

## SALT LAKE COUNTY ORDINANCE

ORDINANCE NO. \_\_\_\_\_, 2018

AN ORDINANCE OF THE LEGISLATIVE BODY OF SALT LAKE COUNTY, UTAH, AMENDING SECTIONS 3.15.010, 3.24.010 AND 3.24.020 OF THE SALT LAKE COUNTY CODE OF ORDINANCES, 2001, RELATING TO THE SMALL, WOMEN-OWNED, OR MINORITY-OWNED EMERGING BUSINESS PREFERENCE.

The County Legislative Body of Salt Lake County ordains as follows:

SECTION I. The amendments made herein are designated by underlining the new substituted words. Words being deleted are designated by brackets and interlineations.

SECTION II. Section 3.15.010 of the Salt Lake County Code of Ordinances, 2001, is amended to read as follows:

### **3.15.010 - Definitions**

As used in Chapters 3.16 through 3.28:

“Agency” means a separate and distinct unit of county government, which has its own budget. It may also be used to refer to an elected official, department, division or section.

“Approved as to form” means that the county may lawfully enter into the proposed contract.

“Attorney” means the county district attorney and the district attorney's office.

“Award” means the approval for final procurement by the mayor or other authority.

“Best value bid” means the selection process for goods or services based on pre-determined criteria identified by the county in which objective qualitative factors along with price are considered.

“Bidder” means any person submitting a competitive bid in response to a request for bids or request for bids and resulting contract by the county.

“Bid” means an offer submitted by a bidder in response to a request for bids or request for bids and resulting contract by the county.

“Bilateral contract” is a written agreement which is signed by both parties.

“Cardholder” means the county employee issued a purchasing card or proprietary /charge card. The cardholder's name appears on the card.

“Claim” means (i) a demand presented for money or damages; or (ii) a cause of action presented for money or damages. “Claim” does not mean a routine, uncontested, or regular payment, including a bill, purchase, or payroll.

“Committee” means the RFP selection committee established by county ordinance and policy for the review of proposals.

“Contract” means a legally binding agreement “Cooperative agreement” means an agreement resulting from a competitive solicitation by one or more public purchasing agencies or association of public purchasing agencies that allows other public purchasing agencies, such as the county, to procure goods or services according to the agreement.

“Cooperative procurement” means procurements conducted by, or on behalf of, two or more public purchasing agencies to procure from the same supplier or multiple suppliers using a single solicitation to bid or request for proposal in order to obtain advantages of volume procurement discounts, administrative savings and other benefits.

“Council” means the Salt Lake County Council.

“County” means Salt Lake County.

“Countywide contract” means a contract available for use by all county agencies for goods or services.

“Electronic copy” means a solicitation or document received electronically through the

county's designated system.

“Emergency” means there is a threat to public health, welfare, or safety. The existence of such an emergency creates an immediate and serious need for goods or services that precludes full and open competitive procurement.

“Emergency procurement” means a situation which creates a threat to public health, welfare or safety such as may arise by reason of floods, epidemics, riots, equipment failures, earthquakes, or other reason as proclaimed by the mayor. The existence of such conditions must seriously threaten:

- (1) The functioning of county government;
- (2) The preservation or protection of property; or
- (3) The health or safety of any person.

“Equal, or equal” means a phrase used to indicate the acceptability of goods of similar or superior function, purpose, design, or performance.

“Exigency” means the need for goods or services is of such an unusual and compelling urgency that the county would be seriously injured unless the county is permitted to preclude full and open competitive procurement.

“Exigency procurement” means procurement under an exigency.

“Expedited request for proposals” means a selection pursuant to the expedited procedures in Section 3.22.100. The cost limit for an expedited request for proposals is fifty thousand dollars.

“Formal advertised solicitation” means a solicitation for bids or proposals issued by the county for procurements greater than fifty thousand dollars formally advertised to vendors, service providers, or contractors for their response.

“GRAMA” means the Utah Government Records Access and Management Act, as defined by Utah law.

“Health care preference” means the preference granted to a vendor who currently has and will maintain the following through the term of the contract with the county: a health benefit plan, as defined by Utah law, made available to the vendor's covered employees and their dependents.

“Interlocal agreement” means those agreements authorized by the Interlocal Cooperation Act, as defined by Utah law.

“Master agreement” means a procurement agreement established to permit county agencies to utilize the same underlying state contract or cooperative agreement for repetitive purchases. There is no maximum cost per transaction.

“Mayor” means the elected chief executive officer of the county or designee, unless a designation is prohibited by ordinance or statute.

“Mayor's financial administration (MFA)” means the office of financial administration under the mayor's office, including the divisions within the office of accounting, fixed and controlled assets, and budget.

“Multiple-award contract” means a contract awarded to more than one vendor for similar goods or services.

“Non-capitalized item” means a single asset with a unit cost less than the established capitalized limit.

“Official copy” means the copy of the contract kept in accordance with GRAMA.

“Preference system” means a system that encourages responsible business practices [and benefits local businesses] by granting preferences in procurement.

“Procurement” means the buying, purchasing, or acquisition of goods or services and all related acquisition processes.

“Professional service” means labor, effort, or work that requires an elevated degree of specialized knowledge and discretion, including but not limited to labor, effort, or work in the field of:

- (1) Accounting;
- (2) Architecture;
- (3) Construction design and management;
- (4) Engineering;
- (5) Financial services;
- (6) Information technology;
- (7) The law;
- (8) Medicine;
- (9) Psychiatry; or
- (10) Underwriting.

“Proposal” means a response to a request for proposals.

“Proposer” means any person submitting a proposal in response to a request for proposals by the county.

“Purchase orders (PO)” means a binding contract, which is used to accept the offer of a vendor to provide goods or services. The division of contracts and procurement is authorized to issue purchase orders.

“Purchasing agent” means the director of the division of contracts and procurement. The mayor, by executive order, will designate the purchasing agent's signing authority.

“Purchasing card” means a charge card issued to an employee of the county for the purpose of making authorized purchases on behalf of the county.

“Purchasing card program administrator” means the employee assigned to oversee the purchasing card program for the county.

“Quote” means pricing for goods or services informally solicited from a vendor, provider or contractor.

“Request for bids (RFB)” means a solicitation for goods or services where price is the primary consideration.

“Request for bids and resulting contract (RFC)” means a RFB that includes a written description of goods or services required by the county to be purchased repetitively during a specified contract term. This document, with all supporting terms, conditions, and specifications, and signed by the authorized county agent, becomes a written contract.

“Request for proposals (RFP)” means a solicitation for proposals when price is just one of several criteria necessary to make a decision and thus awarding the contract to the lowest responsive and responsible bidder is not necessarily advantageous to the county.

“Request for qualifications (RFQ)” means a solicitation to receive a statement of qualifications.

“Responsible proposer or bidder” means a person or company who has the ability to perform in full the contract requirements, as well as the integrity and reliability that will assure good faith performance.

“Responsive proposer or bidder” means a person or company whose bid or proposal conforms in all material respects to the terms and conditions required by the county in the formal advertised solicitation.

“Sealed bid” means paper bids in sealed envelopes or bids received electronically through the county's designated system.

“Sealed proposal” means paper proposals in sealed envelopes or proposals received electronically through the county's designated system.

“Service contract” means any contract entered into by the county with a vendor for the furnishing of services to or for the county utilizing the vendor's employees to provide the services. A “service contract” may include the purchase of goods along with the providing of services.

“Signing authority” means the authority to sign contracts on behalf of the county as designated by the mayor or set forth in ordinance.

“Small cost blanket” means a purchase order that is issued in response to ongoing purchases made during a specific period of time to a single vendor under which a county agency may release payments for small cost purchases. Without the use of a small cost blanket, those ongoing goods and services would require the issuance of a purchase order for each and every invoice received.

“Small cost purchases” means purchases of goods or services having a cost up to and including the micro-purchase threshold set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions).

“Small, women-owned, or minority-owned emerging business enterprise preference” means the preference granted to a vendor that qualifies as a small, women-owned or minority-owned emerging business enterprise. The vendor requesting the preference shall provide current certification of such with their bid or proposal. Agencies through which vendors may obtain small, women-owned or minority-owned emerging business certifications include:

- Small Business Administration
- National Minority Supplier Development Council and regional affiliates

“Sole source procurement” means a procurement where the purchasing agent has justified in writing why a good or service is only reasonably available from a single supplier.

“Solicitation” means any request by the county for vendors to offer bids, quotes, or proposals.

“Specification” means a description of what the purchaser seeks to buy and, consequently, what a bidder or proposer must be responsive to in order to be considered for the award of a contract.

“Standard form contract” means a contract approved by the attorney pursuant to 3.28.020(D).

“Standardization” means the procurement of goods or services by the county to assure consistency of equipment and interchangeability or integration of goods or services which may require procurement without competition pursuant to Section 3.20.030(A)(5).

“State contract” means contracts established by the state of Utah and made available for use by state agencies and other political subdivisions of the state.

“Tie bids” means the low responsive bids from responsible bidders that are identical in price, delivery, and payment terms.

“Transitional costs” mean the costs of changing from an existing provider of, or type of, a procurement item to another provider of, or type of, procurement item. “Transitional costs” include: training costs; conversion costs; compatibility costs; system downtime; disruption of service; staff time necessary to put the transition into effect; installation costs; and ancillary software, hardware, equipment, or construction costs. “Transitional costs” do not include: the

costs of preparing for or engaging in a procurement process; or contract negotiation or contract drafting costs.

“Vendor” means a person or company selling goods or services.

“Veteran” means a current or former member of the United States Armed Forces who is currently in good standing or has been honorably discharged and meets one of the following criteria:

- (1) Active duty service for at least one hundred eighty (180) consecutive days;
- (2) Reserve service in a campaign or expedition for which a campaign medal has been authorized; or
- (3) Service-related injury or disability incurred in the line of duty.

“Veterans hiring preference” means the preference granted to a vendor who currently has and will maintain all of the following through the term of the contract with the county:

For veterans:

- (1) A completed and signed certificate explaining its program to actively recruit and employ veterans that includes the success rate of its program by listing the percentage of its workforce that qualifies as veterans under this policy;
- (2) A completed and signed certificate verifying that a vendor has employed, and is currently employing, at least one veteran under its recruitment program;
- (3) A drug and alcohol testing policy that applies to all covered individuals employed or hired by the vendor and requires covered individuals to submit to random testing;

Companywide:

- [~~(4)~~] (1) A job training program recognized by a federal, state, or local governmental

entity; and

- ~~[(5)]~~ (2) Job safety program that complies with job safety and health standards of the Occupation and Safety Health Administration (OSHA) or the state standards which are at least as effective as the federal standards.

SECTION III. Section 3.24.010 of the Salt Lake County Code of Ordinances, 2001, is amended to read as follows:

**3.24.010 – Policy of the county.**

It is the policy of the county to award contracts for goods or services based upon a preference system that encourages responsible business practices, health care for employees, small, women-owned, or minority-owned emerging business enterprises, and veterans hiring.

SECTION IV. Section 3.24.020 of the Salt Lake County Code of Ordinances, 2001, is amended to read as follows:

**3.24.020 - Preference system.**

A. The county shall grant the following preferences as provided by this chapter and by countywide policies and procedures:

1. The health care preference; ~~[and]~~
2. The small, women-owned, or minority-owned emerging business preference; and
- ~~[2.]~~ 3. The veterans hiring preference.

B. The purchasing agent shall determine if the vendor qualifies for the preference(s). The burden is on the vendor to demonstrate that it qualifies for the preference(s).

SECTION V. This ordinance shall become effective fifteen (15) days after its passage

and upon at least one publication of the ordinance or a summary thereof in a newspaper published and having general circulation in Salt Lake County.

APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2018.

SALT LAKE COUNTY COUNCIL:

By: \_\_\_\_\_


Aimee Winder Newton, Chair

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Sherrie Swensen  
Salt Lake County Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Adam Miller  
Deputy District Attorney  
Date: 7 Aug 2018

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Newton voting	_____
Council Member Snelgrove voting	_____
Council Member Wilson voting	_____

VETOED and DATED this \_\_\_\_ day of \_\_\_\_\_, 2018.

By: \_\_\_\_\_

Ben McAdams, Mayor

(Complete As Applicable)

Veto override: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Ordinance published in newspaper: Date \_\_\_\_\_

Effective date of ordinance: \_\_\_\_\_

SUMMARY OF  
SALT LAKE COUNTY ORDINANCE NO. \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 2018, the County Council of Salt Lake County adopted Ordinance No. \_\_\_\_\_, which amends sections 3.15.010, 3.24.010 and 3.24.020 of the Salt Lake County Code of Ordinances, 2001. The amendment creates a new purchasing preference for small, women-owned, or minority-owned emerging businesses.

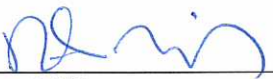
SALT LAKE COUNTY COUNCIL:

By: \_\_\_\_\_  
Aimee Winder Newton, Chair  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Sherrie Swensen  
Salt Lake County Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Adam Miller  
Deputy District Attorney  
Date: 7 Aug 2018

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Newton voting	_____
Council Member Snelgrove voting	_____
Council Member Wilson voting	_____

A complete copy of Ordinance No. \_\_\_\_\_ is available in the office of the Salt Lake County Clerk, 2001 South State Street, N2-100A, Salt Lake City, Utah.