



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Legislation Text

File #: 19-1444, **Version:** 1

Subject:

Adoption of changes to Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures

EXPLANATION AND SUMMARY :

The Finance Department recommends changing the Town Code, Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures to raise the threshold for purchase orders to \$1,000 from \$500 and to raise the threshold for purchases requiring three quotes from \$1,000 to \$2,500.

Council discussed this item at its September 16, 2019 meeting. The Finance Department requests Council to pass a notice of adoption at this meeting.

Departmental Recommendation : Recommend adoption of changes to the Vienna Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures as proposed.

Finance Recommendation : Recommend adoption of changes to the Vienna Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures as proposed.

Purchasing Recommendation : N/A

Town Attorney Recommendation : Town Council may adopt the proposed amendments to the Town's small purchase procedures in its discretion.

Town Manager's Recommendation : I recommend the Town Council move to adopt changes to the Vienna Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures, as presented.

Cost and Financing: \$0

Account Number: N/A

Decision Needed by This date: September 30, 2019

PROPOSED/SUGGESTED MOTION

"I move to adopt changes to the Vienna Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures raising thresholds for purchase order and quote requirements as proposed.

And

I further move to direct the Town Clerk to publish a notice of adoption."

Or

Other action deemed necessary by Council.