

Purchasing Policy of the County of Pulaski, Virginia:

PURCHASING OVERVIEW

This Purchasing Policy of the County of Pulaski, Virginia (the “Purchasing Policy”) is adopted by the Board of Supervisors of Pulaski County, Virginia (the “County”) pursuant to authority granted by the Virginia Public Procurement Act (Va. Code §§2.2-4300 *et. seq.*), and specifically §2.2-4303(G).

The purpose of the Purchasing Policy is to achieve the following objectives:

- To provide greater transparency and accountability;
- To insure fair and equitable treatment for all entities who conduct business with the County;
- To provide increased efficiency in procurement activities and to maximize the purchasing value of public funds;
- To foster effective competitive negotiation;
- To demonstrate integrity throughout the purchasing process; and
- To promote uniformity of procurement across County component units, departments and offices.

The County advocates equal opportunity both in purchasing and employment and encourage and seek participation from minority and women-owned businesses.

PURCHASING PROCEDURES

Compliance with Virginia Public Procurement Act (Va. Code §§ 2.2-4300, *et. seq.*)

All procurement shall be made in accordance with the Code of Virginia and the Virginia Public Procurement Act (VPPA). Nothing in this Policy is intended, nor shall be construed, to adopt a procedure in conflict with any provision of the VPPA or any other provision of the Code of Virginia.

Cooperative Procurement: The Commonwealth of Virginia establishes contracts that are available for all local governing bodies. The use of state contracts is encouraged. Similarly, purchases, regardless of amount, may be made without additional competitive

procurement where an item can be obtained through an existing federal or local government contract which has been designated for cooperative procurement. Further, purchases made through the Virginia Association of Counties, National Association of Counties, International City/County Management Association, U.S. Communities, Sourcewell and similar associations shall be treated in the same manner as state and federal contracts. Other cooperative procurement contracts may be entered into or used when it is determined by the County Administrator, or his designee, that such use is in the best interest of the County and the contract was awarded through procurement processes authorized by the VPPA. All purchases made under state or other cooperative procurement contracts must include the contract number in a conspicuous location on the purchase order.

Technology Purchases: All information technology hardware (copiers, computers, monitors, other peripheral devices, etc.), software (computer programs, applications, etc.), or related purchases, regardless of amount, must be pre-approved by the Director of Information Technology, or said Director's designee.

Purchase Orders: All purchases, regardless of amount, must be pre-approved by the department head or his/her designee. Purchases in excess of \$1,000.00 must be evidenced by an executed purchase order.

Women, Minority and Locally Owned Businesses: Purchases and solicitation of quotations from women, minority, and locally owned businesses are strongly encouraged.

Small Purchase Procedures Adopted Pursuant to Virginia Code Section 2.2-4303(G)

Virginia Code Section 2.2-4303(G) allows localities to establish purchase procedures not requiring competitive sealed bids or competitive negotiation for purchases of certain types of goods and services where the amount of the purchase falls below thresholds established by Section 2.2-4303(G). These Small Purchase Procedures are adopted pursuant to the authority granted by Section 2.2-4303(G).

Purchases of goods and/or non-professional services of \$5,000.00 but less than \$100,000.00 may be made after soliciting a minimum of two (2) documented (by written notes) verbal or email quotations. Written notes documenting verbal quotes must contain the following information:

- Date quote obtained
- Expiration of quote
- Staff person who obtained the quote

- Vendor
- Vendor contact information
- Goods/Services being procured
- Quote amount

This documentation must accompany the respective purchase documents in order to be processed.

Purchases of goods and/or non-professional services of \$100,000.00 but not exceeding \$200,000.00 shall be made after soliciting a minimum of two written quotations from vendors. The written quotations must accompany the respective purchase documents in order to be processed.

Non-transportation related construction where the aggregate or total of all phases is not expected to exceed \$300,000.00 may be procured by obtaining a minimum of two written quotations from vendors.

Professional services not exceeding \$80,000.00 may be procured on single or term contracts by soliciting a minimum of two (2) documented (by written notes) verbal or email quotations.

Related Parties and Conflict of Interest: In order to foster greater transparency, accountability, and trust in government, County purchases from related parties are prohibited without the prior written authorization of the County Administrator or their designees. For purposes of this Purchasing Policy, the County shall treat as related parties: the spouses, parents, siblings, and children of County employees, as well as any family member living in the same household as an employee. This prohibition will extend to vending and solicitations on County property. Written authorizations, from the County Administrator, or their designee, must accompany related party purchase documents submitted for payment.

This provision is intended to supplement, and not to limit, the requirements of the Virginia State and Local Government Conflicts of Interests Act (Virginia Code §§ 2.2-3100, *et. seq.* "COIA") With respect to all procurement undertaken on behalf of the County, employees of the County shall comply strictly with COIA. Any County employee engaged in procurement activities, and who encounters a circumstance raising conflict of interest questions, shall contact the County Attorney for guidance.

Violations: If any department or agency of the local governing body purchases or contracts for any supplies or contractual services contrary to the provisions of this purchasing policy, or the rules or regulations made or cited hereunder, such order or

contract shall be void. Intentional violations of the purchasing policy by any employee of the County shall result, at the discretion of the County Administrator, in disciplinary action which may include suspension or removal.

Adopted this 16th day of December, 2024.