

SMYTH COUNTY BOARD OF SUPERVISORS

SMALL PURCHASE PROCEDURES

Whereas the Code of Virginia under section 2.2-4303 (Chapter 43 being the Virginia Public Procurement Act) allows for a public body to establish purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services, other than professional services, and limited for certain professional services.

As defined by the Code of Virginia under section 2.2-4301;

“Professional services” means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering. "Professional services" shall also include the services of an economist procured by the State Corporation Commission.

“Nonprofessional services” means any services not specifically identified as professional services in the definition of professional services.

“Goods” means all material, equipment, supplies, printing, and automated data processing hardware and software.

The following purchase procedures have been established for use when acquiring goods and nonprofessional services if the aggregate sum of all phases is not expected to exceed \$100,000. Procurements made pursuant to these procedures do not require public bid openings or newspaper advertisements or competitively negotiated procurements. The solicitation of price quotations for goods and services are based on the following guidelines:

- **PURCHASES UNDER \$ 1,000 IN VALUE** - Purchases in this group require a minimum of one (1) price quotation. The \$1,000 applies to the total of all items purchased on an invoice. Quotations must be solicited in writing or verbally. Any quotations received shall be in writing or verbal with internal documentation.
- **PURCHASES BETWEEN \$ 1,000 AND \$ 15,000 IN VALUE** - Purchases in this group require solicitation of a minimum of two (2) offerors. Quotations must be solicited in writing or verbally. Any quotations received shall be in writing or verbal with internal documentation.
- **PURCHASES BETWEEN \$15,000 AND \$30,000 IN VALUE** - Purchases in this group require solicitation of a minimum of three (3) offerors. Quotations must be solicited in writing or verbally. Any quotations received shall be in writing.

- PURCHASES BETWEEN \$30,000 AND \$100,000 IN VALUE – Purchases in this group require written solicitation of a minimum of four (4) offerors. Quotations must be solicited in writing and should be posted on the Department of General Services' central electronic procurement website or other appropriate websites, including the website for Smyth County. Any quotations received shall be in writing.

The following procurement procedure has been established for use when acquiring professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000:

- For professional services, Smyth County shall solicit a minimum of two (2) requests for proposals in writing for all professional service contracts, including term and single contracts, so long as the aggregate or the sum of all phases is not expected to exceed \$50,000.00.
- Such requests for proposals shall provide for competition wherever practicable.