yard Setback Interior Lot	5' on one side & 8' on one side
Min. Rear Yard Setback Corner Lot	20'
Min. Rear Yard Setback Interior Lot	20'
Min. Dwelling Size	NA
Max. Building Height	35'
Max. Building Coverage	NA
Building Separation on Same Lot	NA



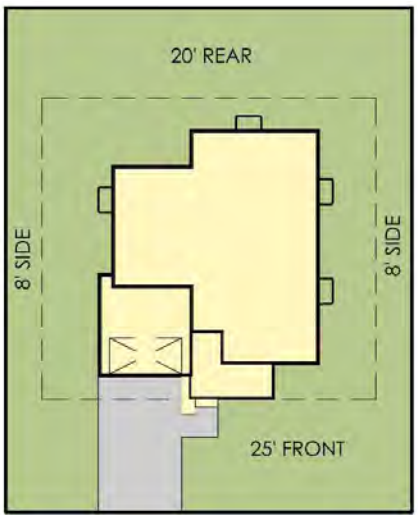


NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

LOW-DENSITY SINGLE-FAMILY

Homes within the Low designation will be traditional single family detached homes sited on lots of 10,000 square feet or larger, with a minimum lot width of 90 feet. The Low designation villages will include large yards with front or side load garages, well-spaced homes. The images below generally illustrate the architectural character of homes within the Low designation.





PUBLIC RIGHT OF WAY

Min. Lot Area	10,000sf
Min. Lot Width	80'
Min. Front Yard Setback	25' (20' on cul-de-sacs)
Min. Side Yard Setback Corner Lot	20'
Min. Side Yard Setback Interior Lot	8'
Min. Rear Yard Setback Corner Lot	20'
Min. Rear Yard Setback Interior Lot	20'
Min. Dwelling Size	NA
Max. Building Height	35'
Max. Building Coverage	NA
Building Separation on Same Lot	NA



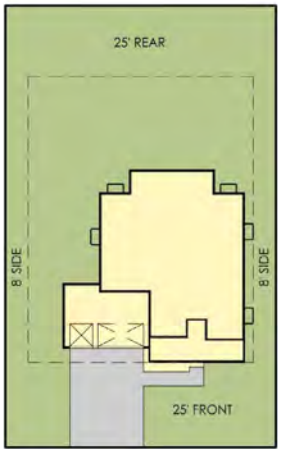


NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

VERY LOW-DENSITY SINGLE-FAMILY

Homes within the Very Low designation will be traditional single family detached homes on lots 14,000 square feet or larger, with a minimum lot width of 95 feet. Lots in the Very Low designation villages will feature the largest yards in the community, front or side load garages, ample space between homes. The images below generally illustrate the architectural character of homes within the VL designation.





PUBLIC RIGHT OF WAY

Min. Lot Area	10,000sf
Min. Lot Width	80'
Min. Front Yard Setback	25' (20' on cul-de-sacs)
Min. Side Yard Setback Corner Lot	20'
Min. Side Yard Setback Interior Lot	8'
Min. Rear Yard Setback Corner Lot	20'
Min. Rear Yard Setback Interior Lot	20'
Min. Dwelling Size	NA
Max. Building Height	35'
Max. Building Coverage	NA
Building Separation on Same Lot	NA



NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

PLANNED RESIDENTIAL TYPE A

Jones Southwest Quadrant will be an integrated development that brings mixed uses together in to create a vibrant community for all residents, with home products that provide workforce housing and support families and individuals through all stages of life. Within the Planned Residential Type A, the following uses will be allowed: apartments, townhomes, and high, medium, low, and very low single family homes integrated into other uses with appropriate buffering strategies and ample access to open spaces.

















NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

PLANNED RESIDENTIAL TYPE B

Jones Southwest Quadrant will feature a variety of residential housing styles and densities to further support West Jordan residents through all stages of life. Planned Residential Type B will include townhomes and high, medium, low, and very-low density single-family homes. Residents will enjoy easy access to open spaces and amenities. These neighborhoods will be integrated with compatible uses to encourage community building and ensure a cohesive yet varied development.















NOTE: ALL GRAPHICS SHOWN ARE CONCEPTUAL ONLY. ACTUAL FORM, DESIGN AND LAYOUT WILL BE DETERMINED AT FINAL SITE PLAN APPROVAL.

DESIGN STANDARDS

OVERALL DEVELOPMENT GUIDELINES

UNIFIED PATTERN OF DEVELOPMENT

The Southwest Quadrant encourages the harmonious integration of housing product types as well as the smooth transition into commercial and industrial uses. Please see page 32 for more information on product and land use integration.

BUILDING PLACEMENT GUIDELINES

See page 33 for information on product and land use integration. Final building placements to be determined at preliminary.

All buildings in this zone, including accessory buildings, are required to comply with the setbacks provided in the Bulk & Intensity Table found on page 24 of this document.

PARKING & CIRCULATION

Relevant SWQ parking code to be adhered to with specific numbers and configurations per use to be determined at preliminary.

Please see page 34 of the Master Transportation Plan to review proposed vehicular circulation and page 30 for proposed pedestrian circulation plan.




EXAMPLE IMAGES

LANDSCAPING & SCREENING

Development within this overlay zone by its nature and intensity may not be compatible with other uses or zones. Proper screening techniques should be used to mitigate potential negative impacts to surrounding land uses. The following shall be applicable:



- Walls, fences, or landscaping setbacks/ buffers shall be required adjacent to residential zones. Please see page 31 for further information.

LIGHTING GUIDELINES

Lighting throughout Jones Southwest Quadrant will follow West Jordan City standard street lighting for residential and collector streets (see WJC RD-225 and RD-215).

LED parking lot lights shall be provided to meet parking lot lighting requirements. Fixtures should have full cut-off baffles to prevent glare and light pollution. Pedestrian paths will have adequate lighting for pedestrian circulation within the development.

REFUSE & RECYCLING COLLECTION GUIDELINES

All relevant City requirements will be followed in the collection of refuse and recycling throughout the development with appropriate areas for dumpsters and other collection sites to be determined at preliminary.



EXAMPLE IMAGES



SIGNAGE GUIDELINES

Cohesive sign design for continuity and wayfinding: sign design for buildings and pedestrian pathways should incorporate some elements of continuity with the surrounding architecture and landscape, while providing a clear and distinct identity for the project. Signage should be discreetly illuminated for nighttime navigation through Jones Southwest Quadrant.



EXAMPLE IMAGE

COMMERCIAL DEVELOPMENT GUIDELINES

DEVELOPMENT STANDARDS

The base zoning shall be applicable, unless modified or replaced as follows:

- Public roads that are on the city's master transportation plan must be improved to the level of standard designated on that plan (major arterial, minor arterial, major collector, minor collector, etc.)
- Public roads within projects must comply, at a minimum, with the city's construction standard.
- Front parking lots and driveway entrances shall be asphalt or concrete in accordance with city standards. Vehicle storage/parking needs to be impervious surfaces (concrete/asphalt). Parking shall be provided in accordance with M1 Zone. An alternative parking plan may be approved by the Zoning Administrator (if it is a minor variation) based upon information provided by the applicant relative to trip generation, hours of operation, shared parking, peak demands, and other applicable information.

INDUSTRIAL BUILDINGS

Architecture of industrial buildings where size predominates over artistic detailing shall feature clean lines and elements of vertical and horizontal articulation, or modulation (stepping portions of the façade), and use of textures and materials to reduce the apparent scale of large building walls along the primary frontage road of the building (i.e. main entrance). Clean lines are to be utilized on all walls regardless of frontage.



Horizontal and vertical articulation can be achieved with lapping walls, canopies or awnings, reveals and/ or changes in materials. The architectural features shall not impair the business-critical functions, such as loading docks. Code sections 13-7B-6 B 2, 3 & 4 cannot and will not be satisfied along dock walls.

Where more than one structure is built in a complex, structures shall have similar style or theme including colors, materials, and design elements where appropriate.

OFFICE BUILDINGS



Professional office buildings shall meet the commercial design standards found in M1 Zone.

The main pedestrian or customer entrance shall be clearly identifiable and consist of a sheltering element such as a porch, stoop, awning, arcade, or portico.

Where more than one structure is built in a complex, structures shall have similar style or theme including colors, materials, and design elements where appropriate.

DESIGN STANDARDS

RESIDENTIAL ARCHITECTURE GUIDELINES

MASSING & COMPOSITION

It will be important for the massing of homes to be scaled in such a way that it relates to residents living within Jones Southwest Quadrant and is in harmony with the surrounding area. A variety of building forms, wall planes, and roof lines will ensure that building massing does not become overpowering.

Housing Types: Apartments, townhomes, cluster homes, detached single family

Orientation: Front-load, side-load, or rear-load garages, cluster driveways

Roofs: Roof elements contribute directly to how the overall building massing relates to human scale and the topography of the surrounding areas. Roof forms can also help bring communities together visually through recurring design principles such as:

- Roof line vertical shift to provide different ridge heights and alignments
- Roof forms varied so that no single shape dominates the total roof area.
- Roof pitches for sloped roofs between 3:12 and 12:12
- Roof types: gable, hip, and partial hip



Repetition: Homes with similar floor plans and elevations should provide different architectural styles, features, colors, and materials. To ensure diversity, single-family home elevations with identical elevations and/or floor plans are not allowed next to one another or across the street from one another for a distance equal to no less than three residential lots.

Height: Apartments will be permitted a maximum height of 60 feet. Homes within the single-family high density (SFH) designation as well as townhomes will have a maximum building height of 45 feet. Those within medium, low, and very low densities will have a maximum height of 35 feet.

WALLS

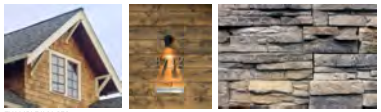
Exterior building walls, foundation walls, and site retaining walls are elements that provide opportunities to visually unify a residential community. The use of different materials and a variety of forms and heights contribute to human scale massing.

Building Walls: Walls above the foundation that create the form and mass of the home shall include the following design principles:

- For all single-family homes, a maximum single wall plane on the front or rear elevation of 25 feet, at which point the wall plane shall shift forward or backward a minimum distance of 2 feet.
- For high and medium density homes, a maximum single wall plane on any elevation of 55 feet, at which point the wall plane shall shift forward or backward.
- For low and very low densities, a maximum single wall plane on any side elevation of 50 feet, at which point the wall plane shall shift forward or backward a minimum distance of 2 feet.
- Allowed materials: natural stone, masonry brick, horizontal wood siding, board and batten, horizontal and vertical wood siding, machine sawn wood shingles, composite siding or approved equal, stucco, and steel as an accent.
- If stucco is used as the primary material on exterior walls, a minimum of two different materials shall be also be used.

Colors: Natural earth tones such as grays, tans, and browns, as well as "pure" neutrals being white and black; Soft blues, reds, and greens, with accent colors to be approved.

Single Materials: No more than 40% of homes within each density shall have a single exterior material. The allowable materials for single-materials homes are brick, natural stone, horizontal and vertical wood siding, or board and batten vertical wood siding. The remaining 60% of homes shall have at least three allowable exterior materials.



EXAMPLE IMAGES

Foundation Walls: Exposed exterior walls that form the basement or ground plane element of the home. Where topography dictates, foundation walls shall step up or down with grade changes to minimize the exposed foundation wall surfaces. The maximum exposed wall height for foundation walls shall be 5 feet, in unique situations with walk-out or daylight basements. These must be finished with foundation plaster, stone veneer, or as board-formed concrete.

Retaining Walls: Exposed site walls that retain uphill or downhill cut and fill slopes. Retaining wall heights should be kept to a maximum height of 12 feet to maintain human scale massing, and where grade change is greater than 6 feet, retaining walls shall be tiered with a minimum of 3 feet of horizontal landscaped space between wall tiers. Allowable materials for retaining walls shall include board-formed concrete, natural boulders, and interlocking segmental blocks. Retaining walls shall be faced with stone or earth colored materials. Height and materials can vary if approved by city engineer.

WINDOWS & DOORS



Windows and doors are important elements that enhance and reinforce the architectural style and character of residential homes. The placement of windows and doors is critical and should be done carefully in order to maintain visual appeal, rhythm, and proportion of homes within Jones Southwest Quadrant.

Windows: Windows should be predominantly rectangular in shape and vertical in orientation, and typically as a single, paired, or in groups of three. All windows should be constructed with the following materials: renewable wood, renewable wood clad with colorfast vinyl or aluminum, metal clad coated with an approved finish, vinyl, and/or fiberglass.

Doors: Doors should complement the architectural style of the home and should be of materials and finishes that are consistent with other exterior materials used on the home.

FRONT PORCHES

Each single-family home shall have a covered front porch to maintain human scale massing, create a sense of arrival, and emphasize the relationship of the home to the street. Integration of the front porch should include:

- Porch roof forms that are consistent with the architectural style and roof form of the home.
- Porches should be a minimum of 8 inches above finished grade, with steps as an integral part of the porch design.

ARCHITECTURAL STYLE

Each home shall be consistent with the styles identified in the architectural theming and shall incorporate a minimum of 50% of the design characteristics of the particular style chosen.

ACCESSORY STRUCTURES

Accessory structures or buildings are permitted in single-family residential areas per existing city ordinances. These generally include garages and sheds, but not living quarters. In high and medium density areas, accessory structures or buildings shall not cover more than 10% of the rear yard or side yard in which it is constructed and no more than 20% in low and very low-density areas.

ARCHITECTURAL REVIEW

All designs for homes (floor plans, site plans, landscape plans, elevations, colors, and materials) shall be reviewed by the Architectural Review Committee (ARC) prior to submittal to the City for building permits.

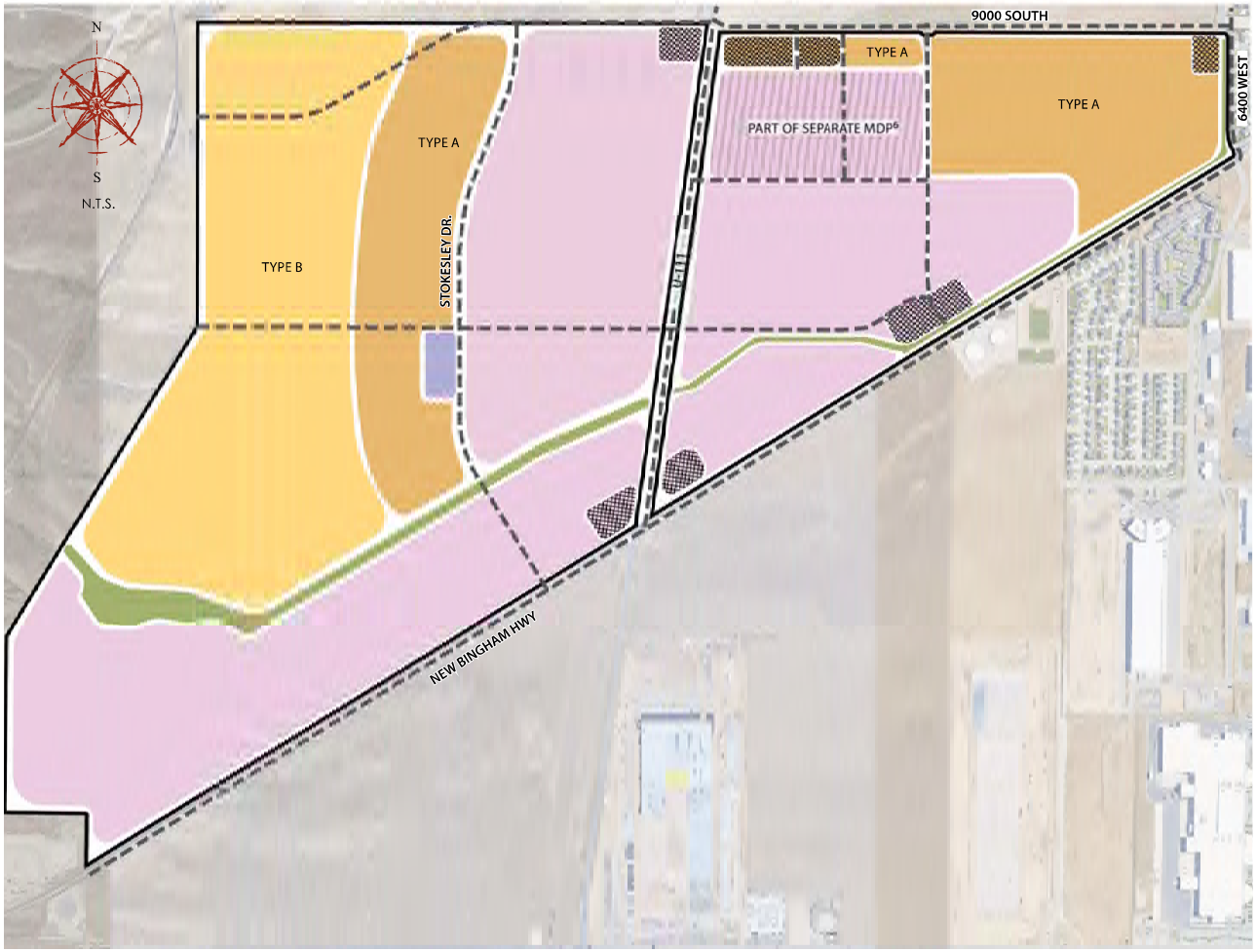
FACADE ZONES

Front and corner lot elevations that are visible from public areas are important to community character. It is imperative for these facades to be articulated to improve the street scene and aesthetics of the neighborhood. Facade zones will be identified as applicable front elevations and corner lots.

AMENITIES

Multi-family housing to follow City code 13-5N-5 #5 for number of amenities required with amenities selected from the City-provided list.

MASTER BUBBLE PLAN



Tabulations

TOTAL ACREAGE	± 900 ACRES
MAX. ALLOWABLE RESIDENTIAL UNITS	4,500 UNITS

Legend

	MIN.-MAX. AC.[3]	MIN.-MAX. DENSITY[3]
HI-TECH MANUFACTURING/ BUSINESS PARKS/ COMMERCIAL/OFFICE MIXED-USE OVERLAY[1]	10-15 AC.	—
HI-TECH MANUFACTURING/ BUSINESS PARKS	450-550 AC.	10-30 DU/AC
RESIDENTIAL PLANNED COMMUNITY TYPE A[2]	100-200 AC.	5-30 DU/AC
RESIDENTIAL PLANNED COMMUNITY TYPE B[2]	150-250 AC.	1-12 DU/AC
PUBLIC FACILITIES	6.6 AC.	
BARNEY'S WASH[4]		
ROADS		
PROJECT BOUNDARY		

Notes

1. Potential locations for commercial zones are shown as an overlay, with final locations to be determined with Village Plan submittal, based on commercial land use viability.
2. Residential planned community includes high-density multi-family & single-family, and medium, low, and very low-density single-family. See pgs. 19-25 of master development plan for further information.
3. Areas, locations, and densities of all uses are subject to change, within the bounds of listed minimum and maximum acreages. Final locations to be determined with Village Plan submittal.
4. See pgs. 29-30 of master development plan for further information on open space areas.
5. Public facilities to be an allowed use in commercial, manufacturing/business park, and residential zones, with final locations to be determined at preliminary plat.
6. Any undeveloped land under the previous MDP may be developed using the standards outlined in this document.

BULK & INTENSITY TABLE

—			PLANNED RESIDENTIAL TYPE A							
			PLANNED RESIDENTIAL TYPE B							
Land Use	**Hi-Tech Manufacturing**	**Commercial**	**Multi-Family High (MFH)** *10-30 du/ac*		**Single-Family High** *9-16 du/ac*			**Medium** *6-8 du/ac*	**Low** *3-5 du/ac*	**Very Low** *1-4 du/ac*
			Apartments	*Townhomes*	*Cluster*	*Front-Load Single-Family*	*Rear-Load Single-Family*			
Min. Lot Area	1/2 acre	No minimum requirement	NA	500 sqft	NA	3,000 sqft	3,000 sqft	6,000 sqft	10,000 sqft	14,000 sqft
Minimum Lot Width (Measured at Setback)	100′	120′	NA	NA	NA	30′	30′	55′	80′	95′
Min. Garage Setback	NA	NA	NA	20′	20′	20′	20′ for full driveway 5′ for drive approach	20′	25′	25′
Min. Front Yard Setback	10′ (60′ if adjacent to residential	20′ (60′ if adjacent to residential)	15′	10′ on Rear-Load 20′ on Front Load	12′ to any public ROW, 5′ to adjacent homes, 10′ to adjacent shared driveways or private ROWs	15′	10′	15′ (20′ on cul-de-sacs)	20′	20′
Minimum Side Yard Setback (Interior Lots)	None if same use 30′ adjoining office or commercial use 60′ adjoining residential (can be reduced by half if an additional buffering technique is applied per this MDP)	No requirement when adjoining a commercial or manufacturing use. 60′ adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	12′ between buildings	10′ (must comply with fire code)	3′ on one side & 7′ on one side 10′ combined	3′ one side, 5′ one side	3′ on one side & 7′ on one side 10′ combined	5′ on one side & 8′ on one side	8′	8′
Minimum Side Yard Setback (Corner Lots)	No requirement when adjoining same use or any other manufacturing zone. 30′ adjoining a commercial or office use 60′ on a side adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	20′ 60′ if adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	15′	15′	15′	15′	15′	20′	20′	20′
Minimum Rear Yard Setback (Interior Lots)	No requirement when adjoining same use or any other manufacturing zone 30′ on the side adjoining a commercial or office use 60′ on a side adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	0′ 60′ adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	20′ between buildings	5′ or 22′	12′ to any public ROW, 5′ to adjacent homes, 10′ to adjacent shared driveways or private ROWs	10′ 0′ for accessory buildings	5′ or 22′	20′	20′	25′
Minimum Rear Yard Setback (Corner Lots)	No requirement when adjoining same use or any other manufacturing zone 30′ on the side adjoining a commercial or office use 60′ on a side adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	0′ 60′ adjoining a residential use (can be reduced by half if an additional buffering technique is applied per this MDP)	15′	5′ or 22′	12′ to any public ROW, 5′ to adjacent homes, 10′ to adjacent shared driveways or private ROWs	10′ 0′ for accessory buildings	5′ or 22′	20′	20′	20′
Min. Dwelling Size	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Maximum Building Height	No limit	75′	60′	45′	45′	45′	45′	35′	35′	
Maximum Building Coverage	No Limit - except what is required by building code	No Limit	NA	NA	NA	NA	NA	NA	NA	NA
Building Separation on Same Lot	Main buildings: 20′ Main buildings and accessory buildings: 10′	NA	NA	NA	NA	NA	NA	NA	NA	NA

*Irregular shaped lots located along the circular portion of a cul-de-sac or a knuckle portion of a street may be reduced to a minimum of thirty five (35′) of frontage at the right of way line of a public street.

Notes:
1. No minimum floor area/dwelling size will be required.
2. No minimum spacing required between structures for single-family homes. All relevant fire code requirements will be met.
3. Accessory building side & rear setbacks and garages are not required for high-density single family. Adequate parking will be provided through both on and off-street options. Please see high-density single-family pages for more information.
4. Multi-family parking will be provided at 1.4 stalls per residential unit, including 1 visitor stall per 8 units.

PERMITTED & CONDITIONAL USES

Use	Residential Planned Community Types A & B	High-Tech Manufacturing/ Business Park/Commercial/ Office Mixed-Use
Accessory Dwelling Unit, External	P	P
Accessory Dwelling Unit, Internal	P	P
Active and independent adult community	P	P
Adult daycare, general	C	C
Adult daycare, limited	AC	AC
Agricultural sales and service	C	P
Agri-science, medical or dental laboratories, or research facilities	C	P
Alcohol uses allowed according to Title 17	C	P
Animal crematorium	C	P
Animal crematorium located within 100 feet of any Residential Zone or structure	C	C
Assembly of previously manufactured parts, subassemblies or components	C	P
Assisted living facility	C	C
Athletic field	C	C
Auditorium or stadium	C	C
Automated car wash	P	P
Bank or financial institution	P	P
Basic industry (nonhazardous or offensive)	C	P
Battery Storage Facility	P	P
Building moved from another site (see section 13-8-12 of this title)	C	C
Business service	P	P

Use	Residential Planned Community Types A & B	High-Tech Manufacturing/ Business Park/Commercial/ Office Mixed-Use
Business, equipment rental and supplies	P	P
Cannabis production establishments	C	C
Church or place of worship	P	P
College or university	C	P
Construction sales, service, and rental	C	P
Continuing care retirement facility/community	P	P
Convalescent care facility	C	C
Cultural service	P	P
Data center	C	P
Data processing/analysis	C	P
Daycare, general	AC	AC
Daycare, limited	P	P
Dwelling, mixed density residential	P	P
Dwelling, multi-family	P	P
Dwelling, single-family	P	P
Dwelling, single-family, attached (no more than 8 units per building with no more than 2 walls in common and no units above other units)	P	P
Dwelling, two-family	P	P
Engineering laboratories; flex-space	C	P
Freight terminal	P	P
Funeral home	P	P

LEGEND: P = Permitted use; C = Conditional use; AC = Administrative conditional use; NP = Not permitted

PERMITTED & CONDITIONAL USES

Use	Residential Planned Community Types A & B	High-Tech Manufacturing/ Business Park/Commercial/ Office Mixed-Use
Gasoline and fuel storage and sales	C	P
Gasoline service station	P	P
Gated community	P	P
Government service	C	P
Group home, large	C	C
Group home, small	P	P
Health and fitness facility	P	P
Helipads	C	P
Hospital	C	P
Hotel or motel	C	P
Household pets, subject to regulations of animals in title 6, chapter 3 of this Code, or successor ordinance	P	P
Junk or salvage yard	NP	C
Laboratory, processing	NP	P
Large scale public utilities	C	P
Laundry service	C	P
Manufacture of, or light assembly or repair of previously manufactured parts	NP	P
Manufacturing, general	NP	P
Manufacturing, limited	NP	P
Mass transit railway system	NP	P
Massage therapy	P	P

Use	Residential Planned Community Types A & B	High-Tech Manufacturing/ Business Park/Commercial/ Office Mixed-Use
Media service	C	P
Medical and dental offices	C	P
Medical imaging processing, business incubators, software development, engineering and similar technology related industry	NP	P
Medical or dental laboratory	NP	P
Medical service	C	P
Medical service (excluding blood banks)	C	P
Mental health care facility for elderly persons	C	P
Military facility	NP	C
Model home	P	P
Motion picture, TV, radio, recording studio and production	C	P
Motor vehicle sales and service, new and used	NP	AC
Neighborhood commercial	P	P
Nursing home	P	P
Office: sales, administrative, business. professional, except pawnshop and bail bond services	C	P
Parking, commercial	NP	P
Parking, commercial (no fee)	NP	P
Personal care service	AC	P
Personal instruction service	AC	P
Pet boarding/hotel	C	P
Pet groomer	C	P

LEGEND: P = Permitted use; C = Conditional use; AC = Administrative conditional use; NP = Not permitted

PERMITTED & CONDITIONAL USES

Use	Residential Planned Community Types A & B	High-Tech Manufacturing/ Business Park/Commercial/ Office Mixed-Use
Petting zoo	NP	C
Preschool	P	P
Printing and copying, limited	C	P
Printing, general	C	P
Protective service	C	P
Public park, playgrounds and athletic areas	P	P
Reception center	C	P
Recreation and entertainment, indoor	AC	P
Recreation and entertainment, outdoor	P	P
Recycling collection station	NP	P
Recycling facility	NP	P
Repair service, general	NP	P
Repair service, limited	C	P
Research laboratories or research and development center	NP	P
Research service	NP	P
Residential substance abuse treatment home, large	C	C
Residential substance abuse treatment home, small	AC	AC
Restaurant, fast food (general and limited)	P	P
Restaurant, general	C	P
Retail, general	P	P

Use	Residential Planned Community Types A & B	High-Tech Manufacturing/ Business Park/Commercial/ Office Mixed-Use
Schools, K - 12	P	P
Schools, K - 12	P	P
Secondhand store	C	C
Sexually oriented business:	NP	NP
Small equipment rental	C	P
Temporary office:	C	P
Transitional home, large	C	C
Transitional home, small	AC	AC
Transportation service (office only)	C	P
Transportation service:	C	P
Utility, major	C	P
Utility, minor	P	P
Vehicle and equipment repair, general:	NP	P
Vehicle and equipment repair, limited	C	P
Veterinarian	C	P
Warehouse	NP	P
Warehouse, self-service storage:	NP	P
Wholesale and warehousing, general	NP	P
Wholesale and warehousing, limited:	NP	P
Wholesale, storage and distribution - light or medium	NP	P

LEGEND: P = Permitted use; C = Conditional use; AC = Administrative conditional use; NP = Not permitted

OPEN SPACE & AMENITIES

OPEN SPACE & TRAILS VISION

Jones Southwest Quadrant will feature a variety of open space types to meet the recreational needs of residents of both this development and the city of West Jordan. The images shown on this page provide precedent imagery for each of these open space types and for example only. The design and layout of each of these open spaces will be determined at preliminary site plan submittal.

NEIGHBORHOOD PARKS (± 1 ACRES)

This park will be designed to serve the immediate residential area, providing accessible recreational opportunities within walking distance of homes. Neighborhood parks are intended to offer a mix of passive and active recreational spaces, including playgrounds, open lawns, seating areas, and small-scale sports courts or fields. These parks will be integrated into the neighborhood fabric, fostering social interaction and enhancing community well-being. The specific amenities and design will be developed in coordination with the city to reflect the needs and character of the surrounding residents.



Cool Schools Park- Dallas, TX



Sunset Park- Renton, WA

COMMUNITY PARKS (3-10 ACRES)

This park area will be centrally located to the community. It is the intent of this park and associated trail corridors to meet the proportionate share of the level of service for a community park as detailed within the city's adopted parks, recreation, trails, and related master plans. Details regarding the amenities are briefly discussed and illustrated in this MDP. The recreational intensity and programming of the open space will be refined with input from the city to best meet the needs of the surrounding community.



Brookside Park - South Jordan, UT



Blue Hole Park - Wimberly, TX

REGIONAL PARKS (15-25 ACRES)

This large-scale park will serve as a destination for residents across the city and beyond, offering a diverse range of recreational, cultural, and environmental experiences. Regional parks will feature expansive open spaces, multi-use trail systems, natural conservation areas, and major recreational facilities such as sports complexes, event spaces, or water-based activities. The park's design will prioritize both active and passive recreation, with an emphasis on ecological preservation and accessibility. Development and programming will be guided by the city's master plans to ensure alignment with long-term regional recreational needs.



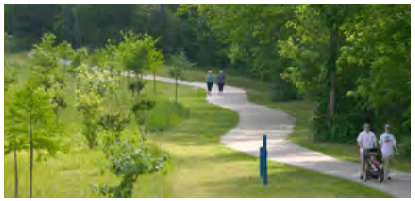
Mile Square Park -Fountain Valley, CA



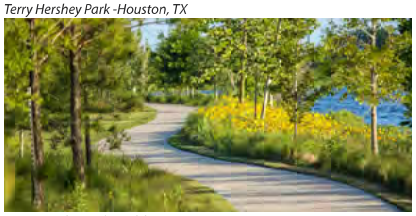
Bayou Gulch Park-Parker, CO

LINEAR PARKS

These park areas may parallel trails throughout the development to provide trailside amenities and utilize corridor areas to create connectivity and recreation opportunities for residents. They will have a minimum width of 25'.



Terry Hershey Park -Houston, TX



Cross Creek Ranch - Fulshear, TX

RETENTION BASINS (±3 ACRES)

With the large contiguous areas and proximity to trail corridors and other public open space areas, dual-use detention basin/park areas are to be installed by the developer and owned and maintained by the city.



Redfern Park - Minto, Australia



2nd St. Detention Basin - Champaign, IL

OPEN SPACE & TRAILS VISION

Jones Southwest Quadrant will feature a trail system designed to connect residents to open spaces, parks, and commercial areas within the development to encourage recreation and active transportation in safe and accessible areas. Final trail locations to be determined at preliminary.

Open space in Jones Southwest Quadrant will be strategically placed to maximize residents' opportunities for recreation and active transportation. It will help buffer more intense uses and connect different areas of the development.

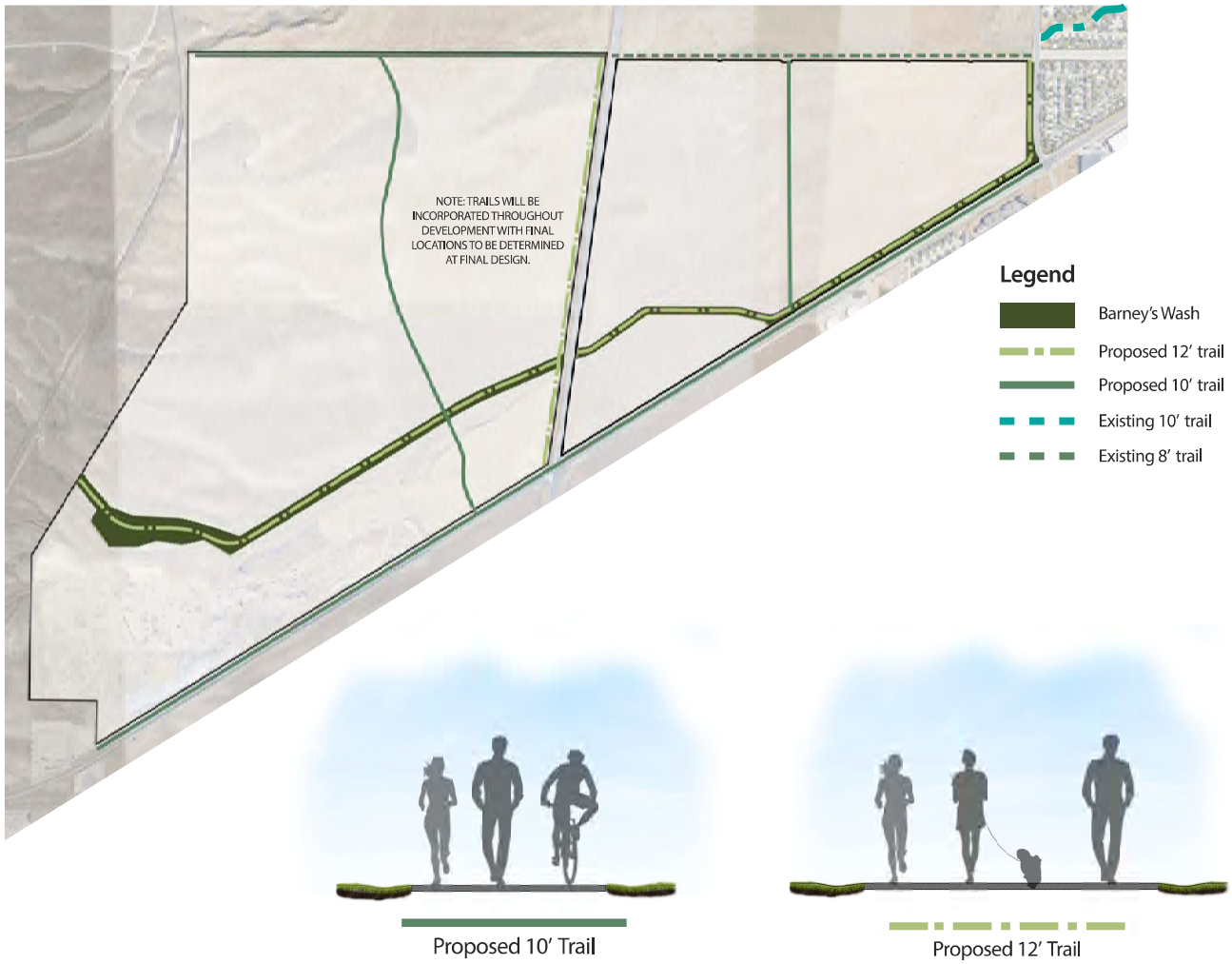
Barney's Wash will be enhanced and contribute to the overall open space requirements for the development with percentages varying per city use code. All requirements will be met with open space locations, park sizes, and amenities to be determined at preliminary.

A minimum of 20% open space will be maintained on either side of U-111 to ensure balanced land use and access to open space, amenities, and recreation.

Open space is based on an overall project-wide basis. Milestone 1: 50% of the required open space will be improved as 50% of the lots are improved; milestone 2: 100% of the required open space will be improved as 70% of the lots are improved.

City Code Requirements:

- Residential - 20% open space (approx. 70 ac.)
- Commercial and Mixed-Use - 15% landscaping
- Industrial - 10% landscaping



Proposed 10' Trail

Proposed 12' Trail

RESIDENTIAL OPEN SPACE & AMENITIES VISION

Open spaces in residential areas of the development will feature a variety of amenities and trails for resident use, with maintenance responsibility assigned to the HOA unless otherwise designated. These open spaces will include Butterfield Creek, trail corridors, native landscape areas, and parks. The following vision board provides examples and conceptual imagery for various amenities.













BUFFERING & DENSITY

Buffering throughout the Jones Southwest Quadrant development will provide residents with safe and convenient access to goods and services, recreation, and jobs while maintaining health and safety standards to promote a high quality of life. Per city code, industrial, commercial, and residential areas will be appropriately buffered from each other, and open space shall buffer development from transportation corridors when possible.

Residential Transitional Buffering per City Code *13-5N-5*

Housing Density: Medium - Up to 7.5 units per acre used in areas as standalone single family or as a buffer adjacent to existing or planned residential that is lower in density than 5 units per acre.

Housing Density: High - Up to 24 units per acre to be used in areas on the opposite side of an arterial or collector street where the housing density is between 5.5 to 10 units per acre and adjacent to commercial, office and industrial uses.

Housing Density: Very High - Up to 40 units per acre used on corners of collector or arterial streets and other areas planned as high intensity areas.

ADDITIONAL BUFFERING STRATEGIES

Buffering Strategies:

- Very high-density housing, commercial uses, mixed uses
- Collector road
- Landscape Buffer: 12'
- Open Space or Trail corridor: 15' min. width, with trees every 30'
- Plaza corridor: 20' minimum width



OPEN SPACE/TRAIL CORRIDOR



PLAZA CORRIDOR



LANDSCAPE BUFFER



COLLECTOR ROAD

PRODUCT INTEGRATION

The Southwest Quadrant Mixed-Use zone encourages the integration of housing product types, as well as the integration of commercial and office uses with residential uses.

Housing products will vary throughout the development from very low, low, medium, and high density single-family, front and rear-load townhomes, and apartments.

Through the thoughtful placement of home products, the development will avoid monotony and repetition to create a vibrant, diverse community.

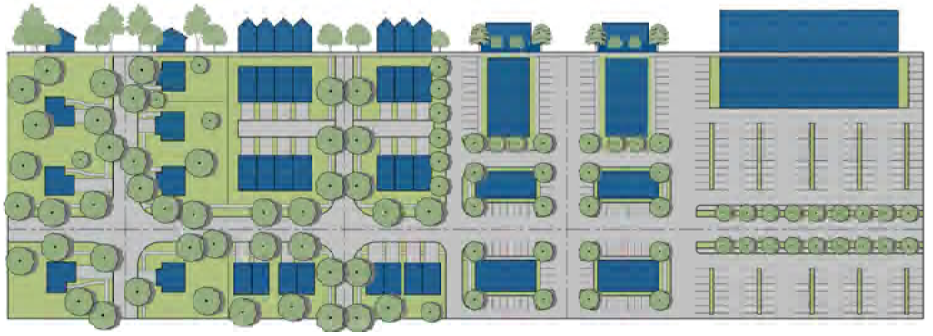




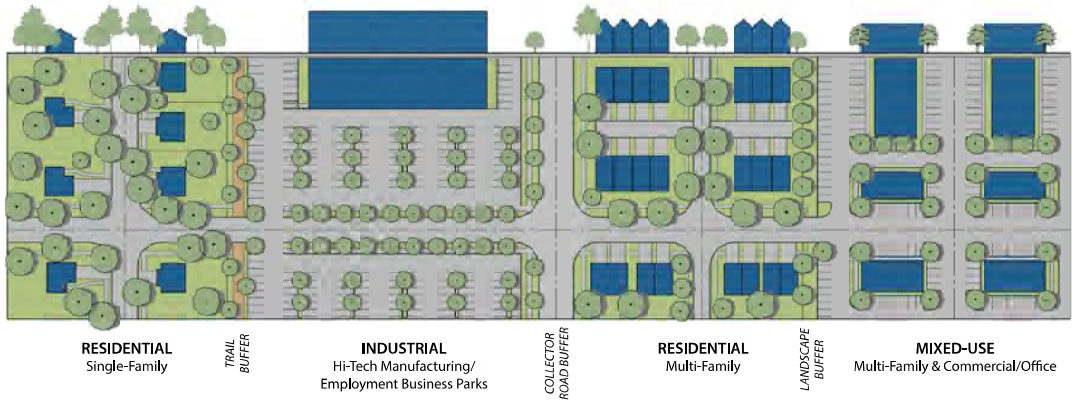




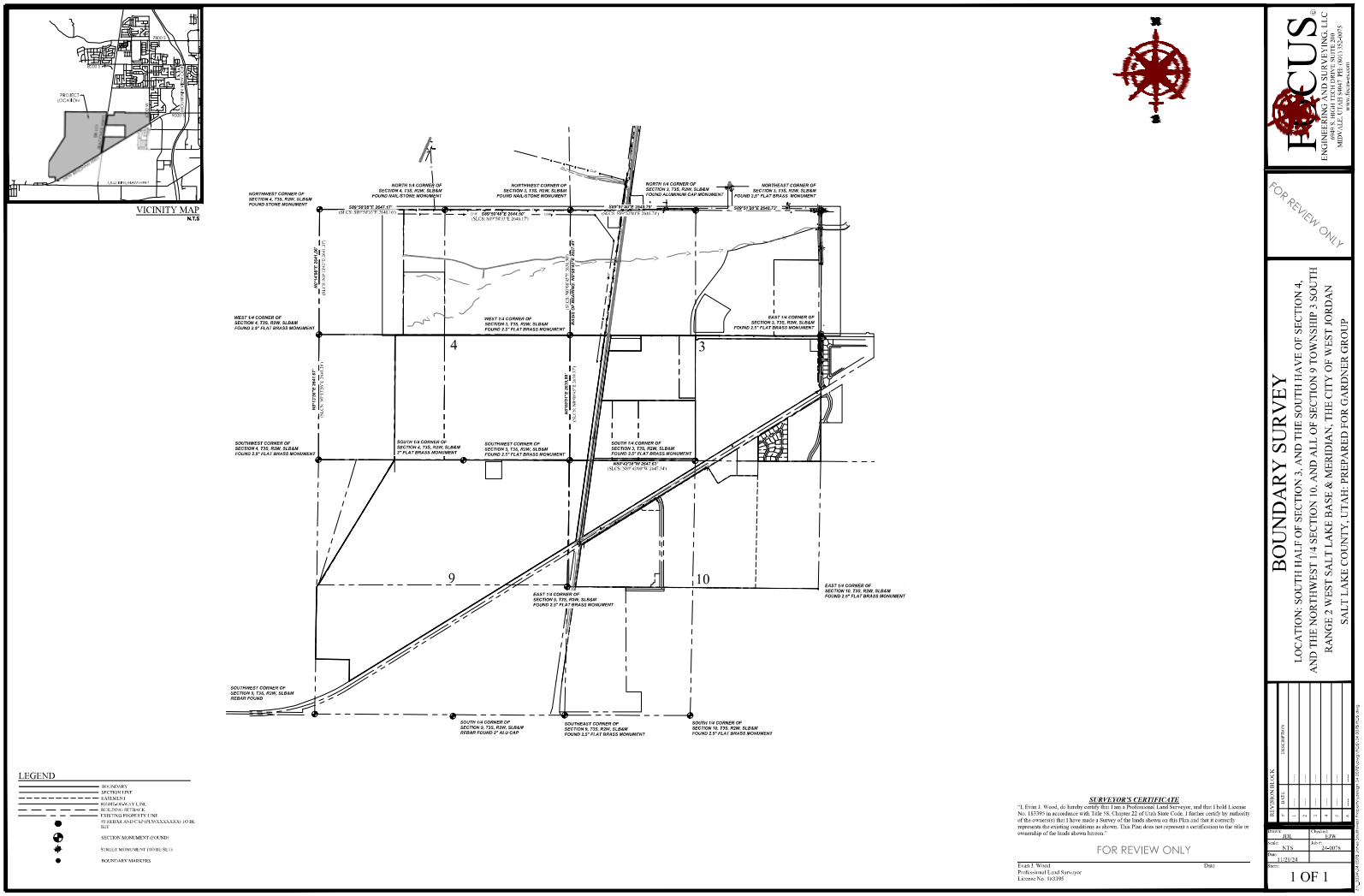
EXAMPLES OF PRODUCT INTEGRATION AND BUFFERING



NOTE: CONCEPTUAL EXAMPLES AND IMAGES ARE FOR ILLUSTRATION ONLY AND ARE NOT DEPICTIONS OF PROPOSED ADJACENT USES. COMPATIBLE USES WILL BE MADE ADJACENT TO THE EXTENT POSSIBLE, WITH FINAL LAYOUT TO BE DETERMINED AT PRELIMINARY PLAT APPROVAL.



EXISTING CONDITIONS - SURVEY



SURVEYOR'S CERTIFICATE

"I, Evan J. Wood, do hereby certify that I am a Professional Land Surveyor, and that I hold License No. 183395 in accordance with Title 58, Chapter 22 of Utah State Code. I further certify by authority of the owner(s) that I have made a Survey of the lands shown on this Plan and that it correctly represents the existing conditions as shown. This Plan does not represent a certification to the title or ownership of the lands shown hereon."

FOR REVIEW ONLY

Evan J. Wood — Date
Professional Land Surveyor
License No. 183395

FOCUS
ENGINEERING AND SURVEYING, LLC
6949 S. HIGH TECH DRIVE SUITE 200
MIDVALE, UTAH 84047 PHONE: (801) 352-0075
www.focus-es.com

FOR REVIEW ONLY

BOUNDARY SURVEY

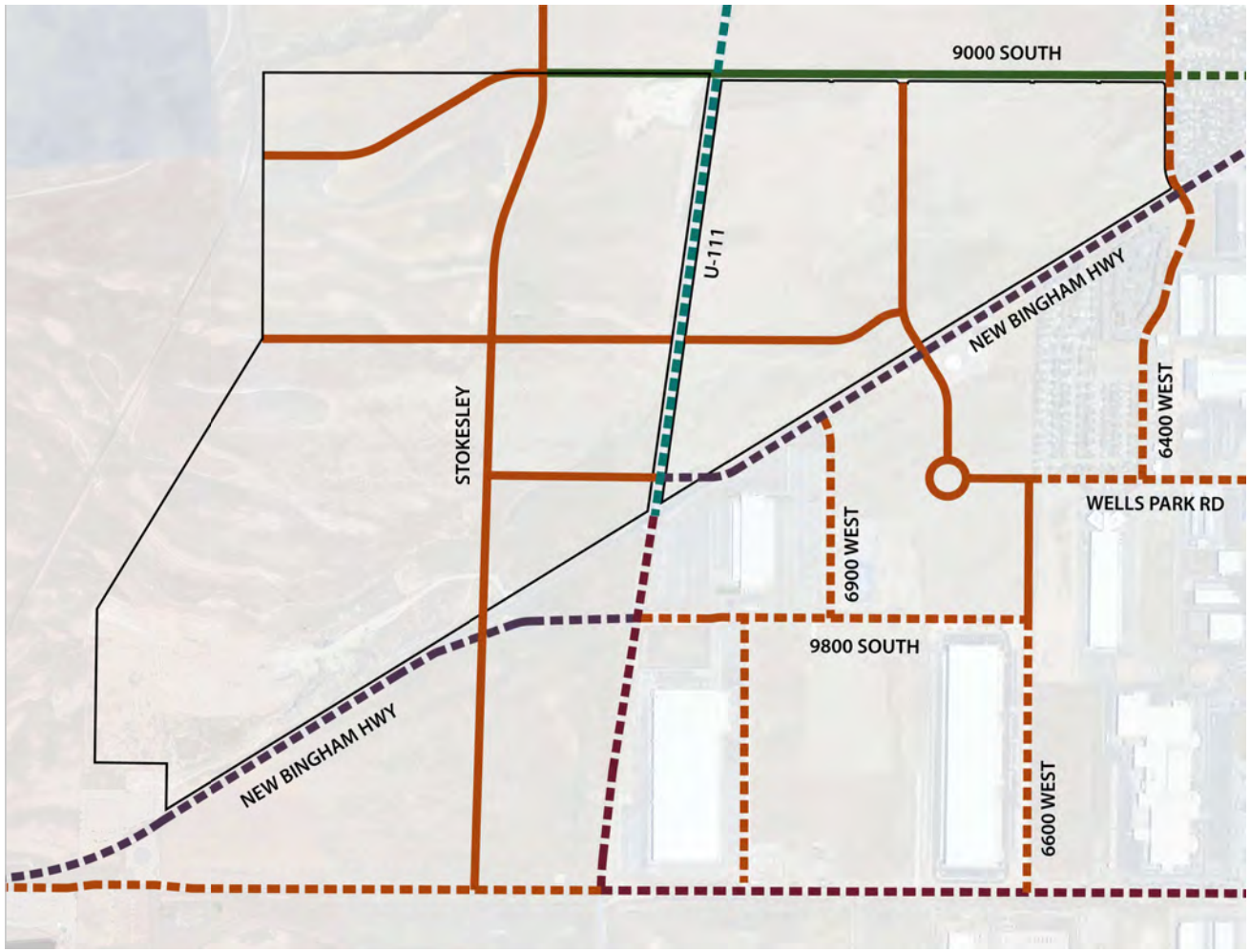
LOCATION: SOUTH HALF OF SECTION 3, AND THE SOUTH HAVE OF SECTION 4, AND THE NORTHWEST 1/4 SECTION 10, AND ALL OF SECTION 9 TOWNSHIP 3 SOUTH RANGE 2 WEST SALT LAKE BASE & MERIDIAN, THE CITY OF WEST JORDAN SALT LAKE COUNTY, UTAH: PREPARED FOR GARDNER GROUP

REVISION BLOCK	DESCRIPTION	DATE

Drawn: JDL
Checked: EJW
Scale: N.T.S.
Job #: 25-007A
Date: 11/21/24
Sheet: 1 OF 1

TRANSPORTATION

MASTER TRANSPORTATION PLAN



Legend

EXISTING

- UDOT Major Collector
- UDOT Other Principal Arterial
- UDOT Minor Arterial
- City Arterial (4/5 Lanes)
- City Collector (2/3 Lanes)

PROPOSED

- UDOT Major Collector
- UDOT Other Principal Arterial
- City Arterial (4/5 Lanes)
- City Collector (2/3 Lanes)

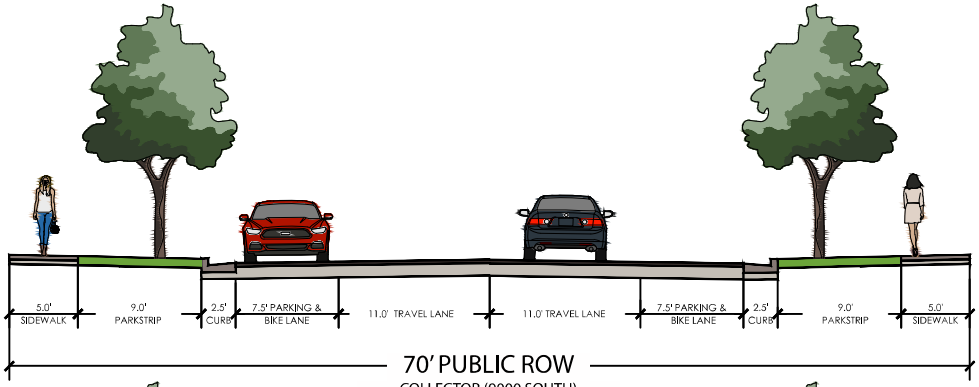
Note: Road grades will be approved with the final design construction drawings of the project and will meet the city code.

N

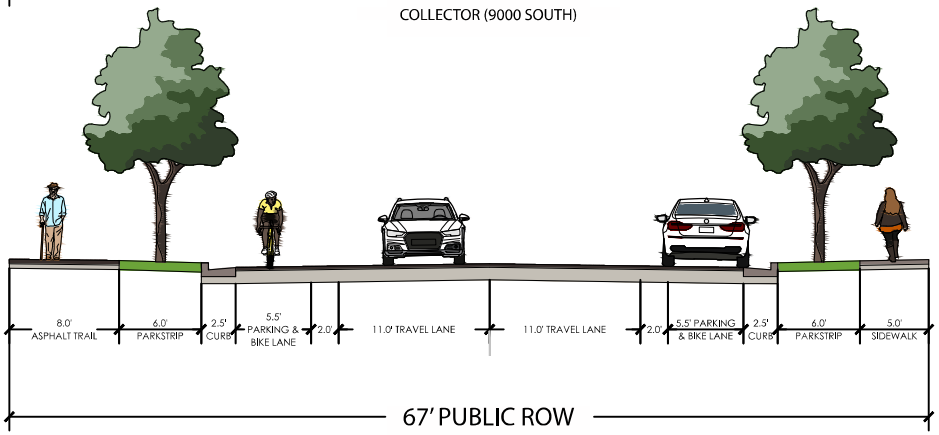
S

N.T.S.

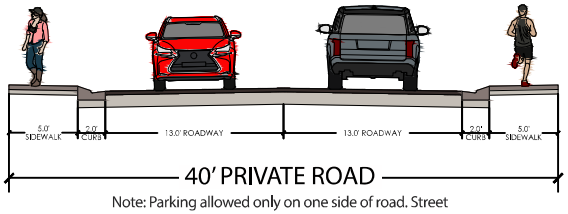
CROSS SECTIONS



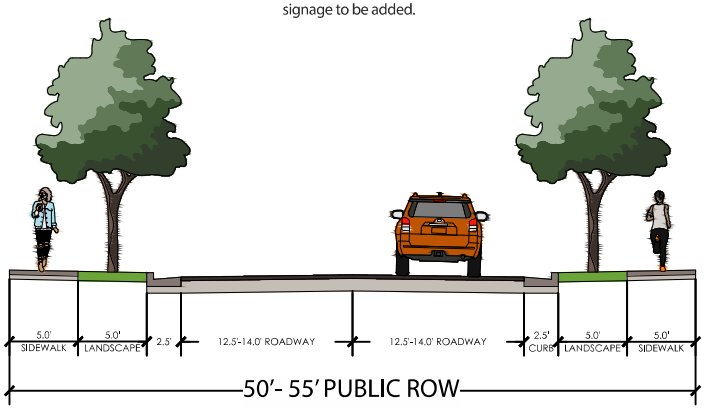
COLLECTOR (9000 SOUTH)



COLLECTOR WITH 8'TRAIL (STOKESLEY)

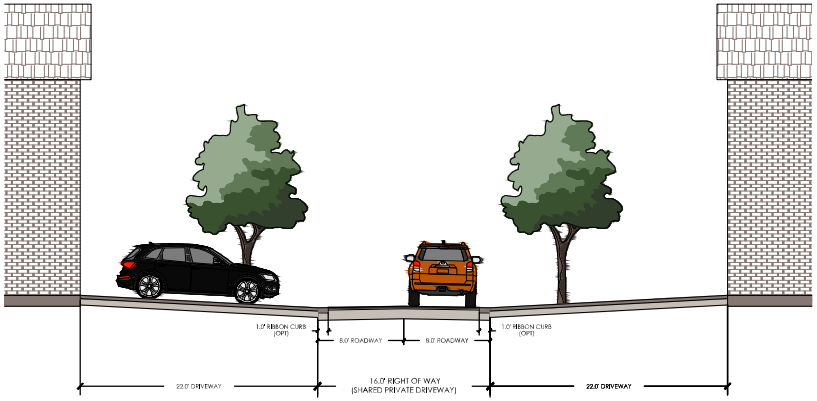


Note: Parking allowed only on one side of road. Street signage to be added.



Note: Parking allowed only on one side of road for pavement widths less than 28'. Street signage to be added.

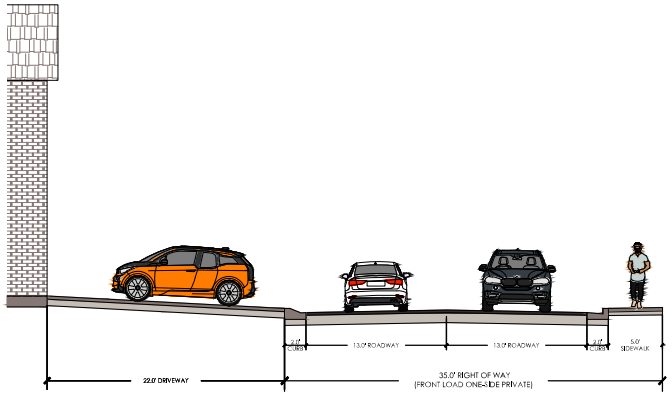
PRIVATE ROAD CROSS SECTIONS



16' SHARED DRIVEWAY

FOR FRONT-LOAD CLUSTER PRODUCT

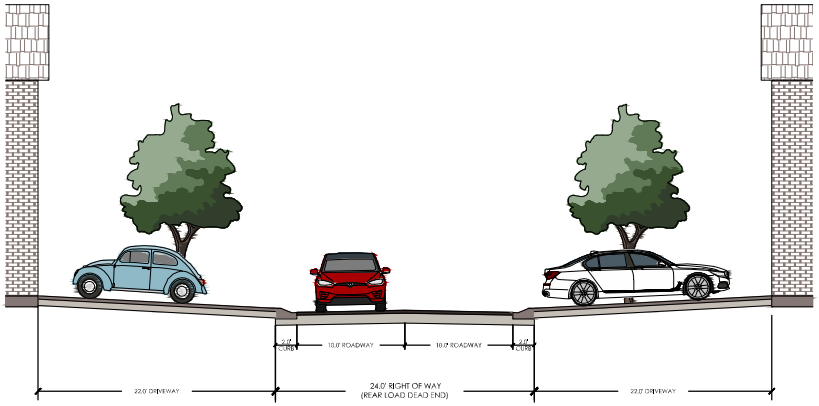
Note: No parking allowed on shared driveway. Street signage to be added.
Wherever emergency access is needed, a 20' drivable surface will be provided.



35' PRIVATE ROAD

FOR FRONT-LOAD PRODUCT ON ONE SIDE OF STREET

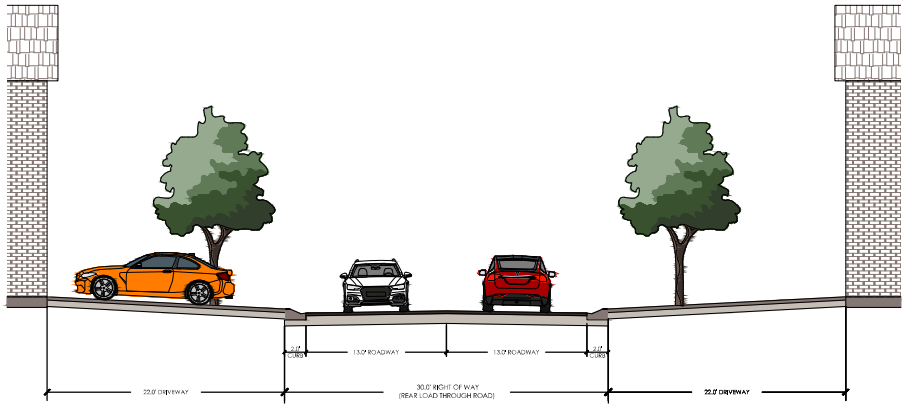
Note: Parking allowed only on one side of road. Street signage to be added.



24' PRIVATE ROAD

FOR REAR-LOAD PRODUCT ON DEAD-END ALLEY

Note: Dead-ends not to exceed 150' without emergency vehicle turnaround. No parking allowed on road. Street signage to be added.



35' PRIVATE ROAD

FOR REAR-LOAD PRODUCT

Note: Parking allowed only on one side of road. Street signage to be added.

UTILITIES

ADEQUATE PUBLIC FACILITIES

Per West Jordan City Code 13-7A-5, adequate public facilities will be provided for Jones Southwest Quadrant as development progresses. The Developer will coordinate with the City to ensure the following standards and schedules are followed.

A. Standards Specified: The city APF management system shall ensure that public facilities and services to support development are available concurrently with the impacts of development. The following standards shall be used to determine whether a development meets or exceeds the minimum requirements for adequate public facilities:

1. For water and wastewater facilities, at a minimum, the city shall require that, at the time of issuance of any building permit issued pursuant to a site specific development plan, all necessary facilities and services, as described in subsections 13-7A-3A and 3B of this article, are in place and available to serve the new development in accordance with the approved utility plan or development agreement for the development.

2. For storm drainage facilities, the city shall require that all necessary facilities and services, as described in subsection 13-7A-3C of this article, are in place and available to serve the new development in accordance with the approved drainage and erosion control report, utility plans, or development agreement for such development.

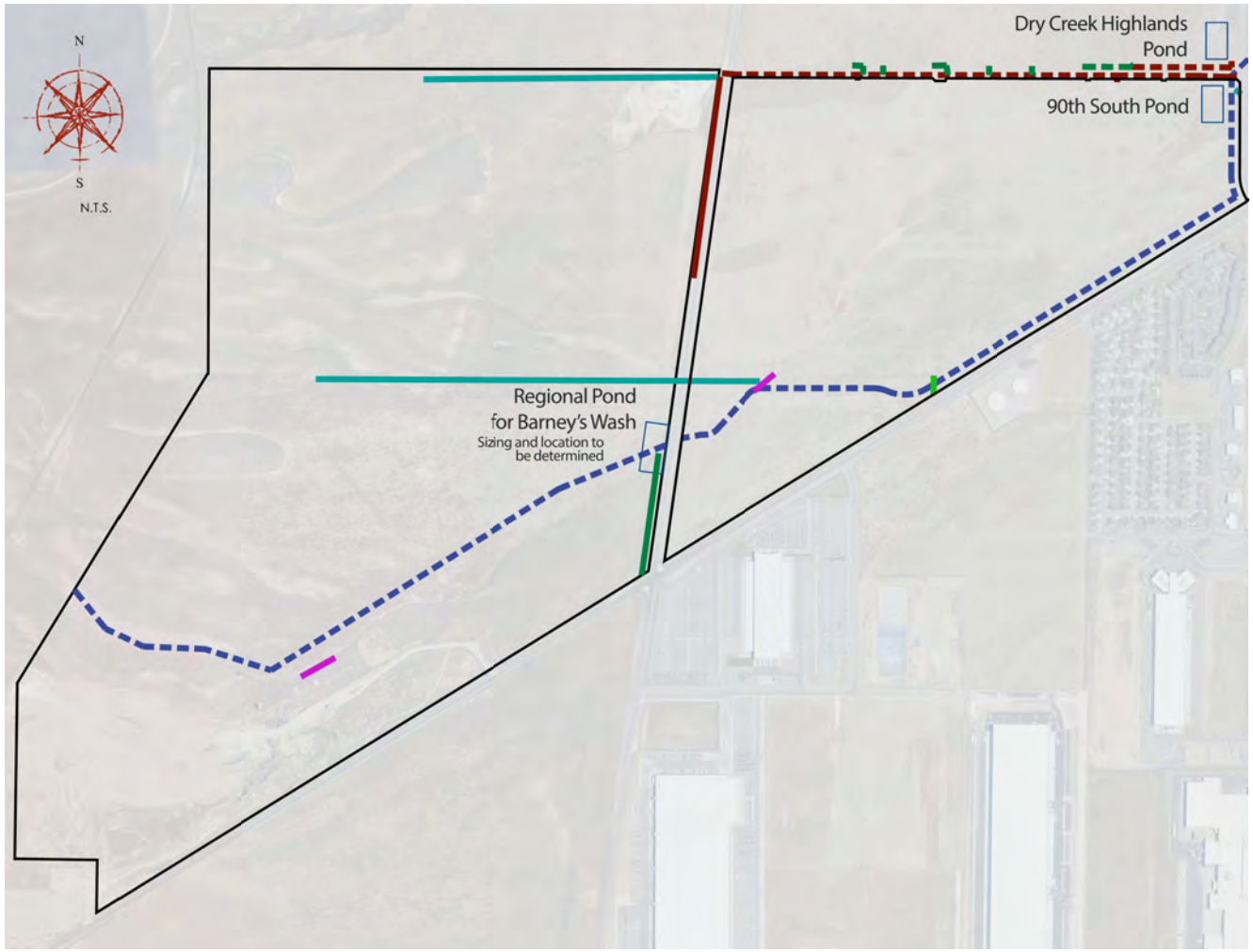
B. Installation Schedule: The timing of installation of such facilities and service shall be as follows:

1. Where multiple building permits are to be issued for a project, twenty five percent (25%) of the building permits and certificates of occupancy may be issued prior to the installation and acceptance of the drainage facilities. Prior to the issuance of any additional permits, the installation and acceptance of the drainage facilities shall be required.

2. For projects involving the issuance of only one building permit and certificate of occupancy, the installation and acceptance of the drainage facilities shall be required prior to the issuance of the certificate of occupancy.

3. For fire and emergency services, at a minimum, the city shall require that, at the time of issuance of any building permit issued pursuant to a site specific development plan, all necessary facilities and services, as described in subsection 13-7A-3D of this article, are in place and available to serve the site within the new development where the building is to be constructed in accordance with the international fire code, this title, or a development agreement. (2001 Code § 89-5-204)

STORMWATER



Legend

Pond

EXISTING

36" Line
24" Line
18" Line

PROPOSED

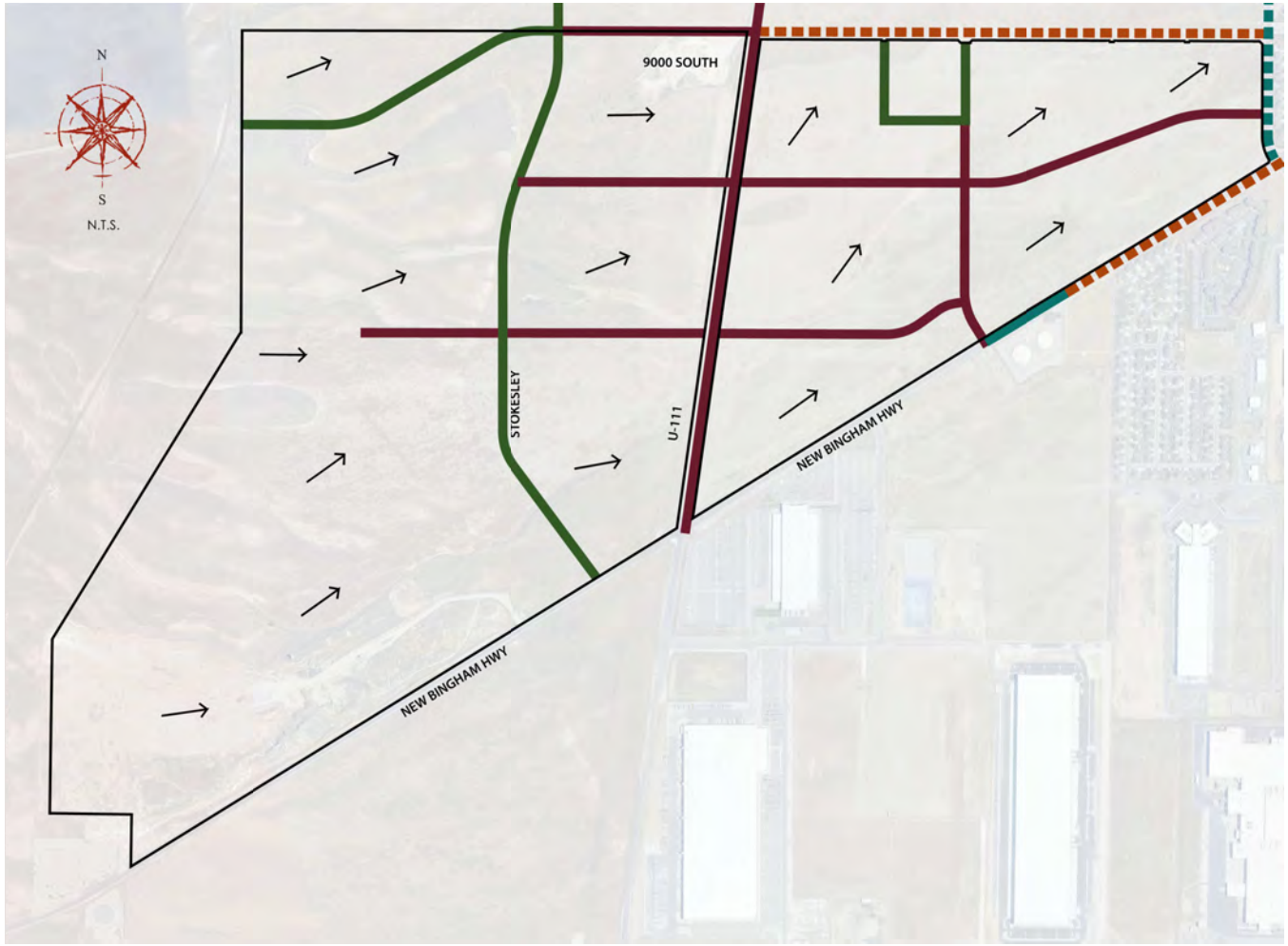
42" Line
30" Line
24" Line
18" Line

NOTES

Per West Jordan City Code 13-7A-5, adequate public stormwater facilities will be provided for Jones Southwest Quadrant as development progresses. The Developer will coordinate with the City to ensure the relevant standards and schedules are followed.

1. Basin per West Jordan City 2023 storm drain master plan to hold 1.7 acre-feet.
2. All detention ponds (excluding basin from city master plan) shall be sized for the 100-year 24-hour event with a discharge of 0.1 cfs/acre.
3. All storm drain piping will be sized with final design. Pipes will be sized to convey the 10-year 24-hour event, except pipes conveying a wash or creek, which shall be designed for a 100-year event.
4. All detention ponds will be designed with final design per city code.
5. It is anticipated that all storm drain will discharge into Barney's Wash or an existing West Jordan storm drain system.
6. All utility lines will be located in the right-of-way, dedicated parcels, or easements.
7. Developed area and open space to be detained locally within each sub-area prior to discharging into the regional pond unless it is determined that the regional pond has the capacity to accommodate the detention of this area, according to City Code. If the regional pond does not have the capacity to accommodate the detention for this area the developer may work with the city to increase the size of the regional pond to accommodate the detention for this area.

SEWER



Legend

EXISTING

- Existing 15″
- Existing 12″
- Existing Grade Flow Direction

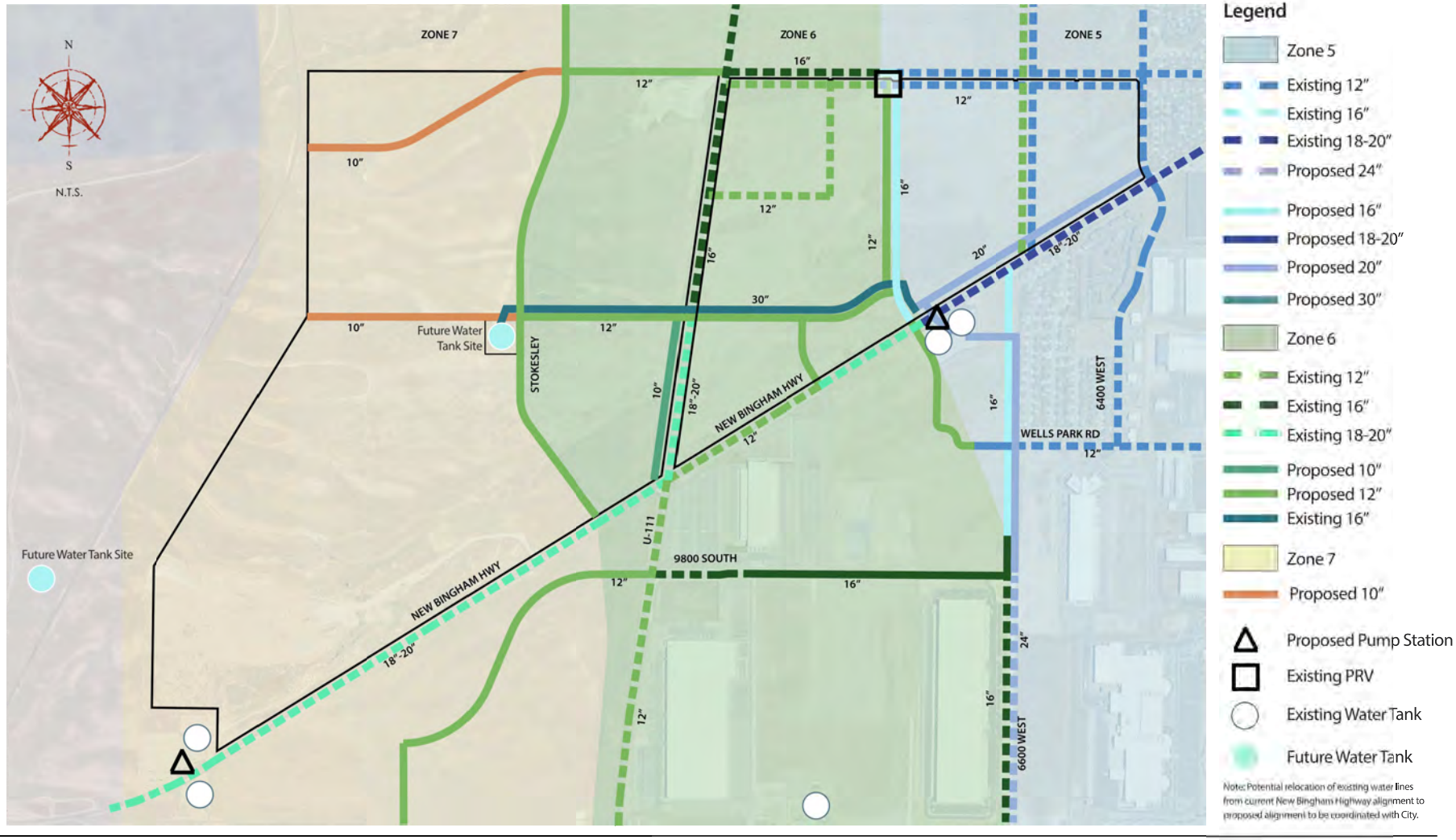
PROPOSED

- Proposed 8″
- Proposed 10″
- Proposed 12″

SEWER NARRATIVE

Per West Jordan City Code 13-7A-5, adequate public sewer facilities will be provided for Jones Southwest Quadrant as development progresses. The Developer will coordinate with the City to ensure the relevant standards and schedules are followed. The project is currently master planned for a certain amount of sewer ERU's per the current West Jordan City sewer master plan. With the re-zone of the proposed property, the full build out of the project will require more ERU's than currently master planned. Once development of the currently allowed water ERU's occurs, the Developer will need to updated the City's Sewer Master Plan to show how the remaining project ERU's can be provided and the Developer and City will need to determine how any needed improvements will be completed. The Developer would have the ability to make these improvements when they so desire to provide themselves the fully planned ERU's for the project or wait until the City makes these improvements in their own timing. With the preliminary plans of each village, the developer will be responsible to show how the sewer design will be able to accommodate the full project buildout that would go through each preliminary design in order to show that the sewer pipes are sized correctly.

WATER


N
S
N.T.S.
ZONE 7
ZONE 6
ZONE 5
10"
12"
16"
12"
12"
16"
12"
16"
20"
18"-20"
30"
10"
Future Water Tank Site
12"
STOKESLEY
10"
18"-20"
NEW BINGHAM HWY
12"
16"
6400 WEST
WELLS PARK RD
12"
Future Water Tank Site
U-111
9800 SOUTH
NEW BINGHAM HWY
18"-20"
12"
16"
24"
12"
16"
6600 WEST
Legend
Zone 5
Existing 12"
Existing 16"
Existing 18-20"
Proposed 24"
Proposed 16"
Proposed 18-20"
Proposed 20"
Proposed 30"
Zone 6
Existing 12"
Existing 16"
Existing 18-20"
Proposed 10"
Proposed 12"
Existing 16"
Zone 7
Proposed 10"
Proposed Pump Station
Existing PRV
Existing Water Tank
Future Water Tank
Note: Potential relocation of existing water lines from current New Bingham Highway alignment to proposed alignment to be coordinated with City.

WATER NARRATIVE

Per West Jordan City Code 13-7A-5, adequate public water facilities will be provided for Jones Southwest Quadrant as development progresses. The Developer will coordinate with the City to ensure the relevant standards and schedules are followed. The project is currently master planned for a certain amount of water ERU's per the current West Jordan City water master plan. With the re-zone of the proposed property, the full build out of the project will require more ERU's than currently master planned. Once development of the currently allowed water ERU's occurs, the Developer will need to updated the City's Water Master Plan to show how the remaining project ERU's can be provided and the Developer and City will need to determine how any needed improvements will be completed. The Developer would have the ability to make these improvements when they so desire to provide themselves the fully planned ERU's for the project or wait until the City makes these improvements in their own timing. With the preliminary plans of each village, the developer will be responsible to show how the water design will be able to accommodate the full project buildout that would go through each preliminary design in order to show that the water pipes are sized correctly.

GRADING AND GEOTECHNICAL ENGINEERING

Grading plans for the project will be provided during the final subdivision and final site plan process for each area that is being proposed for final subdivision or final site plan approval. Grading wil adhere to West Jordan City standards.

A geotechnical report prepared by a licensed geotechnical engineer will be required prior to sub-area plan approval for each area shown within the proposed sub-area boundary.

City of West Jordan
Department of Utilities
8000 South Redwood Road
West Jordan Utah 84088
Office: (801) 569-5070

TO: Mayor Dirk Burton, Korban Lee, Paul Jerome,
FROM: Greg Davenport, P.E.
DATE: April 10, 2025
RE: Southwest Quadrant Land Use Amendment – Infrastructure Analysis

The Utility Department has been asked to answer the following question:

Will the proposed general land use amendment for Southwest Quadrant adversely impact the neighborhood and community as a whole by significantly altering acceptable land use patterns and requiring larger and more expensive public infrastructure improvements, including, but not limited to, roads, water, wastewater, and public safety facilities, than would otherwise be needed without the proposed change?

While the Public Utilities Department cannot answer for roadways or public safety, we can provide limited information regarding the proposed amendment's impact to existing storm water, wastewater, and culinary water facilities of the City.

Storm Water: The proposed property drains to an undeveloped Barney's Wash and contains FEMA Flood Plain A property. The allowable discharge into a developed Barney's Wash will be 0.1 cubic feet per second per acre. Any future development should include low impact development, best management practices for storm water and will be required to detain on-site. The storm water impact for this development will require expensive public infrastructure including the rerouting of Barney's Wash and its tributaries, the relocation of the existing FEMA flood zone A, and possible regional detention facilities. The applicant has not currently provided any specific information to the City demonstrating their plan for providing this infrastructure.

Finding: The proposed general land use amendment for Southwest Quadrant will not adversely impact the neighborhood and community if a specific plan is presented to mitigate the storm water impact.

Sanitary Sewer:
The current master plan anticipated 1804 equivalent resident units for the proposed development.

The applicant is proposing to increase the ERU's by more than 3000 ERU's. The exact number of ERU's cannot be determined by this proposal as this number is not defined yet in the agreement. The existing system cannot accept the increased density of the proposed project without improvements. The wastewater impact for this development will require additional expensive public infrastructure. The applicant has not provided any specific information to the City demonstrating their plan for providing this infrastructure for the development.

Finding: The proposed general land use amendment for Southwest Quadrant will adversely impact the neighborhood and community. The developer could mitigate this impact if a specific plan is presented to mitigate the sanitary sewer impact.

Water: The proposed development is located within three separate pressure zones. Pressure zone 7, which currently has no supported infrastructure, zone 6 and zone 5. The existing system currently anticipates 371 ERU's in zone 5, 604 ERU's in zone 6 and 829 ERU's in zone 7. (A total of 1804 ERU's.)

The applicant is requesting to add more than 4500 residential units plus commercial, office and high technology manufacturing ERU's that are not specifically defined. This proposal also does not specifically limit ERU's in a pressure zone and so they may vary zone to zone. Currently in zone 5 and 6 there is not sufficient infrastructure to accommodate the proposed density increase. Zone 7 still has no facilities to support development.

The extra water capacity for the increase in zoning is not part of any master planned project in either zone 5, 6 or zone 7. Without improvements in these zones, adequate public water facilities do not exist at this time. No plan has been submitted to the City at this time to mitigate the impact.

Finding: The proposed general land use amendment for Southwest Quadrant will adversely impact the neighborhood and community. The developer could mitigate this impact if a specific plan is presented to mitigate the culinary impact. This plan must address fire flow, water storage and source water impacts.

Sincerely,

Greg Davenport

Greg Davenport, P.E.

REQUEST FOR COUNCIL ACTION

Action: Request feedback from Council

Meeting Date Requested : 04/22/2025

Presenter: Tayler Jensen

Deadline of item :

Applicant: The Healey Company

Department Sponsor: Community Development

Agenda Type: DISCUSSION TOPICS

Presentation Time: 5 Minutes *(Council may elect to provide more or less time)*

1. **AGENDA SUBJECT**
   Discussion of The Healey Company Townhome Development Concept Plan

2. **EXECUTIVE SUMMARY**
   The council is being asked to review the concept of a townhome development at 8689 South 5600 West, 1.47 acres in size.

   1. Does the Council support a proposal to amend the Future Land Use Map (FLUM) from the current designation Neighborhood Commercial to High Density Residential?
   2. Does the Council support the proposed 30 dwelling units on 1.47 acres (~20.4 DU/AC) in this location?
   3. Does the council support an exception to the Balanced Housing Ordinance in this location?
   4. If the council supports this concept how should the applicant proceed?
      a. Remain in the current P-C zoning despite the original development utilizing all the townhome entitlements?
      b. Adding the property to the Interchange Overlay Zone (Text Amendment) and Rezone to the IOZ

   It should be noted that this is a revised concept. The applicant is asking for feedback and has made the following changes from the previous concept, reviewed by staff the Pre-Application meeting held March 10th:

   - Unit count decreased from 36 to 30
   - Tandem Style Garages removed and replaced with side by side garage
   - Playground, BBQ Area, and Pickleball Court Added
   - 5 Guest Parking Stalls added

3. **TIME SENSITIVITY / URGENCY**
   Applicant will be making future plans based on the feedback from the City Council

4. **COUNCIL STAFF ANALYSIS**
   Background & Timeline
   The Council Office has confirmed that the current land use is zoned for Planned Community (PC), originally adopted by Ordinance No. 01-18 (in August 2001 with a 6-0 vote) and amended with Ordinance No. 05-14 (in March 2005 with a 7-0 vote).
   - Ordinance No. 01-18 provided the 129 acres into the following types of land use: Neighborhood Commercial (SC-1) on 3.56 acres; Condominium and Townhomes on 14.73 acres

at 12 u/a; Single Family detached on 30.07 acres with 8,000 sq foot lots; Community Shopping Center (SC-2) on 6.68 acres; Apartments on 18.28 acres and 16 units per acre; and Regional Commercial (SC-3) on 55.86 acres.

- Ordinance 05-14 adopted March 2005 with a 7-0 vote) allocated the new land area to the SC-3 area in the original ordinance. Amending the original 40 acres of SC-3 designation to 47.24 acres.

Additional Information & Analysis

The current Future Land Use Map designation is "Neighborhood Commercial", which is defined in the General Plan as being, "applied to areas in which the primary use of the land is for commercial and service functions that serve the daily convenience needs of a surrounding residential neighborhood."

The Council has requested information on utility capacity requirements for land-use proposals, and the current request has higher land use impacts than the General Plan permits. As noted in the Pre-App Comments (Attachment B), water availability at this parcel is 3.234 ERU's.

5. POSSIBLE COUNCIL ACTION

The Council may choose to:

1. Move the item forward to a future Council Meeting for consideration and possible final action;
2. Continue the item for to a future Committee of the Whole meeting;
3. As applicable, refer the item to the Planning Commission, a Council Subcommittee, or an Ad Hoc Committee;
4. Table the item indefinitely;
5. Make requests of Council Staff, Administrative Staff, or the Mayor for information by way of four agreeing Council Members.

6. **ATTACHMENTS**

Attachment A: Original Concept Plan
Attachment B: Staff Pre-Application Comments
Attachment C: Revised COTW Concept Plan



WEST JORDAN TOWNHOME DEVELOPMENT

SITE PLAN CONCEPT / FEB. 24, 2025

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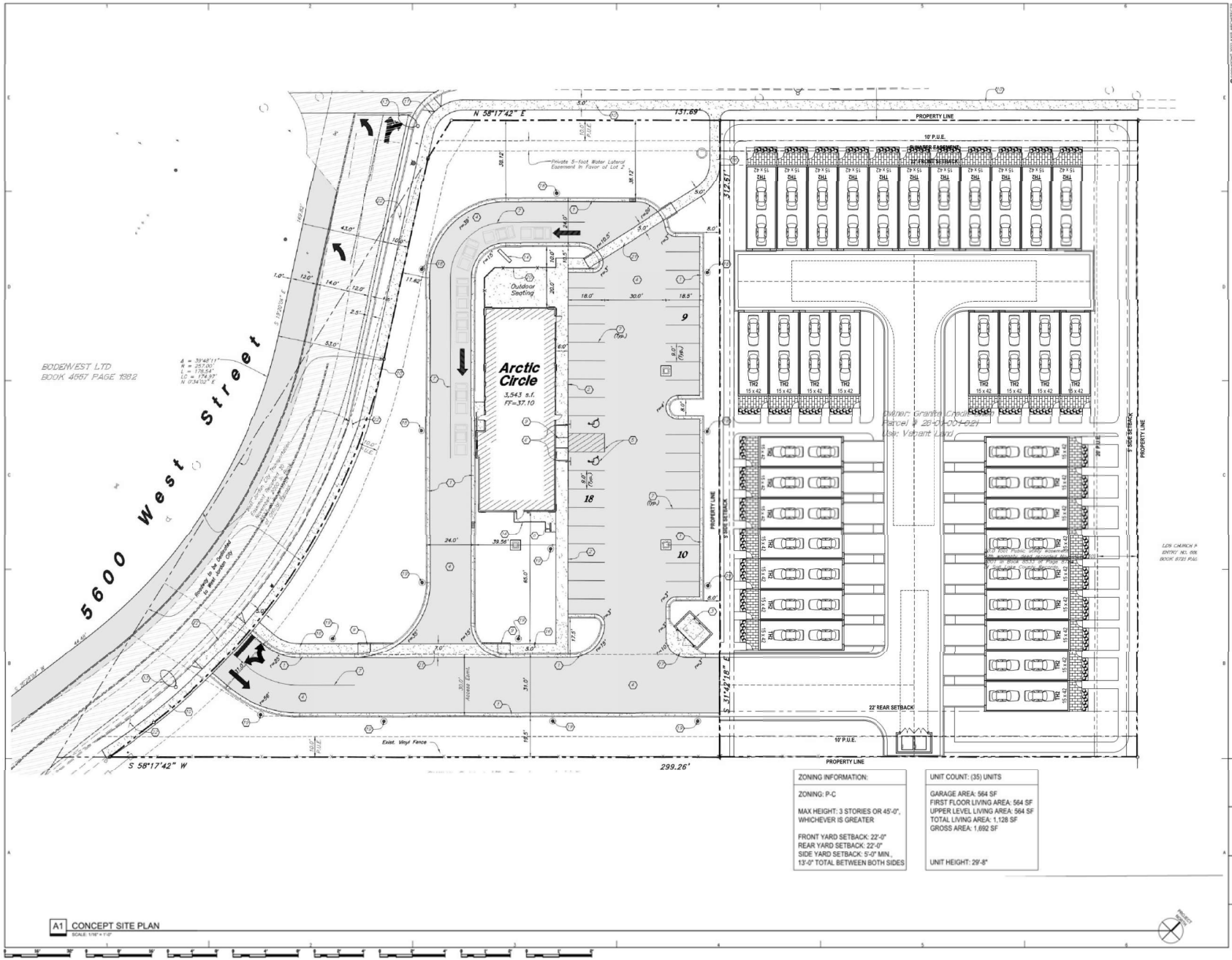
TOWNHOME DEVELOPMENT
WEST JORDAN, UTAH
CONCEPT SITE DESIGN

Revision #	Date
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Axis Job #	XXXX
Owner #	
Date	11-21-2024
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Checked	--

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G100



A1 CONCEPT SITE PLAN
SCALE: 1/16" = 1'-0"

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Owner
Date 11-21-2024
Drawn By - -
Checked

DOCUMENTATION
-
-

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West Jordan, Utah 84088
(801) 569-5060

PRE-APPLICATION REVIEW – CITY COMMENTS

PROJECT NAME:	**Healey Townhomes**
PROJECT ADDRESS:	8689 S 5600 West
DATE:	March 10, 2025
TO:	The Healey Company
FROM:	Tayler Jensen

The following are departmental comments regarding your Pre-Application request:

PLANNING & ZONING DEPARTMENT / PROJECT MANAGER:

Tayler Jensen
801-569-5064
tayler.jensen@westjordan.utah.gov

Review Processes:

Process:

1. This proposal requires at a minimum a future land use map designation change, and a rezone. It may also require a zoning text amendment, or an exception to the city's balanced housing ordinance.
2. Prior to submitting any of these applications, I recommend moving this to a Committee of the Whole meeting with the City Council to see if there is any appetite from the Council to make a project like this work here.
3. Revise concept based on today's comments and we will schedule this for the CC to give your guidance

Comments:

1. Tandem parking requires Planning Commission approval
2. Road will have to be private as the Arctic circle access isn't a public ROW
3. No more than 30 units can be accessed off a single access for fire protection
4. What is the plan for storm water retention

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5. The most likely path I see to this being an allowed use is to have the Interchange Overlay Zone (IOZ) which is currently being proposed for Merced Creek on the west side of 5600 W amended to allow it to be rezoned onto this parcel.
6. Have you approached the adjacent development about tying into Indian Gulch Cv to increase connectivity between two developments
7. How many bedrooms do these units have?
8. Each unit should be able to be accessed via a sidewalk or path, if possible move sidewalks to the front of the units so you don't have the conflicts with all the driveways and garages in the rear along the alley
9. Masonry Wall between School / Seminary and Development and adjacent to Arctic Circle

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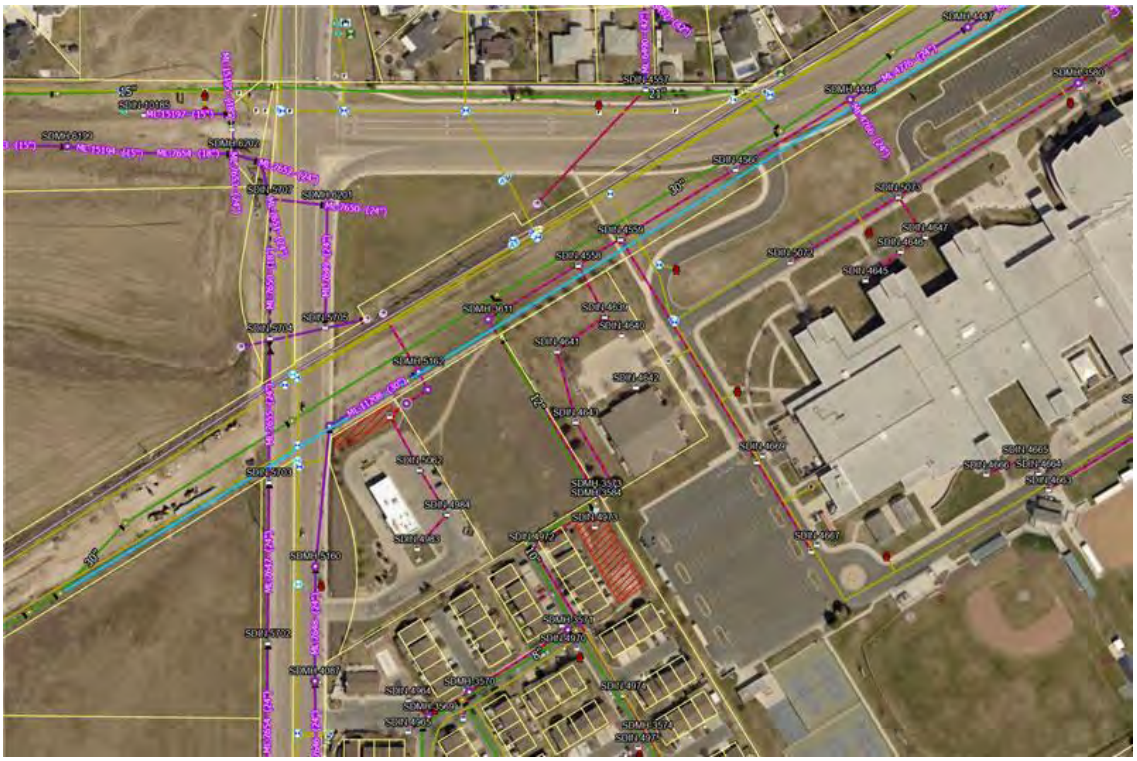
PUBLIC UTILITIES ENGINEER:

Angelica Haro
801-569-5078
angelica.haro@westjordan.utah.gov

Comments:

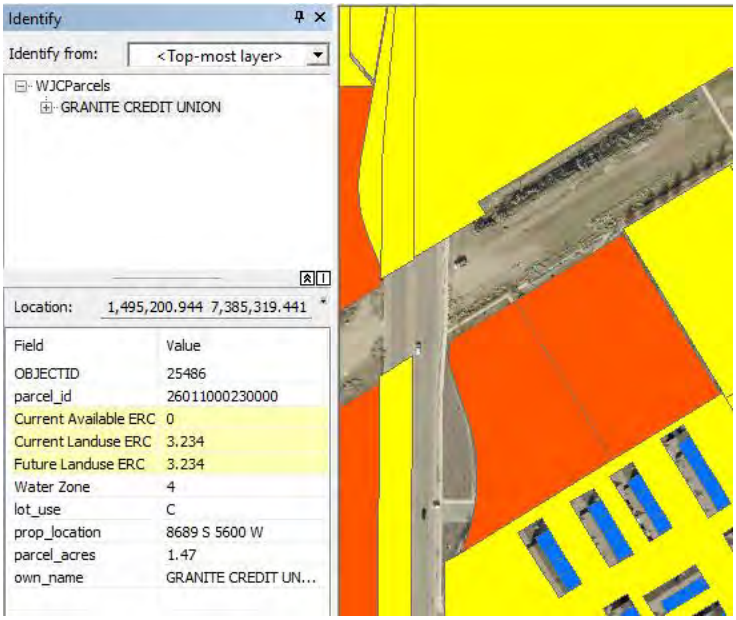
Here is our GIS information for that area.

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Water: (gold)
Sewer: (green)
Storm Drain: (purple)
•The storm flow must be detained on site for the expected increase in runoff. The allowable storage release rate is 0.1 cfs/ac.
•Oil water separator is required prior to connecting to city system.

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Please note that there are currently only 3.234 Future Landuse ERC's for this area. Adequate Public Facilities Checklist Type B will be needed.

PUBLIC WORKS ENGINEER:

Todd Johnson
801-569-5044
todd.johnson@westjordan.utah.gov

Comments:

1. Access must be approved at a location acceptable to UDOT, which may include the acquisition of an easement if necessary.
2. If townhomes are to be on individual lots, then the existing driveway to Arctic Circle would need to be changed to a private road, including physical improvements as necessary. As shown, shared driveways may only provide access to up to 2 residential lots. This new roadway connection would need to be acceptable to UDOT. Townhomes must also be connected onto a private roadway (as opposed to a driveway). This private road must meet public road standards.

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3. A traffic impact study (TIS) is needed.
4. Parking is going to be an issue for both residents and guests.

TRAFFIC ENGINEER:
Nestor Gallo
801-569-5047
nestor.gallo@westjordan.utah.gov

Comments:

1.

FIRE DEPARTMENT:
Paul Brockbank
801-260-7354
paul.brockbank@westjordan.utah.gov

Comments:

1.

Please be advised that these comments are intended to identify significant issues specific to site development and outline required review processes in preparation of formal submittals. The project will be required to meet all applicable requirements of the City of West Jordan Code, which are available at:
https://codelibrary.amlegal.com/codes/westjordanut/latest/westjordan_ut/0-0-0-38187

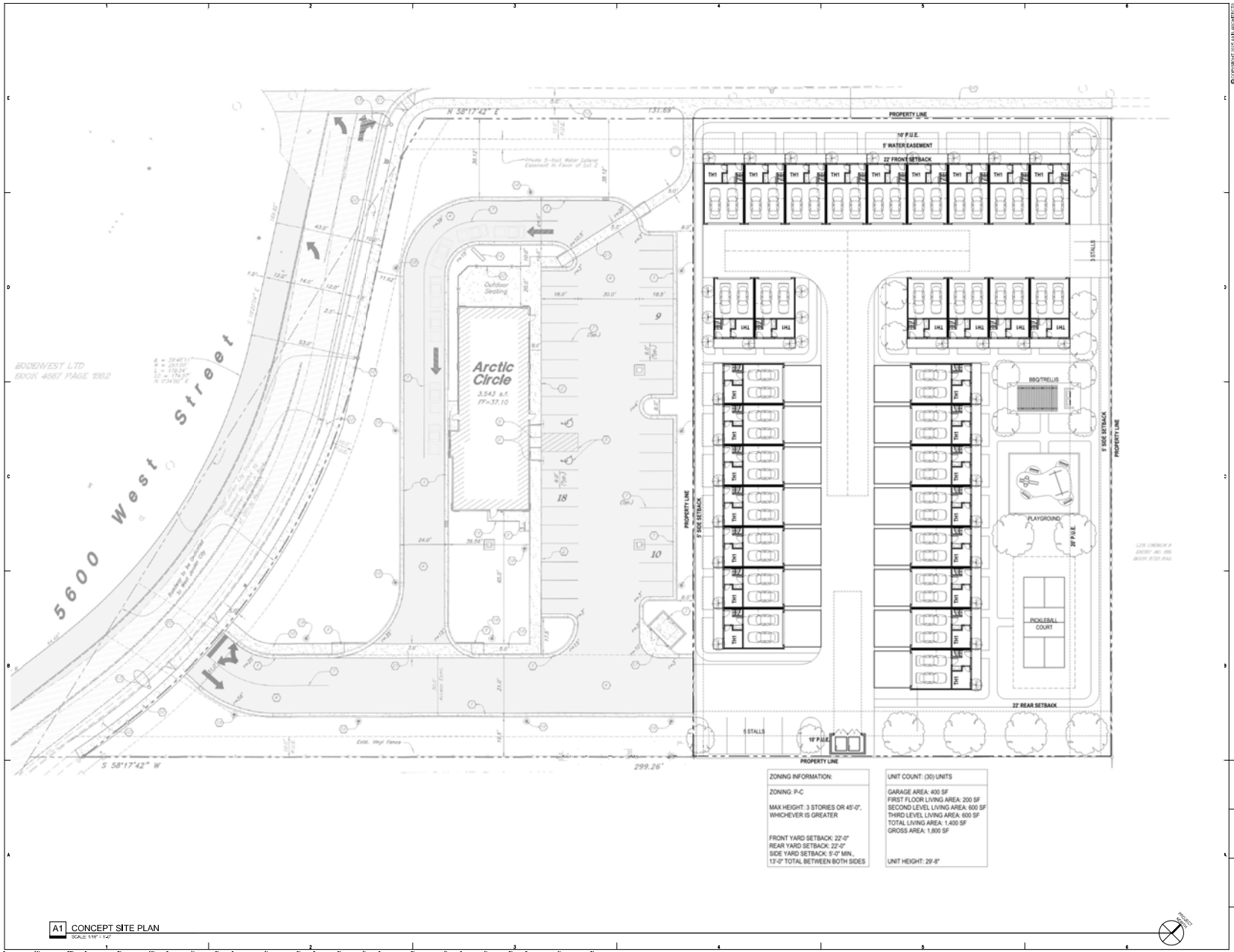
If the plans change significantly, another Pre-Application Meeting may be required.

Impact Fees are charged on all developments to help pay for construction costs of off-site capital improvements that service all development in West Jordan. These fees are implemented to mitigate the economic burden on The City of West Jordan in its efforts to support growth within the city. Impact Fees are assessed at the end of the review process and need to be paid before the project can be approved for construction.

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If you have any questions regarding any of the review comments, please feel free to contact either the project manager or project team member.

Thank you.



ZONING INFORMATION:	UNIT COUNT: (30) UNITS
ZONING: P-C MAX HEIGHT: 3 STORIES OR 45'-0", WHICHEVER IS GREATER FRONT YARD SETBACK: 22'-0" REAR YARD SETBACK: 22'-0" SIDE YARD SETBACK: 5'-0" MIN., 13'-0" TOTAL BETWEEN BOTH SIDES	GARAGE AREA: 400 SF FIRST FLOOR LIVING AREA: 200 SF SECOND LEVEL LIVING AREA: 600 SF THIRD LEVEL LIVING AREA: 600 SF TOTAL LIVING AREA: 1,400 SF GROSS AREA: 1,800 SF UNIT HEIGHT: 29'-8"

A1 CONCEPT SITE PLAN
SCALE: 1/16" = 1'-0"

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TOWNHOME DEVELOPMENT

WEST JORDAN, UTAH

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Date 3-20-2025
Drawn ---
Checked ---

CONCEPT SITE PLAN

AS101

REQUEST FOR COUNCIL ACTION

Action: Provide information to Council

Presenter: Danyce Steck, Administrative Services Director

Applicant:

Department Sponsor: Council Office

Agenda Type: DISCUSSION TOPICS

Presentation Time: 45 Minutes

Meeting Date Requested : 04/22/2025

Deadline of item :

(Council may elect to provide more or less time)

1. **AGENDA SUBJECT**
   Discussion of FY2026 Annual Budget

2. **EXECUTIVE SUMMARY**
   Open discussion related to the FY2026 Annual Budget including revenues, utility rates, capital projects, and staffing.

3. **TIME SENSITIVITY / URGENCY**
   The Mayor's Budget for FY2026 will be presented in its final form to the Council on May 6th.

4. **POSSIBLE COUNCIL ACTION**
   The Council may choose to:
   1. Move the item forward to a future Council Meeting for consideration and possible final action;
   2. Continue the item for to a future Committee of the Whole meeting;
   3. As applicable, refer the item to the Planning Commission, a Council Subcommittee, or an Ad Hoc Committee;
   4. Table the item indefinitely;
   5. Make requests of Council Staff, Administrative Staff, or the Mayor for information by way of four agreeing Council Members.