

# CITY OF FAIRFAX PROCUREMENT POLICY STATEMENT

## SMALL PURCHASE PROCEDURES – SINGLE QUOTE



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REFERENCE #: PPS - 001

**Policy:** It is the policy of the City of Fairfax to secure competition for all procurements to the maximum extent possible. As provided in the Virginia Public Procurement Act, the City of Fairfax has established small purchase procedures to enable the City to act with administrative efficiency for purchases below the single quote threshold of \$5,000.

- a. The City of Fairfax single quote policy is for use by departments when goods or services up to and including \$5,000. Procurements made pursuant to this procedure do not require competition.
- b. Small purchases that are expected to exceed \$5,000 shall follow the competitive processes policy.
- c. Order Splitting Prohibition: The placement of multiple orders for the same goods or services to avoid competition is prohibited.

**Reference:** Code of Virginia §2.2-4303.G (*Virginia Public Procurement Act*) permits a public body to establish small purchase procedures.

**Procedures:** (Orders up to and including \$5,000)

- a. Where the department's estimated cost of goods or services is up to and including \$5,000, purchases may be made upon receipt of a minimum of one (1) written or telephone quotation.
- b. A record of the quotation must be kept with the file. If a telephone quote is solicited, a record shall be kept of the name and address of the vendor(s) contacted, the item description or service offered, price quoted, delivery dates and F.O.B. point\*, names of persons giving the prices and the date the information was obtained. Notation on the requisition form or p-card file is considered to be an adequate record.

**Ordering:** Departments are encouraged to use p-cards to conduct procurements valued under \$5,000.

**Revision Control:** Supersedes all previously issued Small Purchase Procedures for orders less than \$5,000.

\* F.O.B. means that freight charges are paid by the seller who owns and assumes all risk for the goods until they are accepted at the designated delivery point. The cost of shipping the goods may be included in the quoted price or by the bidder or offeror as a separate line item.

## Single Quotation Process (For Goods and Services up to and including \$5,000)

