



To: Utah County Commission
From: Robert Baxter, Utah County Purchasing Manager
Date: February 13, 2019
Re: Opportunity Buys by the Utah County Jail

Utah State Code 17-36-20 states that, "A person may not make a purchase or incur an encumbrance on behalf of a county unless that person acts in accordance with an order by, or approval of, the person duly authorized to act as purchasing agent for the county." The Utah County Jail is occasionally presented with opportunities to purchase goods for the care of inmates at advantageous prices to the County. In order to take advantage of these opportunities, the purchases often need to be made immediately. I hereby authorize the Utah County Jail to proceed with these opportunity purchases in advance of an approved purchase order as follows:

- For opportunity purchases of goods not exceeding \$2,500, or
- For opportunity purchases of goods exceeding \$2,500, but not more than \$10,000, and the requisition includes documentation to demonstrate that the pricing is lower than the pricing offered by the existing State or County contract, or
- For opportunity purchases of goods exceeding \$2,500, but not more than \$10,000 that are not included in any State or County contract, that include a statement to document that the goods are not found on any State or County contract.

Per Utah County Purchasing Rules 5-101(7), competitive bids will not be required for opportunity purchases over \$2,500 for the care of inmates.

A handwritten signature in blue ink, appearing to read "Robert Baxter", written over a horizontal line.

Robert Baxter
Utah County Purchasing Manager