



North Ogden City

Staff Report

To: Mayor and City Council
From: Bryan Steele, Finance Director *BRS*
Date: 10/22/13
Subject: Ordinance updating the North Ogden City Purchasing Policy

It has been 10 years since the last Purchasing Policy update. Here are a couple of the reasons for the update:

- In the current purchasing policy the capitalization threshold is \$500. In the proposed purchasing policy the new threshold is \$5,000
- The current threshold requiring the City Manager's signature approving invoices is \$500. We are proposing increasing that amount to \$2,500.
- Increasing the amount before formal competitive bidding is required. The amount is currently \$12,000. We are proposing increasing that limit to \$25,000. We are also increasing the limit of when three (3) informal bids must be obtained from \$2,500 to \$3,000.
- Added as a factor in the Choosing by Advantage decision making process when analyzing competitive bids, is whether a business has an operation in North Ogden City.