

Quick Reference Guide

City of Manassas Public Procurement Procedures:

Overview:

The Code of Virginia and the City Code provide the City of Manassas with the legislative authority to obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner with avoidance and appearance of impropriety. This Quick Reference Guide does not supersede the Code of Virginia, City Code or the City's Procurement Manual and please call the Purchasing Division with your specific questions.

Virginia Public Procurement Act (VPPA) - Title 2.2, Chapter 43 of the Code of Virginia, advises:

All public contracts over \$100,000 with nongovernmental contractors for goods and services other than professional services and non-transportation related construction shall be awarded after competitive sealed bidding or competitive negotiation as required by the Virginia Public Procurement Act (VPPA), unless otherwise authorized by law. Transportation – related construction over \$25,000 shall be awarded after competitive sealed billing except competitive negotiation may be used in instances as allowed by the VPPA. Professional services over \$60,000 shall be awarded after competitive negotiation as required by the VPPA.

City of Manassas City Code - Purchasing Policy:

All public contracts over \$5,000 with nongovernmental contractors for goods or nonprofessional services shall be awarded based on competitive principles wherever practicable and competition shall be sought to the maximum feasible degree, unless otherwise exempted or authorized by law or City Policy.

City Procurement Manual - Purchasing Thresholds and Procedures:

The City of Manassas purchasing policy includes a combination of centralized and decentralized procedures depending on the good or service, and the total contract value. The following is a quick reference and any questions should be directed to the purchasing office:

Goods or Non-professional Services:

- a. Total estimated **cost less than \$5,000:**
Only one (1) verbal or written quote required. Agencies can purchase directly using either their purchasing cards or a purchase order. The law deals in aggregate amounts, thus splitting the transactions into smaller amounts of less than \$5,000 is a violation of policy.
- b. Total estimated **cost \$5,000-\$30,000:**
Three (3) written quotes must be solicited directly by the using agency or Purchasing Division. Department shall enter the purchase requisition. Purchasing Division will create the purchase order and Departments will issue to the vendor.
- c. Total estimated **cost \$30,000-\$100,000:**
Three (3) written quotes are to be obtained by Purchasing unless prior approval has been granted to the using agency. Department shall enter the purchase requisition. Purchasing Division will create the purchase order and Departments will issue to the vendor.
- d. Total estimated **cost over \$100,000:**
Goods and non-professional services require, by statute in both the Virginia Public Procurement Act and the City of Manassas Public Procurement Policy, a competitive sealed bid or competitive negotiation process which must be conducted by the Purchasing Division. Departments shall enter the purchase requisition. Purchasing Division will create the purchase order and Departments will issue to the vendor.
- e. Purchasing Division has the final authority to interpret the small purchase procedures, including market conditions, best practices, goods, services, and to make final decisions. If multiple quotes are not obtained, a statement of the reasons why the quotation(s) were not possible shall be recorded and maintained as a public record.

Professional Services:

Total estimated **cost over \$60,000:**

Competitive negotiation as required by the VPPA and conducted by the Purchasing Division shall be used to procure professional services. Competition may be sought by agency for less than \$60,000 wherever practicable. A purchase order will be issued by the Purchasing Division.

Transportation Related Construction:

Total estimated **cost over \$25,000**

Competitive sealed bids to be obtained by Purchasing except competitive negotiation maybe used in instances as allowed by the VPPA. Competition may be sought by agencies for less than \$25,000 wherever practicable. A purchase order will be issued by the Purchasing Division.

Sole Source Procurement:

Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. Department Head or designee shall complete the Sole Source Justification form and provide details outlining why the good or service is the only practicable choice, why the vendor is the only practicable source, and your efforts to negotiate a reasonable cost. The Purchasing Manager or designee shall review for thoroughness and must be approved prior to issuing a City Purchase Order.

Emergency Procurement:

In case of emergency, an occurrence of serious and urgent nature that demands immediate action, then a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. Notify the purchasing office by the next business day and care should be taken to include in detail any agreements, including price, that were made orally with the contractor. Procurement planning can reduce the need for using emergency procedures.

Delegated Authority for Contract Signing:

The Authority to sign Contracts to commit the City is vested with City Council and is delegated solely to the following individuals:

- a. Purchasing Manager - Not to Exceed \$250,000
- b. City Manager - All over \$250,000