

County of Carroll, Va



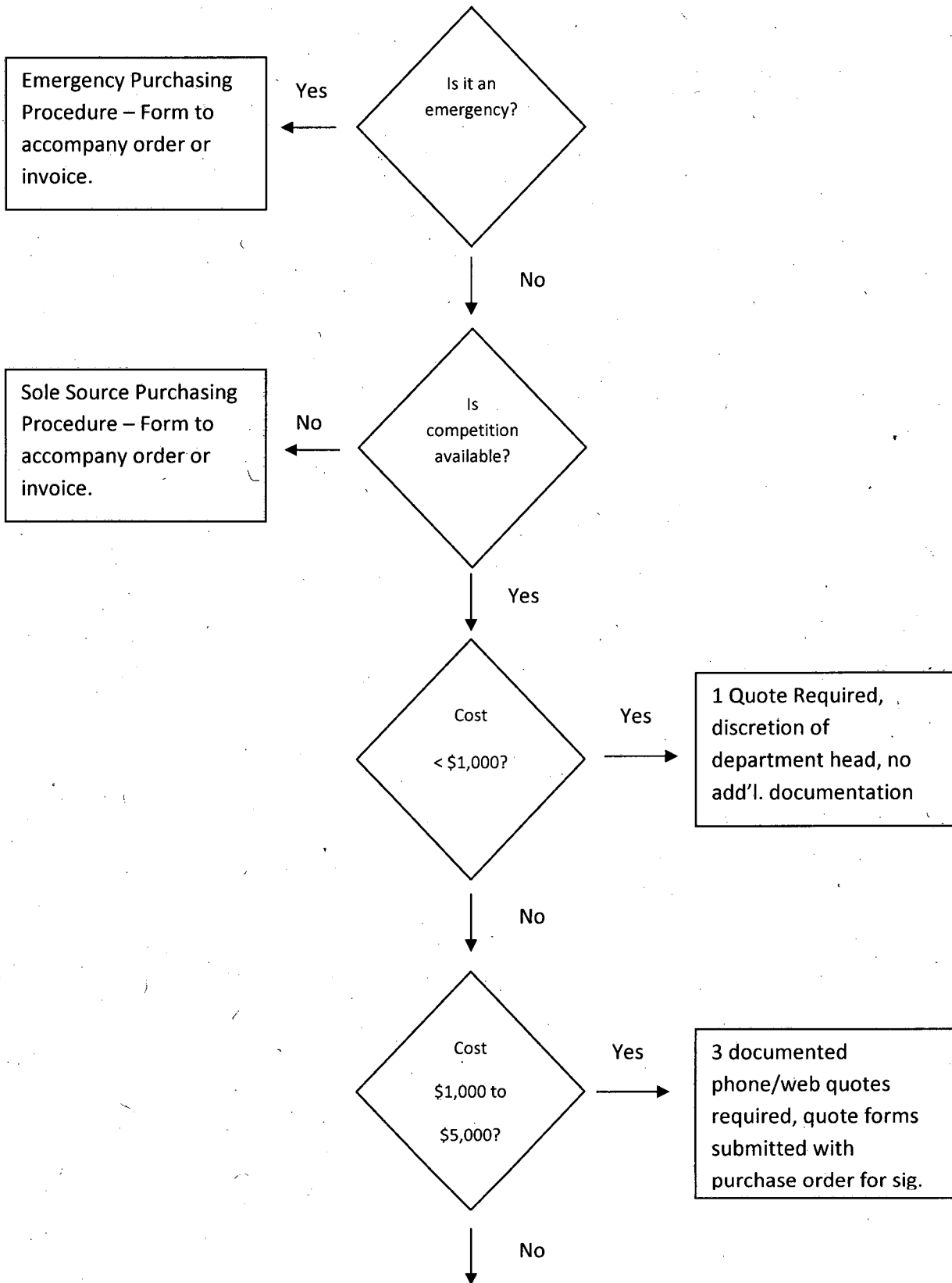
Purchasing Manual

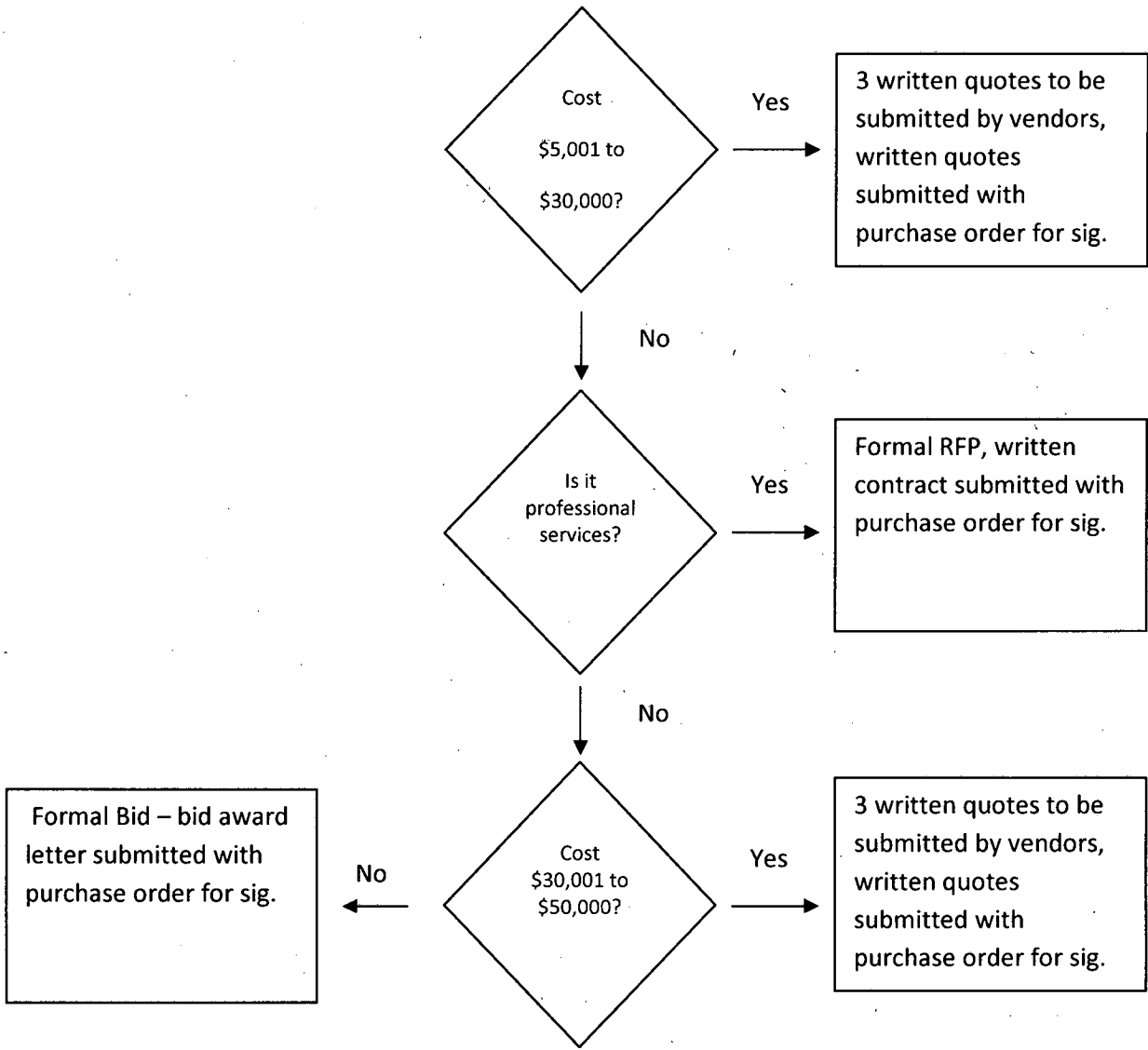
Purpose: As a political subdivision of the Commonwealth of Virginia, Carroll County is bound by the Virginia Procurement Act which states “that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded, it is the intent of the General Assembly that competition be sought to the maximum feasible degree, that procurement procedures involve openness and administrative efficiency, that individual public bodies enjoy broad flexibility in fashioning details of such competition, that the rules governing contract awards be made clear in advance of the competition, that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor, and that the purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered.”

Source: Virginia Public Procurement Act § 2.2-4300

County of Carroll Purchasing Manual

Purchasing Procedure:





County of Carroll Purchasing Manual

Definitions:

RFP – Request for Proposal - indicates in general terms that which is sought to be procured, specifying the factors that will be used in evaluating the proposal and containing or incorporating by reference the other applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the contractor. In addition, offerors shall be informed of any ranking criteria that will be used by the public body in addition to the review of the professional competence of the offeror.

Requests for proposal will be written by the issuing department. The RFP will be reviewed and approved by the County Administrator or his designee prior to public notice.

Public notice of the Request for Proposal is required at least 10 days prior to the date set for receipt of proposals by posting in a public area normally used for posting of public notices and by publication in a newspaper or newspapers of general circulation in the area in which the contract is to be performed so as to provide reasonable notice to the maximum number of offerors that can be reasonably anticipated to submit proposals in response to the particular request.

RFP's will be posted on the Carroll County website at http://www.carrollcountyva.org/index.php/govt_template/govt_bid_notices/, and published in *The Carroll News*.

Sealed Bid - Issuance of a written Invitation to Bid containing or incorporating by reference the specifications and contractual terms and conditions applicable to the procurement.

Bid specifications will be written by the issuing department. Bid specifications will be reviewed and approved by the County Administrator or his designee prior to public notice.

Public notice of the Invitation to Bid is required at least 10 days prior to the date set for receipt of bids by posting in a designated public area, or publication in a newspaper of general circulation, or both.

Sealed bids will be posted on the Carroll County website at http://www.carrollcountyva.org/index.php/govt_template/govt_bid_notices/, and may be published in *The Carroll News* or other publications as deemed necessary by the department issuing the bid and/or the Finance Office.

Authorities:

All contracts for professional services are to be signed by the County Administrator or his designee. All bid awards are to be issued in writing by the Finance Office, and signed by the County Administrator or his designee.

Purchase orders for goods or services in excess of \$1,000 up to \$5,000 are to be signed by the Purchasing Officer. Phone quotes must accompany the purchase order. Purchase orders for goods or services in excess of \$5,000 up to \$30,000 are to be signed by the Finance Management Director. Purchase orders for goods in excess of \$30,000 up to \$50,000 are to be signed by the County Administrator or his designee. Written quotes must accompany the purchase order for these amounts.

Purchase Orders:

The purchasing procedure flowchart indicates when a purchase order is necessary before ordering/purchasing goods and services. Any purchase of \$1,000 or more will require a purchase order. The purchase order form will be completed by the department purchasing goods and/or services. Once you have obtained all necessary quotes, contracts, or bid award letters, you are to contact the Purchasing Officer for a purchase order number. The Purchasing Officer will keep a log of all purchase order numbers issued. You will then use the number to complete the purchase order. You may complete the purchase order electronically, or print a copy and complete it by hand. Using the *authorities* guidelines above, you will then have the purchase order signed.

Once you have all back up documentation and a signed purchase order you may proceed with your purchase. When submitting an invoice for payment, supporting documentation and the purchase order must accompany the invoice.

County of Carroll – Emergency Purchases

In case of emergency, 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.

This document must be completed and submitted with the order or invoice for emergency purchases.

The County of Carroll has determined that there is an emergency need to procure

Click here to enter text.

This determination is based on the following

Click here to enter text.

From our investigation it was determined that the price, in the amount of Click here to enter text., from Click here to enter text., is fair and reasonable.

Example: repair of essential equipment that must be returned to service immediately

County of Carroll – Emergency Purchases

In case of emergency, 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.

This document must be completed and submitted with the order or invoice for emergency purchases.

The County of Carroll has determined that there is an emergency need to procure

Repairs on HVFD pumper – VIN 2222

This determination is based on the following

Without a pumper in service, HVFD cannot respond to fire calls. There is only one vendor in the area that can repair the truck in a timely manner.

From our investigation it was determined that the price, in the amount of \$22,015.00, from M & P Fire is fair and reasonable.

Example: repair of essential equipment that must be returned to service immediately

A

P

County of Carroll – Sole Source Purchases

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.

This document must be completed and submitted with the order or invoice for sole source purchases.

The County of Carroll has determined that there is only one source practicably available to procure
Click here to enter text.

The sole source is
Click here to enter text.

From our investigation it was determined that the price, in the amount of Click here to enter text., is fair and reasonable.

This determination is based on the following
Click here to enter text.

Example: specific vendor required to meet specifications

County of Carroll – Sole Source Purchases

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.

This document must be completed and submitted with the order or invoice for sole source purchases.

The County of Carroll has determined that there is only one source practicably available to procure a generator for the Farmer's Market hydro cooler.

The sole source is
A & B Equipment.

From our investigation it was determined that the price, in the amount of \$4,998.00, is fair and reasonable.

This determination is based on the following
This is a specialized generator, sold only at A & B Equipment.

Example: specific vendor required to meet specifications

The image contains two large, stylized, outlined letters. The letter 'A' is positioned in the lower-left quadrant, and the letter 'B' is positioned in the upper-right quadrant. Both letters are rendered in a simple, bold, sans-serif font with a hollow interior.

County of Carroll – Phone/Web Quotation

This document is to be completed by departments when the cost of goods or services is \$1,000 to \$5,000. Three phone/web quotes are to accompany the request for a purchase order.

Item to be procured: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Vendor: [Click here to enter text.](#)

Phone number/website: [Click here to enter text.](#)

Price: [Click here to enter text.](#)

Person completing form: [Click here to enter text.](#)

County of Carroll - Phone/Web Quotation

This document is to be completed by departments when the cost of goods or services is \$1,000 to \$5,000. Three phone/web quotes are to accompany the request for a purchase order.

Item to be procured: Laser Printer

Date: 10/26/2009

Vendor: Dell

Phone number/website: www.dell.com

Price: \$1235.00

Person completing form: Pam Smith

SAMPLE

County of Carroll – Written Quotation

This document is to be completed by vendors when the cost of goods is \$5,0001 to \$50,000; or services is \$5,001 to \$30,000. Three written quotes are to accompany the request for a purchase order. A vendor may submit a quote on their company letterhead in lieu of this form.

Item to be procured: Click here to enter text.

Date: Click here to enter a date.

Vendor: Click here to enter text.

Vendor Address/Phone/Website: Click here to enter text.

Price: Click here to enter text.

Person completing form: Click here to enter text.

County of Carroll - Written Quotation

This document is to be completed by vendors when the cost of goods is \$5,000 to \$50,000; or services is \$5,001 to \$30,000. Three written quotes are to accompany the request for a purchase order. A vendor may submit a quote on their company letterhead in lieu of this form.

Item to be procured: Uniforms

Date: 10/26/2009

Vendor: Cintas

Vendor Address/Phone/Website: 1200 North Main Street, Hillsville, VA 24343 276 237 9999

Price: \$5,500

Person completing form: Cintas Representative

A

P



Date:
 Purchase Order #:

Purchase Order

Carroll County Board of Supervisors
 Purchasing Department
 Attn: Libby Lineberry
 605-1 Pine Street
 Hillsville, Va 24343
 Phone: 276 - 730 - 3003 Fax: 276 - 730 - 3193

Tax Exempt #: 54-6001192

Department Name:
 Requested by:

Vendor Name:
 Vendor Address:

Ship to:

Qty	Description	Budget Dept - Acct	Amount

Total:
 Shipping and Handling:
 Total Purchase Order:

Carroll County Board of Supervisors

 Authorized Signature



Date: 11/2/09
 Purchase Order #: 92653

Purchase Order

Carroll County Board of Supervisors
 Purchasing Department
 Attn: Libby Lineberry
 605-1 Pine Street
 Hillsville, Va 24343
 Phone: 276 - 730 - 3003 Fax: 276 - 730 - 3193

Tax Exempt #: 54-6001192

Department Name: Finance
 Requested by: Pam Smith

Vendor Name: BAI Municipal Software
 Vendor Address: 123 Main Street
 Johnsonville, TN 22445

Ship to: Carroll County Finance
 Attn: Jana Maynard
 605-1 Pine Street
 Hillsville, VA 24343

Qty	Description	Budget Dept-Acct	Amount
1,000	1099 Forms	12025-5401	1,059.25
500	W2 Forms	12025-5401	576.22

Total: 1,635.47
 Shipping and Handling: 12.69
 Total Purchase Order: 1,648.16

Carroll County Board of Supervisors

 Authorized Signature