

RESOLUTION

ADOPTING THE POWHATAN COUNTY SMALL PURCHASE POLICY

WHEREAS, the Virginia Public Procurement Act (VPPA) establishes requirements and guidelines for procurement processes by public bodies within the Commonwealth of Virginia to ensure fair, transparent, and efficient purchasing practices; and

WHEREAS, it is the intent of the County of Powhatan to comply fully with the VPPA and to promote the responsible stewardship of public funds, competitive fairness, and opportunities for local vendors and contractors; and

WHEREAS, the Board of Supervisors recognizes the need for an updated Small Purchase Policy which provides clear procedures based on transaction values, while allowing for efficient operations and flexibility in certain procurement circumstances.

NOW, THEREFORE, BE IT RESOLVED by the Powhatan County Board of Supervisors that the attached Small Purchase Policy is hereby adopted.

BE IT FURTHER RESOLVED that the County Administrator is hereby authorized and directed to implement this policy and ensure its application in all relevant procurement activities, and that this resolution shall be effective starting July 1, 2025.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON MAY 19, 2025, WITH AN EFFECTIVE DATE OF JULY 1, 2025.

ATTEST:



Bret Schardein, Clerk
Powhatan County Board of Supervisors



Bill Donati, Chair
Powhatan County Board of Supervisors

Recorded Vote:

<i>William Donati, Jr.</i>	aye
<i>Steve W. McClung</i>	aye
<i>Robert Powers</i>	aye
<i>Mark Kinney</i>	
<i>Denise Morrissette</i>	aye



Small Purchase Policy

Micro Purchase

Single transactions under \$10,000 do not require competition, however it's strongly encouraged.

Small Purchase

Goods and Non- Professional Services:

- **\$10,000 up to \$100,000**– Requires at least three (3) written quotes, or documentation showing an attempt to receive at least three (3) written quotes, authorized by the Department's head or designee.
- **Over \$100,000** - Requires competition sought by Purchasing with assistance from the requesting departments.

Construction:

- **\$10,000 up to \$100,000**– Requires at least three (3) written quotes, or documentation showing an attempt to receive at least three (3) written quotes, authorized by the Department's head or designee.
- **Over \$100,000**– Requires competition sought by Purchasing with assistance from the requesting departments.

Professional Services:

- **\$10,000 up to \$80,000** – Requires at least three (3) written proposals, or documentation showing an attempt to receive at least three (3) written proposals, authorized by the Department's head or designee.

Other Procurement Methodes:

Cooperative Procurement

The purchase of goods and services may be made through contracts awarded by other governmental bodies when it is determined that such use is in the best interest of the County and the contract includes competitive language. Any public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies. Contracts for professional services and construction are excluded.

Emergency

An emergency situation exists when the safety, health or welfare of the public is vitally affected by: (a) a breakdown in machinery and/or threatened termination of essential services (including maintenance and repair of essential office equipment), or (b) the development of a dangerous condition, or (c) any other circumstance in which supplies are needed for immediate use. In the event of an emergency, a contract may be awarded without competition; however, such procurement shall be made with such competition as is practicable under the circumstances.

Written determination of the basis for the emergency and for the selection of the contractor shall be included in the contract file. The department shall complete an Emergency Purchasing Notification Form, located on the Powhatan County website, stating that the contract is being awarded on an emergency basis and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be sent to Purchasing and posted on the County website.

Sole Source

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. The writing shall document the basis for this determination. If a requesting department desires to procure goods or services that it believes are available from a single source, a Sole Source Form, located on the Powhatan County Website, must be completed and sent to the Purchasing for approval before the purchase is made. This notice shall be posted on the County website.