

LUNENBURG COUNTY, VIRGINIA

SMALL PURCHASE POLICY ADOPTED JUNE 14, 2007

Pursuant to the authorization of Virginia Code Section 2.2-4303, the Board of Supervisors of Lunenburg County, Virginia ("County") hereby adopts the following purchase policy:

PROCUREMENT OF GOODS AND NONPROFESSIONAL SERVICES: The following purchase procedures shall not require competitive sealed bids or competitive negotiation for single or term contracts for goods and nonprofessional services if the aggregate or the sum of all phases is not expected to exceed \$50,000.00 (in which event the procurement shall be made pursuant to the Virginia Public Procurement Act):

Under \$100.00: The County Administrator may procure goods and nonprofessional services, and authorize such procurement by other County personnel. It is not necessary that more than one (1) bid or proposal be received. The County Administrator shall determine the means of procurement and how best to secure the goods or nonprofessional services so procured for a fair and competitive price.

\$100.00 - \$999.00: The County Administrator may procure goods and nonprofessional services, and authorize such procurement by other County personnel. It is not necessary that more than one (1) bid or proposal be received. The County Administrator shall determine the means of procurement and how best to secure the goods or nonprofessional services so procured for a fair and competitive price.

\$1,000 - \$4,999.00: The County Administrator shall solicit bids or proposals from at least three (3) vendors, either by telephone, telefax, or in writing. Solicitation from fewer than three vendors shall be permitted if the County Administrator determines solicitation from three or more to be impractical. It is not necessary that more than one (1) bid or proposal be received. After so soliciting bids or proposals, the County Administrator may procure the goods and nonprofessional services.

\$5,000.00 - \$14,999.00: The County Administrator shall solicit bids or proposals from at least three (3) vendors, either by telephone, telefax, or in writing. Solicitation from fewer than three vendors shall be permitted if the County Administrator determines solicitation from three or more to be impractical. It is not necessary that more than one (1) bid or proposal be received. The County Administrator shall secure concurrence from either the Chairman or the Vice-Chairman before procuring goods or nonprofessional services. At the first meeting of the Board of Supervisors following such procurement, the County Administrator shall provide a written report of the good or service procured, the cost, the specifics of the bid or proposal, from whom and how bids or proposals were solicited, and the fact that prior concurrence of the Chairman or Vice-Chairman was secured.

\$15,000.00 - \$29,999.00: The County Administrator shall solicit bids or proposals from at least three (3) vendors, either by telephone, telefax or in writing. Solicitation from fewer than three vendors shall be permitted if the County Administrator determines solicitation from three or more to be impractical. It is not necessary that more than one (1) bid or proposal be received. Prior to awarding a contract for the goods or nonprofessional services so procured, the County Administrator shall secure approval from the Board of Supervisors.

\$30,000.00 - \$50,000.00: The County Administrator shall make written informal solicitation of a minimum of four (4) bidders or offerors. It is not necessary that more than one (1) bid

or proposal be received. Prior to awarding a contract for the goods or nonprofessional services so procured, the County Administrator shall secure approval from the Board of Supervisors.

PROCUREMENT OF PROFESSIONAL SERVICES: The following procedures shall govern County procurement of single or term contracts for professional services, if the aggregate or the sum of all phases is not expected to exceed \$30,000.00 (in which event the procurement shall be made pursuant to the Virginia Public Procurement Act):

Under \$100.00: The County Administrator may procure professional services, and authorize such procurement by other County personnel. It is not necessary that more than one (1) bid or proposal be received. The County Administrator shall determine the means of procurement and how best to secure the professional services so procured for a fair and competitive price.

\$100.00 - \$999.00: The County Administrator may procure professional services, and authorize such procurement by other County personnel. It is not necessary that more than one (1) bid or proposal be received. The County Administrator shall determine the means of procurement and how best to secure the goods or services so procured for a fair and competitive price.

\$1,000 - \$4,999.00: The County Administrator shall solicit bids or proposals from at least three (3) vendors, either by telephone, telefax, or in writing. Solicitation from fewer than three vendors shall be permitted if the County Administrator determines solicitation from three or more to be impractical. It is not necessary that more than one (1) bid be received. After so soliciting bids or proposals, the County Administrator may procure professional services.

\$5,000.00 - \$14,999.00: The County Administrator shall solicit bids or proposals from at least three (3) vendors, either by telephone, telefax, or in writing. Solicitation from fewer than three vendors shall be permitted if the County Administrator determines solicitation from three or more to be impractical. It is not necessary that more than one (1) bid or proposal be received. The County Administrator shall secure concurrence from either the Chairman or the Vice-Chairman before procuring professional services. At the first meeting of the Board of Supervisors following such procurement, the County Administrator shall provide a written report of the professional services procured, the cost, the specifics of the bid or proposal, from whom and how bids or proposals were solicited, and the fact that prior concurrence of the Chairman or Vice-Chairman was secured.

\$15,000.00 - \$29,999.00: The County Administrator shall solicit bids or proposals from at least three (3) vendors, either by telephone, telefax or in writing. Solicitation from fewer than three vendors shall be permitted if the County Administrator determines solicitation from three or more to be impractical. It is not necessary that more than one (1) bid or proposal be received. Prior to awarding a contract for the professional services so procured, the County Administrator shall secure approval from the Board of Supervisors.