

## **PROPOSED ORDINANCE**

### **Proposed by: Director of Finance**

A proposed ordinance to amend Chapter 6, Finance and Taxation, Article 8, Procurement, Sections 6-74, 6-74.1, 6-74.2, and 6-75, of the Code of the Town of Vienna.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF VIENNA, VIRGINIA  
THAT:

**Section 1:** The Town Code, Chapter 6, Finance and Taxation, Article 8, Procurement, Sections 6-74, 6-74.1, 6-74.2, and 6-75, is amended to read as follows:

Sec. 6-74. - Methods of procurement.

For the purposes of this article, Code of Virginia, § 2.2-4301 et seq., shall apply to the procurement of goods, services, insurance, and contracts in amounts greater than \$30,000.00 except as otherwise provided for herein. The Town Council may also approve administrative regulations to implement the small purchase procedures that are not inconsistent with this Article.

(Code 1969, § 6-74; Ord. of 11-2-1998; Ord. of 3-2005)

Sec. 6-74.1. - Small purchase procedures.

- A. All contracts appended to purchase orders, including cooperative purchases that require special terms and conditions in addition to the Town's standard terms and conditions, shall be executed by the mayor and attested by the Town clerk.
- B. Transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$25,000 is considered a small purchase for the purposes of this ordinance
- C. Professional services.
  - 1. Procurement of professional services in an amount not to exceed \$30,000.00 shall be by competitive negotiation, and initiated by written request for written proposals to the maximum number of offerors that can be reasonably anticipated to submit responses.
  - 2. Upon receipt of written proposals, the selection shall be made as provided for under "Competitive Negotiation" at Code of Virginia, § 2.2-4303(B).

D. \$1,000.00 to \$30,000.00 Purchases and contracts of at least \$1,000.00 but not exceeding \$30,000.00 shall be competitively procured by the affected department head or the purchasing agent by written request for quotation to the vendors on the Town's bidders list. Recordation and tabulation of the quotations shall be made by the affected department head and a purchase order shall be issued by the purchasing agent with the approval of the director of finance.

E. \$500.00 to \$1,000.00. Purchases and contracts of less than \$1,000.00 but more than \$500.00 shall be awarded by the purchasing agent following the approval of the requisitioning department head and the director of finance.  
(Code 1969, § 6-74.1; Ord. of 11-2-1998; Ord. of 3-2005)

Sec. 6-74.2. - Cooperative procurement.

For the purposes of this article, Code of Virginia, § 2.2-4304, as amended, shall apply. Cooperative procurement of goods, services, insurance, and contracts in an amount exceeding \$30,000.00 shall be approved by the Town Council. Cooperative procurement of goods, services, insurance, and contracts in an amount not exceeding \$30,000.00 shall be executed by the purchasing agent following approval of the requisitioning department and the director of finance.  
(Code 1969, § 6-74.2; Ord. of 11-2-1998; Ord. of 3-2005)

Sec. 6-75. - Exception to competitive procurement.

(a) For the purposes of this article, exceptions to competitive procurement of goods, services, insurance, and construction in amounts greater than **\$30,000.00** shall be those as provided for in title 2.2, chapter 43 of the Code of Virginia 1950, as amended, and shall be issued as prescribed therein.

(b) Exceptions to the competitive procurement of goods, services, insurance, and construction in amounts of \$30,000.00 or less shall be justified in writing for the reasons as provided for in title 2.2, chapter 43 of the Code of Virginia 1950, as amended and approved by the Town Manager.  
(Code 1969, § 6-75; Ord. of 11-2-1998; Ord. of 3-2005)

**Section 2:** This Ordinance shall become effective ten (10) days following notice of adoption by the Town Council.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Laurie A. DiRocco, Mayor

ATTEST:

\_\_\_\_\_

Town Clerk

c:SDB\Ordinances\FinanceandTaxationSmallPurchaseProcedures 2018