

PURCHASING PROCEDURES FOR GOODS AND SERVICES

The procurement of goods and services shall be made in accordance with the Virginia Public Procurement Act, Chapter 7 of Title 11 and Title 2.2 Administration of Government, Chapter 43 of the Code of Virginia.

Goods and Services Not Exceeding \$50,000

The following guidelines will be used for the procurement of goods and services **NOT** expected to exceed \$50,000:

- A. **\$0 - \$5,000** - Single Informal Quotation (written or telephone) is required for materials, equipment, supplies or printing. Additional competition should be sought whenever there is a reason to believe a quotation does not reflect a fair and reasonable price. A record of the quotation must be kept. A notation on the purchase order or backup document is considered an adequate record.
- B. **\$5,000 - \$15,000** - Three Informal Quotations (written or telephone) required for materials, equipment, supplies or printing. A record of the quotation must be kept. A notation on purchase order or backup document is considered an adequate record. Documentation is required showing item description or service offered, price quoted, name of persons giving and receiving prices and the date the information obtained.
- C. **\$15,000 - \$50,000** - Four Formal Solicitations (unsealed bids) required for above goods and non-construction type services. Solicitations must be written and sent by mail, fax, or electronically to the manager conducting the solicitations. Documentation is required to be placed in a separate designated file. School Board members will be apprised of awarded bids exceeding \$15,000 and over.
- D. In the event that price quotations cannot be obtained from three or four sources as described, efforts to obtain such quotations must be documented.
- E. **Splitting Orders** - Splitting of orders of like items to circumvent dollar limitations is prohibited.
- F. All other provisions of Virginia Public Procurement Act, such as one

source availability, emergency situations, and appeal procedures shall apply.

- G. Purchases made through the State Department of Purchases and Supply satisfy all bidding and pricing requirements.

Goods and Services Exceeding \$50,000

Sealed Bids and Competitive Negotiations

As required under the Virginia Procurement Act, sealed bids or competitive negotiations are necessary for all procurement of goods and services that exceed \$50,000. Bids will be advertised and a public opening will be provided.

The Manager initiating the sealed bids will have responsibility for developing sealed bids, proposals or competitive negotiations that meet all requirements of the Virginia Public Procurement Act. All sealed bids and competitive negotiations must be approved through the School Division Superintendent.

All bids/proposals shall be awarded by the Waynesboro School Board except when an emergency exists and time is a critical factor; then the Division Superintendent, after awarding/rejecting the bid/proposal, shall notify all parties/vendors involved in writing as soon as possible of the decision. The Division Superintendent shall notify the School Board at the next regular meeting of this decision and why emergency action was necessary.

Emergency Contracts

Whenever, because of an emergency which does not allow sufficient time to engage in normal bidding procedures, it is deemed necessary and in the public interest by the superintendent to enter into any contract without following the formal or informal bidding procedures required, he/she shall authorize such emergency contract. The superintendent shall make a full report concerning the emergency contract at the next scheduled School Board meeting.

Policy Initially Adopted: September 14, 2004

Revised and Adopted: July 8, 2008

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78.