

**CITY OF EMPORIA, VIRGINIA
SMALL PURCHASE POLICY**

STATEMENT OF PURPOSE:

The City Council of the City of Emporia, Virginia, adopts this policy for the purpose of establishing a uniform small purchase program for the City of Emporia. The program development is required under Section 2-293 of the Code of the City of Emporia.

STATEMENT OF INTENT:

The intent of the small purchase program is to obtain the necessary equipment, supplies, and services for the City of Emporia in the most cost-efficient and effective manner, while providing for the equitable treatment of all vendors.

The program shall be established and administered so as to avoid any and all elements of favoritism, preference, and discrimination. Purchasing decisions shall be based on factual information concerning cost per item, conformance to requirements and specifications, and availability.

PROCUREMENT PROCEDURES:

Subject to compliance with other terms and conditions of this policy, the following procedures shall govern City procurement for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$100,000, and single or term contracts for professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000:

1. **Purchases of \$1,000 or less:** This level of purchase shall be accomplished through the use of one quotation. Users are encouraged to compare pricing and utilize previous research when purchasing at this level.
2. **Purchases between \$1,000.01 and \$10,000:** This level of purchase shall be made on the open market on the basis of terms most advantageous to the City. It shall be accomplished through the use of at least two attempted telephone, written, catalog or electronic quotations. The using department shall obtain these quotations and attach them to the purchase order form for review.
3. **Purchases between \$10,000.01 and \$30,000:** This level of purchase shall be made on the open market on the basis of terms most advantageous to the City. It shall be accomplished through the use of at least three attempted written or electronic quotations. The using department shall obtain these quotations and attach them to the purchase order form for review.
4. **Purchases between \$30,000.01 and \$100,000:** This level of purchase shall be made on the open market on the basis of terms most advantageous to the City. It shall be accomplished through the use of at least four attempted written or electronic quotations.

The using department shall obtain these quotations and attach them to the purchase order form for review.

CITY OF EMPORIA VENDORS:

Because the City Council is a public body serving the citizens of the City of Emporia, it is desirable that City of Emporia vendors participate in the quotation process for goods and services and secure as many City contracts as possible without compromising the goal of securing goods and services at a fair and competitive cost. To that end, the following policy shall be followed:

1. When soliciting price quotations, the department head is encouraged to solicit price quotations from vendors located in the City of Emporia.
2. The price quotation of a vendor located in the City of Emporia may be accepted even when such quotation is not the lowest quotation received. Reasons for accepting the quotation of an Emporia vendor which is not the low quote include the following: availability for service after procurement; nominal difference between the City vendor's quote and the low quote. When the City accepts the quotation of an Emporia vendor which is not the low quote, the specific reason for not accepting the low quote shall be set forth in a written document to be attached to the purchase order.

EXCEPTION TO REQUIREMENT FOR MINIMUM NUMBER OF SOLICITATIONS:

If the City Manager or designee determines that there are fewer than the required number of qualified vendors for the good or service being procured, or that for good reason it is impracticable to solicit the required number of quotations, the City Manager or designee shall make a written notation of such determination and the reason therefor. Examples of why an ostensibly qualified vendor might not be sent a solicitation for quote could be the distance of the vendor from the City, or the vendor's inability to afford timely service after a good or service is procured.

RETENTION OF PROCUREMENT RECORDS:

The City Manager or designee shall maintain a written record of the means of his or her compliance with this Small Purchase Policy, or the basis for determination that such compliance was not required. Such written documentation shall be retained by the City Manager or designee for a period of one (1) year from the date of the procurement. After the first anniversary of the date of any such procurement, the City Manager or designee may destroy or otherwise dispose of such documentation.

ACCEPTANCE OF PRICE QUOTATION OTHER THAN LOW PRICE QUOTATION:

If goods or services are procured from any vendor not submitting the low price quotation, a written statement of the basis for such award shall be made a part of the City's records and retained for a period of one (1) year from the date of the procurement.

GENERAL GUIDELINES

A. STATE CONTRACT UTILIZATION

The State of Virginia Department of General Services/Division of Purchases and Supply, maintains a comprehensive listing of items for which the State has a contract price. Municipalities may purchase items through these contracts, some of which are mandatory, many times at considerable savings, subject to any qualifications, restrictions, and/or minimums established by the vendor and/or State.

It is strongly recommended that all personnel participating in the purchasing process become familiar with the items under State contract.

Note: While the State contract price will usually represent the best price for a given item, there have been occasions wherein the City has been able to obtain even lower quotations. In a given situation, it may be deemed most effective to obtain quotations to compare with the State contract prices.

B. DEPARTMENT HEADS OR CITY MANAGER – DESIGNEES

Any department head or the City Manager may designate other individual(s) to manage the purchasing process and responsibilities of that department or office. Such designation shall be made in writing and transmitted to all affected personnel.

C. MITIGATION OF RULES

Only the City Manager or his designee shall be empowered to waive the rules and guidelines set forth in this policy. The City Manager or designee shall base such decisions on information provided by the requesting department, which shall include cost and/or time savings, emergency requirements, sole source, or other mitigating circumstances.

D. BRAND NAME SPECIFICATION

The use of brand names during the purchasing process shall be kept to a minimum. While it is acknowledged that certain standardization of equipment is necessary under certain circumstances, documentation shall be required for approval of brand name specifications.

E. NON-DISCRIMINATION ASSURANCE

No purchasing decision shall be influenced by race, creed, religion, sex, political affiliation, age, or handicap. The City shall act without favoritism, prejudice, or any form of discrimination.

F. VIOLATION OF RULES AND GUIDELINES

Any person who knowingly and/or willfully violates the provisions of this document may be subject to immediate disciplinary action including termination.

Any person who repeatedly violates the terms contained herein due to ignorance or incompetence shall be removed from the purchasing process and disciplined accordingly.

Any and all violations are to be deemed serious and shall receive immediate attention.

Adopted: September 6, 2011