

PROPOSED ORDINANCE

Proposed by: Director of Finance

A proposed ordinance to amend Chapter 6, Finance and Taxation, Article 8, Procurement, Section 6-74.1 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, Section 6-74.1 is amended to read as follows:

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. \$2,500 to \$30,000.00 Purchases and contracts of at least \$2,500 but not exceeding \$30,000.00 shall be competitively procured by the affected department head or the purchasing agent by submitting a minimum of three (3) written quotations from qualified vendors to the purchasing agent. 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 following the approval of the director of finance.
- E. \$1,000.00 to \$2,500. Purchases and contracts of less than \$2,500 but more than \$1,000 shall be awarded and issued by the purchasing agent following the approval of the director of finance.
(Code 1969, § 6-74.1; 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 _____, 2019.

Laurie A. DiRocco, Mayor

ATTEST:

Town Clerk

c:SDB\Ordinances\FinanceandTaxationSmallPurchaseProcedures 2018