

ORDINANCE NO. 2026-18

**AN ORDINANCE OF THE PLEASANT VIEW CITY COUNCIL AMENDING
PLEASANT VIEW CITY CODE § 2.33 – PURCHASING POLICY.**

WHEREAS, Utah Code Ann. § 10-6-122 provides for the establishment of purchasing procedures by ordinance or resolution; and

WHEREAS, Pleasant View City finds that an update to the City Code is needed to amend the text to be consistent with the Table Summary which was previously approved; and

WHEREAS, Pleasant View City finds that in dealing with change orders due to inflationary costs in projects and to speed up the pace of projects, the percentage for changes is increasing; and

WHEREAS, Pleasant View City finds that such a code change is in keeping with the desires and intents of the City.

NOW THEREFORE, Be it hereby ordained that the Pleasant View City Council adopts amendments to Section 2.33.020, Section 2.33.040, Section 2.33.060 and Section 2.33.070 of the Pleasant View City Code § 2.33 – Purchasing Policy as outlined in Exhibit A. This ordinance shall take effect immediately upon approval.

DATED this 14th day of July 2026.

PLEASANT VIEW CITY, UTAH



Steve Gibson, Mayor

Attest:


Laurie Hellstrom, City Recorder

Posted this 16th day of July, 2026

This ordinance has been approved by the following vote of the Pleasant View City Council:



~~Absent~~ Councilmember Arrington
Yes Councilmember Ferry
Yes Councilmember Marriott
Yes Councilmember Urry
~~Absent~~ Councilmember Wilkinson

'EXHIBIT A'

2.33.020 Purchasing Agent Duties and Powers.

A. All purchasing agents shall administer the purchasing system provided by this chapter. By the provisions in this chapter and by other applicable laws, the purchasing agents shall perform the duties and have powers concerning purchasing matters as follows:

1. Administer and maintain the purchasing system and other rules and regulations established by this chapter and its authority;

2. Encourage competition: discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales;

3. Negotiate and recommend execution of contracts for the purchase of supplies, equipment and contractual services;

4. Supervise the inspection of all supplies and equipment to assure conformance with specifications;

5. Transfer surplus or unused supplies and equipment between departments as needed;

6. Maintaining a bidders' list, vendor's catalog file and other records needed for the efficient operation of the purchasing system;

7. Authorize purchases and payments of all goods, supplies and contractual services needed by the city and any agency or department which derives its support wholly or in part from the city.

8. Exploit the possibilities of buying "in bulk" so as to take full advantage of discounts;

9. Maintain adequate appropriation balance, a sufficient fund balance existing in the line item appropriation of the account number against which the purchase order is to be charged;

10. Authorized to approve change orders through a signed written order. Change orders with an increase in the contract or bid amount is subject to city council approval for anything greater than 15% 5% or the City Administrator, and Mayor or Mayor Pro Tem for anything 15% 5% or less.

2.33.030 Summary of the purchasing procedure and levels of authority for purchases at various prices.

APPROVING BODY	AMOUNTS	LEVEL OF AUTHORITY
Requires No Formal Approval	\$0 - \$2,500	Does not require a Price Quotation. Any purchasing agent of the city can purchase
	\$2,501 - \$10,000	Requires an Informal Price Quotation.
City Administrator and Mayor or Mayor Pro Tem	\$10,001 - \$20,000	Requires an Informal Price Quotation.

City Council	\$20,001 - \$30,000	Require Formal Price Quotation.
	\$30,001 and above	Requires Sealed Bids or Proposals.

2.33.040 Purchases Requiring City Council Approval. The city council shall approve one-time machinery and equipment purchases ~~\$15,001~~ **\$20,001** and above.

2.33.060 Purchases Requiring Informal Price Quotation. Informal Price Quotations are required for purchases between \$2,501 and ~~\$15,000~~ **\$20,000**. Informal price quotations shall be obtained by telephone or via the Internet from at least three vendors. Quotations shall be recorded on an "Informal Price Quotation Record." One copy of the quotation record shall be attached to the invoice for payment. When it is determined the vendor is a sole source supplier, the "Informal Price Quotation Record" shall contain information on how the determination of sole source was made. If the pricing of three vendors was reviewed and only one had the product, the record shall contain the names of the vendors contacted or considered. Reasons for including less than three quotations shall be stated on the record. The "Informal Price Quotation Records" may be reused as long as the price charged by the vendor remains the same as the price quoted. The quotation shall be redone when the vendor's price changes or annually, whichever comes first. State of Utah contract prices may be used in lieu of obtaining price quotations.

2.33.070 Purchases Requiring Formal Price Quotation. Formal Price Quotations are required for purchases between ~~\$15,001~~ **\$20,001** and \$30,000. Prior to seeking a "Request for Quotation", funding for the purchase must be allocated in a budget that has been approved by action of the city council and action of the city council shall be required to approve the purchase. Copies of the quotations and award shall be attached to the invoice for payment. State of Utah contract prices may be used in lieu of obtaining price quotations.