



Washington County Service Authority

The WCSA is dedicated to securing high quality goods and services at reasonable cost, while ensuring that all purchasing actions are conducted in a fair and impartial manner with no impropriety or appearance thereof, that all qualified vendors have access to WCSA business and that no offeror be arbitrarily or capriciously excluded, that procurement procedures involve openness and administrative efficiency, and that the maximum feasible degree of competition is achieved.

The Virginia Public Procurement Act (Code of Virginia, 2.2-4300 *et seq.*) articulates the public policies pertaining to governmental procurement by public bodies. Pursuant to § 2.2-4303 (G) and (H), the Board of Commissioners adopted a Small Purchases Resolution on September 25, 2006. Relevant portions of the Resolution are as follows:

SMALL PURCHASES

Any procurement of single or term contracts for goods or services, other than professional services, not expected to exceed \$50,000 (including all renewal options) in expenditure of public funds, from any source, may be made in accordance with the following small purchase procedures; provided, however that procurement requirements shall not be artificially divided so as to constitute a small purchase under this policy.

Any procurement of single or term contracts for professional services not expected to exceed \$30,000 (including all renewal options) in expenditure of public funds, from any source, may be made in accordance with the following small purchase procedures; provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this policy.

Small Purchase Procedures

Procurements up to \$5,000 may be made upon receipt of one written quote.

Procurements, including for professional services, in excess of \$5,000 but not exceeding \$30,000 may be made after a solicitation of written bids or proposals from three (3) valid sources, wherever practicable.

Procurements (except for professional services) in excess of \$30,000 but not exceeding \$50,000 may be made after written informal solicitation of a minimum of four bidders or offerors.

Award shall be made to the lowest responsive and responsible bidder, or best value as specified in the request for quotations or proposals. The name and address of each vendor contacted, the name of the individual providing the quote, the date, FOB point (in the event goods are being acquired), delivery date (of goods) or start date (for services), payment terms and the amount of each bid quoted, shall be recorded and maintained as a public record. If bids are not obtained, a statement of the reasons why bids were not received, to the extent known, shall be recorded and maintained as a public record.

Further clarification

Purchases of \$5,000 or less do not require particular written documentation from WCSA; a telephone request to a contractor who provides a written quote is sufficient. Oral solicitation is acceptable, but the bid from the offeror must be written and can be faxed in.

Purchases between \$5,000 and \$30,000 require WCSA to write an informal solicitation and send it to at least 3 vendors who are capable of providing the requested goods/services (e.g., WCSA cannot solicit truck tires from Office Depot).

Purchases between \$30,000 and \$50,000 require the same as \$5,000 to \$30,000 except that WCSA must solicit 4 vendors.

FOB (“free on board”) pertains to the shipping of goods. FOB typically specifies the location to which the goods will be delivered, such as “FOB seller dock” or “FOB WCSA dock.” Once specified, it will determine who bears shipping costs and potential loss from damage to merchandise (e.g., is seller or WCSA liable for damage in transit).

WCSA may but is not required to run newspaper advertisements for small purchases.