



Town of Vienna

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Town Hall
127 Center Street South
Vienna VA, 22180

Legislation Text

File #: 22-3385, **Version:** 1

Subject:

Increase Limits to Small Purchases, Town Code Chapter 6, Article 8 - Procurement

EXPLANATION AND SUMMARY :

On Sept. 19, 2022, staff and Town Council discussed increasing the limits for purchase orders, limits requiring three quotes and Council approval. The main reasons supporting these changes are to reduce administrative burden on Town staff, and to allow business to proceed during time periods when there are no or few Council meetings.

The limit changes are as follows:

1. Increase limit for a purchase order with one quote from purchases of \$1,000 to \$2,000 and over;
2. Increase limit for a purchase order with three quotes from \$2,500 - \$29,999 to \$5,000 - \$29,999
3. Increase limit for Council approval to items \$80,000 and over.
4. Requirement for competitive procurement stays the same at expenditures of \$30,000 or more with one vendor in one fiscal year.

Additionally, the position title has been changed from "Purchasing Agent" to "Procurement Officer".

Strategic Plan Initiative: *Vienna is a fiscally responsible community.*

Board or Commission of Interest: None

Departmental Recommendation : Recommend adopting changes as proposed.

Finance Recommendation : Recommend adopting changes as proposed.

Purchasing Recommendation : Recommend approval.

Town Attorney Recommendation : The Town Council may approve the amendment of the Town's small purchase procedures, in accordance with the limits of Virginia Code Section 2.2-4303, in the discretion of the Town Council.

Town Manager's Recommendation : I recommend the Town Council adopt the changes to the Vienna Town Code in a manner that will be most efficient for service delivery, maintain a high level of internal controls and stay in compliance with the Virginia State Code, as presented.

Cost and Financing: N/A

Account Number: N/A

Decision Needed by This date: Oct. 10, 2022

PROPOSED/SUGGESTED MOTION

"I move to adopt the changes to the Vienna Town Code, Chapter 6, Article 8 as presented including raising the Council approval limit to \$80,000 and over"

Or

"I move to adopt the changes to the Vienna Town Code, Chapter 6, Article 8 as presented including raising the Council approval limit to \$60,000 and over"

And

"I direct the Town Clerk to advertise notice of adoption",

Or

Other action deemed necessary by Council.