TOWN OF CHRISTIANSBURG
SMALL PURCHASE PROCEDURE
MARCH 28, 2012

SMALL PURCHASE PROCEDURE

I. Policy:

In order for the Town of Christiansburg ("Town") to~~to~~ obtain high quality goods and services at a reasonable cost, it is the policy of the Town in accordance with the Virginia Public Procurement Act, 2.2-4300 et seq., Code of Virginia (1950), as amended ("VPPA") that:

1. all procurement procedures be conducted in a fair and impartial manner with the avoidance of any impropriety or appearance of impropriety;
2. all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded;
3. competition be sought to the maximum degree feasible and practicably;
4. procurement procedures involve openness and administrative efficiency; and;
5. the rules governing contract awards be made clear in advance of the procurement.

II. Purpose:

The purpose of this Small Purchase Procedure is to establish procedures consistent with the VPPA not requiring competitive sealed bids or competitive negotiation for certain small purchases as follows:

1. Goods and Services Other Than Professional Services.

For single or term contracts for goods and services other than professional services, if the aggregate or sum of all phases is not expected to exceed $100,000; however, competition shall be used wherever practicable as provided herein.

2. Professional Services

For single or term contracts for professional services, if the aggregate or the sum of all phases is not expected to exceed $50,000; however, competition shall be used wherever practicable as provided herein. ~~to be used in the purchase or lease of goods and equipment, and for the purchase of services,~~

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~~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 and all purchases or procurements by or on behalf of the Town, as provided herein and in accordance with the VPPA.

IV. Process:

1. Goods and Services Other Than Professional Services. • ~~Small purchases are determined by Virginia State Law to be~~

   Small purchases of equipment, goods, and/or services (other than professional services) where the aggregate or sum of all phases is not expected to ~~that~~ exceed ~~amount to~~ $100,000, ~~or less. Small purchases~~ do not require sealed bidding or competitive negotiations for single and term contracts and may be obtained by ~~.~~ ~~Q~~quotes ~~can~~ which may be verbal or written as follows:~~.~~

   a. For purchases exceeding $500 but less than $5,000, prior approval from the appropriate department head is required. Departments are encouraged to solicit more than one quotation.
   b. For 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. A record of all verbal quotes should be made.

   c. For purchases that are expected to be between $30,000 and $100,000, and are not formally bid, ~~require~~ written informal solicitations of~~rom~~ a minimum of four (4) bidders or offerors and posting on the Town's website is required.

2. Professional Services.

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Small purchases of professional services where the aggregate or sum of all phases is not expected to exceed $50,000 do not require competitive negotiations for single and term contracts and may be obtained by departments taking proposals including quotes based on an objective description of the needed services to be provided to all offerors.~~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.~~ If feasible, ~~epartments intending to take quotes for a purchase are encouraged to~~ proposals and quotes should be solicited ~~at~~from at least three valid sources. ~~for quotations.~~

3. Procedures Applicable to All Small Procurements.

a. 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.

b. Purchases in excess of $10,000 will be approved in advance by the Town Manager or the Town Manager's ~~one of his~~ designated representative(s). For procurements conducted in accordance with this Small Purchase Procedure, the Town Manager or the Town Manager's designated representative(s) shall be authorized to award and execute the contract on behalf of the Town.

c. All purchases shall be undertaken in a fair and impartial manner providing for competition whenever practicable. Qualified bidders and proposers shall be afforded equal opportunity to quote and propose 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 reasons supporting the decision not to award to the apparent low bidder or proposer should be established. The Town may waive informalities in bids and reserves the right to accept or reject any and/or all bids.

4. Mandatory Provisions of VPPA Controlling

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This Small Purchase Procedure is adopted in accordance with and is intended to be consistent with the requirements of the Virginia Public Procurement Act, 2.2-4300 et seq., Code of Virginia (1950), as amended. All contracts entered into pursuant to this Small Purchase Procedure shall be deemed to incorporate by reference all mandatory provisions of the VPPA. In the event of any direct conflict or inconsistency between any mandatory provision of the VPPA, as amended, and this Small Purchase Procedure, in all cases the mandatory provision of the VPPA shall control.

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ADDITIONAL REQUIREMENTS

A. Discrimination Prohibited:

The Town shall not discriminate against a bidder or offeror because of ~~the~~ race, religion, color, sex, ~~or~~ national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. ~~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 in accordance with the provisions of the VPPA.

3. The Town may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was being conducted on behalf of other public bodies, ~~or when a contract is properly cooperatively procured and the Town is eligible to participate in such contract~~ in accordance with the provisions ~~requirements~~ of the VPPA.

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C. Requirements for Construction Contracts:

All construction contracts procured pursuant to this Small Purchase Procedure shall be documented on the Town's ~~standard~~ contract document which shall include, without limitation, the mandatory provisions required under the VPPA as well as the following provisions.

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.

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, occurrence type comprehensive general public liability insurance and, if applicable, also motor vehicle coverage, covering all autos owned or used by the contractor in performing the work, with all such insurance to have limits of not less than $1,000,000 per occurrence and naming the Town of Christiansburg, 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 federal, state, and local environmental laws, rules, and regulations. 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

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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.