TOWN OF CHRISTIANSBURG
SMALL PURCHASE PROCEDURE
MARCH 20, 2012

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SMALL PURCHASE PROCEDURE

I. Policy:

In order for the Town of Christiansburg to obtain high quality goods and services at a reasonable cost, it is the Town's policy that purchases shall be awarded based on the lowest responsive and responsible bid reasonably and practically available. All purchases shall be undertaken in a fair and impartial manner providing for competition whenever practicable. Qualified bidders shall be afforded equal opportunity to quote on equal terms. In addition to the price, the Town may take into consideration the qualifications, workmanship, experience, availability, facilities, quality of previous work and suitability for a particular purpose of the bidder. The Town may waive informalities in bids and reserves the right to accept or reject any and/or all bids.

II. Purpose:

The purpose of this Small Purchase Procedure is to establish procedures to be used in the purchase or lease of goods and equipment, and for the purchase of services, whether for a single time or for a period of time, where such contracts are not expected to exceed $100,000. These procedures also include the procurement of professional services and construction contracts not requiring competitive sealed bids or competitive negotiation in accordance with the Virginia Public Procurement Act, 2.2-4300 et seq., Code of Virginia (1950), as amended ("VPPA").

III. Applicability:

This Small Purchase Procedure applies to all employees of the Town.

IV. Process:

- Small purchases are determined by Virginia State Law to be purchases of equipment, goods, and/or services (other than professional services) that amount to $100,000 or less. Small purchases do not require sealed bidding or competitive negotiations for single and term contracts.

- Quotes can be verbal or written. However, a record of verbal quotes should be made on purchases that are expected to be between $5,000 and $30,000. Departments intending to take quotes for a purchase are encouraged to solicit at least three valid sources of quotations.

- Purchases that are expected to be between $30,000 and $100,000 and are not formally bid, require written informal solicitations from a minimum of four (4) bidders or offers and posting on the Town's website.

- Single or term contracts for professional services not requiring competitive negotiation are also considered small purchases if the aggregate or sum of all phases is not expected to exceed $50,000. Departments intending to take quotes for a purchase are encouraged to solicit at least three valid sources for quotations.

- If there is any reason to believe that a quotation is unreasonably priced, or in any other way not fair, the Town of Christiansburg reserves the right to seek additional competition.

- Purchase in excess of $10,000 will be approved by the Town Manager or one of his designated representatives.

ADDITIONAL REQUIREMENTS

A. Discrimination Prohibited:

The Town shall not discriminate because of the race, religion, color, sex, or national origin of the bidder or proposer.

B. Exceptions to Requirement for Competitive Procurement:

1. The Town may enter into contracts without competition for the purchase of goods or services that are performed or produced by the following:

    a. schools or workshops under the supervision of the Virginia Department for the Visually Disabled,

b. non-profit sheltered workshops or other non-profit organizations which offer transitional or supported employment services serving the disabled.

2. The Town may enter into contracts without additional competition for the purchase of goods or services when purchasing from a vendor who has been awarded a state or federal contract by competitive procurement and the vendor grants the Town the right to purchase from such contracts at the price established by the state or federal contract or when a contract is properly cooperatively procured and the Town is eligible to participate in such contract in accordance with the requirements of the VPPA.

C. Requirements for Construction Contracts:

1. License and permit requirements:

a. No contractor shall perform work requiring a contractor's license or work on a construction project of the Town unless properly licensed as a contractor, as applicable, pursuant to the provisions of Article 1 of Title 54.1 of the Code of Virginia, as amended, and until such contractor provides evidence of such license to the Town prior to beginning work.

b. No contractor shall perform work on a construction project for the Town until it has obtained all required permits necessary to perform the work as may be required by all applicable local, state, and federal jurisdictions and regulatory agencies.

2. Insurance requirements:

a. Workers' Compensation: No contractor shall perform work on a contract for the Town unless he/she has obtained and continues to maintain throughout the duration of such work, workers' compensation coverage as may be required pursuant to the provisions of Chapter 8 of Title 65.2 of the Code of Virginia, as amended, and provides evidence of such coverage to the Town prior to beginning work.

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b. **Liability Coverage:** No contractor shall perform work on a contract for the Town unless he/she has obtained and continues to maintain throughout the duration of such work, comprehensive general public liability insurance and motor vehicle coverage, if applicable, with limits of not less than $1,000,000 naming the Town, its officers, officials, Town Council members, agents, and employees as additional insureds.

3. Environmental requirements:

a. Any contractor performing work for the Town shall comply with all environmental laws. Contractor shall not dispose of or release wastes of any kind onto Town premises. Contractor shall remove from the Town all waste and debris arising from its work and shall dispose of it in accordance with all applicable laws. Contractor shall notify the Town in writing of any release of hazardous waste whenever such release requires it to be reported to any federal, state, or local authority and pay for all cleanup and removal costs.