



## RESOLUTION ON SMALL PURCHASE PROCEDURES

Be it resolved by the Board of Directors of the Fairlawn Sewer Authority (**the "Board"**) as follows:

1. This policy is hereby approved by the Board and effective on the 26 day of February, 2019 pursuant to Section 2.2-4303(G) of the Virginia Code, and is adopted to provide for the fair and equitable treatment of all persons involved in small public purchasing by the Board, to maximize the purchasing value of public funds in such procurement and to provide safeguards for maintaining a procurement system of quality and integrity. This policy shall apply to the procurement of:
  - (a) single or term contracts for
    - (i) goods;
    - (ii) services other than professional services; and
    - (iii) non-transportation-related construction, if the aggregate of the sum of all phases is not expected to exceed \$100,000; and
  - (b) contracts for professional services if the aggregate or the sum of all phases is not expected to exceed \$80,000.
2. The Board Chair is hereby designated as the Purchasing Agent of the Authority for purposes of procurements made under this policy.
3. Single or term contracts for (i) goods; (ii) services other than professional services; and (iii) non-transportation-related construction may be awarded if the aggregate of the sum of all phases is not expected to exceed \$100,000 and professional services if the aggregate or the sum of all phases is not expected to exceed \$80,000, without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. Small purchase procedures shall include the following elements:
  - a. Issuance of a brief written Notice indicating in general terms that which is sought to be procured and the factors which will be used in evaluating proposals. Price shall be considered, but need not be the sole determining factor in evaluating proposals.
  - b. Such publication and/or posting of the Notice as is reasonable under the circumstances taking into account the magnitude and fiscal

consequences of the procurement, time considerations and all other factors relevant to the procurement needs of the Board.

c. However, if the contract price will not exceed \$5,000, no notice of procurement is required and the purchasing agent may exercise his or her reasonable discretion in procuring the goods or services required by the Authority, documenting briefly the basis for the procurement decision, such as price, quality, delivery schedule and similar considerations of value.

d. Solicitation of quotations or proposals from two or more potential contractors deemed fully qualified, responsible and suitable, on the basis of the factors included in the Notice and all other relevant factors. If the contract price will not exceed \$15,000, written quotations are not required, but all verbal quotations must be documented to the file. If the contract price is above \$15,000 and less than \$80,000, written informal solicitation from at least three bidders or offerors shall be made. If the contract price is between \$80,000 and \$100,000, written informal solicitation from at least four bidders shall be made.

e. Quotations shall be documented in accordance with the requirements herein.

f. Awarding of the contract to the contractor which, in the judgment of the procurement officer or purchasing agent, has made the best proposal. The contract need not be awarded to the lowest offeror, and the Purchasing Agent may consider which proposal provides the best value in terms of quality, price, responsiveness for service calls, warranty, availability of troubleshooting and support services and similar concepts. Should the Purchasing Agent determine that only one contractor is fully qualified, or that one contractor is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that contractor. Such sole source selection procedures shall be fully documented prior to procurement.

4. Emergency procurement within the categories and dollar amounts set forth above shall be made according to such procedures as are reasonable under the circumstances. Such procedures shall provide for competition wherever practicable and shall be fully documented by the Purchasing Agent for approval prior to procurement.