RESOLUTION OF THE BOARD OF SUPERVISORS
OF ORANGE COUNTY, VIRGINIA

WHEREAS, public purchasing embraces a fundamental obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the laws enacted by the appropriate legislative body. The intent of the Virginia General Assembly is set forth in the Code of Virginia with the Virginia Public Procurement Act (VPPA). To the end that public bodies in the Commonwealth obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to public business and that no bidder or offeror be arbitrarily or capriciously excluded, it is the intent of the General Assembly that competition be sought to the maximum feasible degree, that individual public bodies enjoy broad flexibility in fashioning details of such competition, that the rules governing contract awards be made clear in advance of the competition, that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor, and that purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered. Since competition is sought to the maximum feasible degree, when conducted fairly and honestly, competitive procurement does not guarantee that a preferred brand or vendor will be selected; instead, that the most favorable prices will be obtained for that quality level which is specified, and

WHEREAS, Orange County intends, through this resolution, to assure the best quality and price for products and services; to protect the assets and funds of Orange County; to maintain above-board relations with all suppliers within the Procurement Laws and Business Ethics as dictated by Federal, State, and Orange County governments; and to provide safeguards for maintaining a procurement system of quality and integrity.

NOW THEREFORE, BE IT RESOLVED:

A purchasing system is hereby established which shall operate under the direction and supervision of the County Administrator, who shall be the Purchasing Agent for the County. The Purchasing Agent may delegate the administrative purchasing responsibility to a responsible subordinate, upon approval of the Board of Supervisors.

The Purchasing Agent shall serve as the principal public purchasing official for this County and shall hereby assume the administrative purchasing responsibility, including the operation of the centralized purchasing system of all supplies, equipment, materials, services and commodities for departments, officers, and employees of the County, except for the School Board and the

Board of Social Services, as well as for the management of the disposal of surplus supplies and equipment.

The Purchasing Agent shall:

A. Purchase or supervise the purchase for all goods, services, insurance and construction needed by this County.

B. Sell, trade or otherwise dispose of surplus goods belonging to the County;

C. Establish and maintain programs for specification development, contract administration, inspection, and acceptance, in cooperation with the County Department or public body that has requested the good, service, insurance or construction;

D. Prepare and update standard specifications;

E. Inspect or require the using Department to inspect all deliveries of goods, services, or construction purchased through the Purchasing Agent to assure conformance with the contract specifications;

F. Procure for the County the highest quality goods, services, insurance and construction at the lowest overall cost;

G. Endeavor to obtain maximum feasible competition for all procurement and sales;

H. Keep informed of current developments in the field of procurement, pricing methodology, market trends and new products;

I. Establish and promulgate procedures to carry out the provisions of this policy;

J. Prepare and adopt standard procurement definitions and forms;

K. Prepare and maintain a pre-solicitation and contract file containing descriptions of commodities and prices of goods and services.

L. Maintain a current file of sources for goods and services including construction and insurance to be known as a “bidder’s list” on which vendors can request to be included;

M. The Purchasing Agent shall refuse to issue any purchase order until there has been certification of funds availability.

N. Perform other functions and duties as required by this policy or as the County Administrator or his designee may assign.

The County Administrator or his designee may delegate authority to purchase certain supplies, services, or construction items to Departments, other County employees or public bodies, if such delegation is in writing and is deemed necessary for the effective execution of procurement for those items.

The Purchasing Agent shall have the authority to disapprove any purchase as to the quantity or quality of the commodity requested, and shall have the authority to change specifications.

The Purchasing Agent will prepare and maintain a manual containing rules and procedures consistent with this Resolution.

BE IT FURTHER RESOLVED:

That the provisions of Virginia Code, in the Virginia Public Procurement Act (VPPA) are hereby adopted as the procurement policy of Orange County.

BE IT FURTHER RESOLVED:

1. All Constitutional Officers and Department Directors shall obtain reasonable prices for all purchases regardless of dollar value or commodity.

2. All County Departments and Constitutional Officers must submit a Requisition for Purchase for all proposed purchases totaling $5,000 or more. In determining the estimated contract amounts, Departments and Constitutional Officers shall include total annual requirements. Procurements shall not be artificially divided to avoid or circumvent the procurement process.

3. For all procurements from $5,000 to less than $30,000, quotes shall be solicited from not less than three vendors or suppliers and the results shall be recorded on the Purchase Requisition form.

4. For procurement requirements with an expected amount equal to or greater than $30,000, formal solicitation procedures shall apply which utilize either sealed bids or proposals. Board of Supervisors approval shall be required at this dollar threshold unless otherwise authorized by the Board of Supervisors.

Adopted by a majority of the Board of Supervisors at its regular meeting held May 13, 2008.

TESTE:_____