

**PURCHASING POLICY  
TOWN OF TAPPAHANNOCK**

**LAST AMENDED FEBRUARY 13<sup>th</sup>, 2023**

**PURPOSE:** This Policy shall serve as a guide for consistent purchasing practices and promote efficient procurement across all Town departments, while insuring efficiency and quality of materials, supplies and services to the Town. This policy will aid in securing the best possible prices, of the correct quality and at the proper time, thus maximizing the efficiency of the annual budget.

**POLICY:** Small purchase procedures:

**1) The following rules apply for the procurement of items expected to cost \$50,000 or less:**

- a) Purchase orders are required on all purchases over \$800.00. Town Manager has authority to require purchase orders for less than \$800.00 if requested in writing to department head. *\*Purchase orders are to be approved by the Town Manager or his designee BEFORE any such purchase.*
- b) Purchases of \$5,000 or less may be procured without obtaining quotations of prices from available sources.
- c) Purchases of \$5,001 to \$15,000 shall be made after obtaining three quotations of price from available sources, which quotations may be verbal and need not be recorded.
- d) Purchases of \$15,001 to \$50,000 shall be made after obtaining three quotations of price from available sources, which quotations shall be in writing or recorded after a verbal quotation.

**2) The following rules apply for the procurement expected to cost over \$50,000:**

- a) Competitive Bidding (Formal Sealed Bids) or Competitive Negotiations (request for proposal /RFP) will be accomplished by the following:
  - i) A notice will be placed in the newspaper.
  - ii) A notice will be posted on a public bulletin board at the Town Office.
  - iii) Notices will be published no less than ten days before the last day to submit a Bid or RFP.
- In certain cases, to clarify specifications, Purchasing will conduct pre-bid conferences with prospective bidders; this will be noted in the paperwork.
- Sealed bids are opened and read publicly in the presence of a witness at a time and place designated in the Invitation to Bid. Contracts are awarded to the lowest responsible bidder meeting the specifications, however the Town reserves the right to reject any and all bids.

- In cases where competitive negotiation (professional services) is required, the Town conducts individual, confidential interviews with the most qualified and competent offerors in which nonbinding estimates of total project costs including design, construction and life cycle costs are discussed.
- Once the interview/discussions are completed, negotiations may then be conducted with the offeror ranked first among those considered. If a satisfactory contract is negotiated and accepted, then the award will be made to the first offeror. If agreement is not reached with the offeror ranked first, negotiations will be suspended with the offeror and will begin with the offeror ranked second and so on until agreement on an acceptable contract is reached.
- If the Town determines that only one offeror is fully qualified or that one offeror is more highly qualified and suitable than the others, a contract may be negotiated and awarded to that offeror.
- Until an award is made, the names of the offerors and the prices quoted are confidential. Once an award is made, the information becomes a public record.

### **3) Blanket Purchasing:**

- a) For items or services that are needed on a recurring or ongoing basis, competitive purchase procedures shall be followed in such a manner that procurement of the goods or services are contracted only once so that bulk purchases, price break and shipping efficiencies are achieved. To implement this paragraph, an estimated quantity of the needed item or service shall be generated the term of the contract set, and the items or services procured under the applicable provisions of this policy. A blanket purchase order shall be issued to document the award. Examples of items which should be procured under the blanket purchase order system are gasoline, chemicals for the water and wastewater treatment plants; and office supplies. Receiving forms and invoices shall be signed and attached to a copy of the purchase order and returned to the treasurer for payment.

### **4) Exemptions:**

- a) The following are exempt from the regular purchasing requirements:
  - i) Vehicle and equipment repairs authorized by the purchasing agent not expected to exceed \$5,000.
  - ii) Items or services for which there is a sole source of supply and for which the value of the purchase involved does not exceed \$5,000.
  - iii) Items or services from public agencies employing similar purchasing criteria of a value not exceeding \$5,000.

- iv) Items and services procured under emergency circumstances. An emergency is defined as a sudden occurrence rendering a part of the water or sewer utility system inoperable or creating a safety hazard that did not previously exist. Purchases made under this paragraph shall be reported to the Manager prior to the authorization of the purchase or within 24 hours if such prior notice is not practical.
- v) Items may be procured under Federal and State bid contract authorized by the purchasing agent.

**5) Cooperative Procurement:**

- a) The Town may purchase from another public body's contract if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies.

**6) Ethics:**

- a) No official or employee shall have a personal interest in a transaction or contract with the Town, except if the transaction or contract falls within the official's or employee's off-duty regular course of business. The Town Council shall consult with the Town Attorney, who shall issue a written opinion upon request.
- b) The Town of Tappahannock officials, management, and staff engaged in procurement activities are subject to, should be familiar with, and shall adhere to the provisions of the Virginia Conflict of Interest Act Code of Virginia §2.2-3100.

**7) Nondiscrimination:**

- a) The Town does not discriminate in the solicitation or award of contracts because of race, religion, color, gender, sex, age, disability, status as a veteran, genetic information, or national origin of the bidder. It is the responsibility of Town employees, particularly those employees directly involved in procurement, to ensure that all vendors are permitted equal opportunity and access to participate in the Town procurement opportunities.

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***TOWN OF TAPPAHANNOCK***

***Eric S. Pollitt, M.P.A.***

***Town Manager***

***Amended- FEBRUARY 13th , 2023***