

RESOLUTION NO. 486

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CLYDE PARK, MONTANA, ESTABLISHING A POLICY FOR THE PROCUREMENT OF EQUIPMENT, VEHICLES, MATERIALS, SUPPLIES, CONSTRUCTION, REPAIRS, MAINTENANCE, AND ENGINEERING, ARCHITECTURAL, AND LAND SURVEYING SERVICES FOR STATE FUNDED, FEDERALLY FUNDED AND GRANT-FUNDED PROJECTS

WHEREAS, the Town of Clyde Park (the "Town") recognizes the need for a formal, transparent, and legally compliant procurement policy to ensure the responsible expenditure of public funds; and

WHEREAS, the adoption of a written procurement policy establishes consistent procedures for the acquisition of goods and services, promotes fair and open competition, and ensures compliance with applicable local, state, and federal laws and regulations, including Montana Code Annotated and federal grant requirements; and

WHEREAS, the Town Council desires to adopt a procurement policy that reflects best practices in public purchasing, supports accountability, integrity, and efficiency, and is suitable for use on both state-funded and federally funded projects; and

WHEREAS, the Town Council finds that the Procurement Policy attached hereto as Exhibit A incorporates applicable provisions of Montana law and 2 CFR Part 200 and is in the best interest of the Town;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CLYDE PARK, MONTANA, AS FOLLOWS:

1. Adoption of Procurement Policy. The Town Council hereby adopts the Town of Clyde Park Procurement Policy attached hereto as Exhibit A and incorporated herein by reference.
2. Implementation. The Mayor, Town Clerk, and all Town officers and employees are authorized and directed to implement the Procurement Policy and ensure that all procurement activities comply with its provisions when State, Federal or Grant funded.
3. Applicability.. When federal funds are involved, procurement activities shall comply with applicable federal requirements, including 2 CFR Part 200, as incorporated in Exhibit A.
4. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Clyde Park, Montana, at a regular meeting thereof, this 13 day of May, 2026.

Teresa Saari, Councilperson
Absent

Yes _____ No _____

Carol Amunrud, Councilperson
Absent

Yes _____ No _____

Cathy Romey, Councilperson
Absent

Yes _____ No _____

Joshua Koch, Councilperson
Absent

Yes _____ No _____

Approved:

Sydney K. Wiley, Mayor

Approved as to Form and Content:

Jon M. Hesse, City Attorney

ATTEST:

Louann Barr, Deputy Clerk

EXHIBIT A

Town of Clyde Park Procurement Policy

This Procurement Policy establishes uniform procedures for the ethical, transparent, and cost-effective procurement of equipment, vehicles, materials, supplies, construction, repairs, maintenance, and professional services by the Town of Clyde Park pursuant to Title 7, Montana Code Annotated.

This policy applies when federal funds are used, procurements shall comply with 2 CFR Part 200. In the event of conflict, the most restrictive requirement shall govern.

Procurement transactions shall be conducted in a manner providing full and open competition consistent with 2 CFR § 200.319 and applicable Montana law. Geographic preferences shall not be applied where prohibited by federal law.

Procurement thresholds and methods shall comply with Title 18, MCA, and 2 CFR § 200.320, including micro-purchases, small purchases, sealed bids, competitive proposals, and sole source procurement when justified and documented.

Architectural, engineering, and land surveying services shall be procured using qualifications-based selection consistent with §§ 18-8-201 through 18-8-203, MCA, and the federal Brooks Act, where applicable.

Emergency procurements may be conducted as permitted by § 18-2-122, MCA, and 2 CFR § 200.320(g), provided the emergency is documented and limited to the immediate need.

Procurement records shall be retained in accordance with Montana public records law and 2 CFR § 200.334 and shall be available for audit.