



SANDY CITY ADMINISTRATION

KURT BRADBURN
MAYOR

MATTHEW HUISH
CHIEF ADMINISTRATIVE OFFICER

To: City Council Members

From: Brian Kelley, Finance/Administrative Services Director

Date: March 9, 2018

Re: Purchasing Ordinance Amendments

I am recommending a few updates to our Purchasing Ordinance as follows:

1. Update the threshold amount for triggering a formal Request for Proposal (RFP) process from \$25,000 to \$40,000 (this is simply to adjust for inflation - \$25,000 in 1995 equates to \$41,229 today. Furthermore, the State of Utah's threshold is \$50,000 and Salt Lake City's is \$40,000 for general purchases and \$50,000 for construction/engineering),
2. Update the threshold amount for triggering formal bids for professional services from \$5,000 to \$7,500 (this is also to adjust for inflation),
3. Clarify the duration of RFP noticing from five days to five *business* days, and
4. Update the citation reference to applicable State Code.

I have attached the ordinance amendment, a redline version showing the changes, and a clean copy with the new changes. Please do not hesitate to call me with any questions you may have.

Thanks.