

WEST VALLEY CITY, UTAH
ORDINANCE NO. 26-24

Date Adopted: 06/09/2026

Date Effective: 06/10/2026

**AN ORDINANCE AMENDING CHAPTER 5-3 OF THE WEST
VALLEY CITY MUNICIPAL CODE TO UPDATE CERTAIN
PROCUREMENT REQUIREMENTS.**

WHEREAS, Title 5 of the West Valley City Municipal Code establishes requirements for City procurement processes; and

WHEREAS, the City Council has determined that adjustments to procurement thresholds are appropriate; and

WHEREAS, the City Council of West Valley City, Utah does hereby determine that it is in the best interests of the health, safety, and welfare of the citizens of West Valley City to amend Chapter 5-3 of the West Valley City Municipal Code.

NOW, THEREFORE, BE IT ORDAINED by the City Council of West Valley City, Utah as follows:

Section 1. Repealer. Any provision of the West Valley City Municipal Code found to be in conflict with this Ordinance is hereby repealed.

Section 2. Amendment. Chapter 5-3 of the West Valley City Municipal Code is hereby amended as follows:

5-3-103. MINIMAL PURCHASES.

(1) *General.* This Section defines minimal purchases and the rules governing them. These purchases may only be made by Employees who have been authorized as stated in this Chapter.

(2) *Applicability.* This Section applies to the purchase of goods, supplies, materials, equipment or services, having a total value of not more than ~~\$20,000.00~~\$5,000.00. So long as funds used for such purchases are part of the approved annual budget for the department, City Council approval of Minimal Purchases is not required.

(3) *Who May Make Purchases.* Only the Purchasing Agent, Department Heads and Employees designated by Department Heads shall make small purchases as defined in this Section.

(4) *How Minimal Purchases Are Made.* Minimal purchases may be made by any reasonable means. Documentation shall be retained by the purchaser to demonstrate reasonableness.

(5) *Manipulation Prohibited.* Purchases shall not be manipulated to fall within this Section. Without limitation, purchases shall not be artificially divided, such as by awarding numerous purchases to a single Person for substantially similar performances, or by dividing the work required for a single project solely for purposes of making use of this Section.

5-3-104. SMALL PURCHASES.

(1) *General.* This Section defines small purchases and the rules governing them. These purchases can only be made by Employees who have been authorized as stated in this Chapter.

(2) *Applicability.* This Section applies to the purchase of goods, supplies, materials, equipment or services, having a total value of not more than \$70,000.00~~30,000.00~~, when such purchase is approved in writing in advance by the Department Head and the City Manager. So long as funds being used are available under the approved budget, City Council approval of Small Purchases is not required.

(3) *Who May Make Purchases.* Only the Purchasing Agent, Department Heads and Employees designated by Department Heads shall make small purchases as defined in this Section. In making small purchases, the following procedures shall be used in lieu of a bid or proposal process:

a. *Solicitation and Award.* Purchases shall be made by soliciting bids from no fewer than three businesses. This solicitation may be completed in any reasonable manner including but not limited to telephone inquiry, internet or other price comparison. Award shall be made to the business offering the lowest acceptable quotation.

b. *Records.* Any Department making a small purchase shall retain a record of the names of the businesses contacted, those offering quotations, and the date and amount of each quotation, and shall document, either on the City's electronic purchasing system or by paper copy provided to the Purchasing Agent, all quotes received.

c. *Manipulation Prohibited.* Purchases shall not be manipulated to fall within this Section. Without limitation, purchases shall not be artificially divided, such as by awarding numerous

purchases to a single Person for substantially similar performances, or by dividing the work required for a single project solely for purposes of making use of this Section.

(4) *Small Purchase Modifications and Renewals.* Any Agreement solicited under this Chapter shall only be modified or renewed as follows:

a. *Modifications.* Contracts shall not be modified in excess of the maximum dollar amounts stated in this Chapter.

b. *Renewals.* Contracts shall not be renewed on a successive basis with the same party unless approved in writing by the Purchasing Agent.

5-3-105. STATE CONTRACT PURCHASING.

Because an appropriate bid procedure has already been completed, any item that is a State contract item may be purchased without following the bid requirements set forth in this Section. However, purchases over ~~\$70,000.00~~~~30,000.00~~ will require formal City Council action and approval.

Section 3. Severability. If any provision of this Ordinance is declared to be invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.

Section 4. Effective Date. This Ordinance shall take effect immediately upon posting in the manner required by law.

PASSED and APPROVED this 9th day of June, 2026.



WEST VALLEY CITY

Lars Nordfelt

MAYOR Pro Tem

ATTEST:

Nirbhale Comar

CITY RECORDER