

SMALL PURCHASING

Pursuant to written procedures not requiring competitive sealed bids or competitive negotiation, the School Board may enter into single or term contracts for goods and services other than professional services and non-transportation related construction if the aggregate or the sum of all phases is not expected to exceed \$100,000 and transportation-related construction if the aggregate or sum of all phases is not expected to exceed \$25,000. However, such small purchase procedures shall provide for competition wherever practicable. Such small purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$ 80,000. Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.

The School Board, through the Finance Office under the direction of the Superintendent or his/her designee, will attempt to obtain high quality goods and services at reasonable cost and to ensure that all procurement procedures will be conducted in a fair and impartial manner as per the Virginia Code/Virginia Public Procurement Act. Purchases made in accordance with this policy and the methods outlined below will be made within prescribed budget authority as set forth by the School Board.

In meeting these objectives, the following purchasing methods are set forth:

1. Competitive sealed bids or competitive negotiations will be required for contracts exceeding \$100,000 for the purchase or lease of goods, or for the purchase of services, insurance, or construction.
2. Professional services such as accounting, architecture, landscape architecture,
 - a. professional engineering, or legal, may be procured by competitive negotiation.
3. Competitive sealed proposals will be encouraged for all procurements when competitive sealed bidding is not practicable.
4. All commodity procurements not exceeding \$100,000 may be made in accordance with small purchase guidelines providing the requirements are not artificially divided so as to constitute several small purchases. Quotes for purchases from \$1,000 to \$100,000 should be solicited through the Essex County School Board informal bid process from at least three vendors. Transactions estimated to be between \$1,000 and \$10,000 will require three verbal quotes; transactions estimated to be between \$10,000 and \$100,000 will require three written quotes obtained from vendors.
5. Sole source procurement will be permitted when only one source, practicably available, has been identified. All sole source procurement requests must be

submitted to the Purchasing Office for approval by the Purchasing Agent prior to transaction taking place.

6. On an infrequent basis, the superintendent may, if he/she deems necessary in the best interest of Essex County Public Schools, waive small purchase guidelines for items under \$25,000. Amounts exceeding \$25,000 must be approved by the School Board.
7. In the case of a tie bid between lowest responsive and responsible bidders, preference will be given to goods, services, and construction provided by Essex County residents, firms or corporations.
8. The Board will approve any and all competitive bid awards in excess of \$100,000.
9. Cooperative procurement with other public bodies for the purpose of increasing efficiency or reducing administrative expenses will be encouraged. Given that these agreements have been approved by the other public awarding authority, the Essex County School Board does not need to approve these bids, even if over \$100,000.
10. The Superintendent or his/her designee acts as the ECPS Purchasing Agent and is authorized to execute all contracts for goods and services for the School Board.

Adopted: September 10, 2018

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78.

Cross Ref.: DJF Purchasing Procedures