

**Rappahannock County Library  
Board of Trustees  
Small Purchasing Policy**

**1. ADOPTION**

The Rappahannock County Library Board of Trustees (Board) adopts the following procurement procedures for single or term contracts not expected to exceed \$50,000 in accordance with §2.2-4303.G of the Code of Virginia. A copy of this policy shall be posted on the Library Board website.

**2. PURPOSE**

This policy shall apply to the purchase of goods or services, including professional services, by the Board when the cost of the same is not expected to exceed \$50,000. Procurement exceeding \$50,000 shall follow the Code of Virginia 2.2-4303, Methods of Procurement.

**3. PURCHASING AGENT**

The Library Director is hereby designated purchasing agent for the Board and is vested with all necessary powers and authority to act on behalf of the Board with respect to all purchases which are authorized by this procurement policy.

The purchasing agent is authorized to make awards for all purchases of goods and non-professional services valued at \$5,000 or less, and purchases of professional services valued at \$10,000 or less.

Action by majority vote of Board members attending a meeting shall award all contracts valued at more than \$5,000, and for professional services valued at more than \$10,000.

**4. ETHICS PROVISIONS**

Sections 2.2-4367 through 2.2-4377 of Code of Virginia, Ethics in Public Contracting, shall apply to the procedures established by this policy.

**5. PURCHASING PROCEDURES**

Procurement procedures for goods and services, including professional services, shall provide for competition wherever practical.

**A. FOR PURCHASES OF GOODS AND NON-PROFESSIONAL SERVICES  
OF \$5,000 OR LESS**

The purchasing agent may make such purchases by obtaining prices in whatever manner he/she

deems expedient, including by telephone. At least two prices shall be obtained for purchases greater than \$500 unless the purchasing agent cannot reasonably locate more than one supplier. The purchasing agent may accept the lowest price but is not required to do so. The purchasing agent shall keep written notes of who he/she obtained prices from, what they were, the date each price was obtained, and which supplier was chosen to supply the goods or services sought. In obtaining prices, a bidder shall not be told the amount of any other bids made until all bids are received and the bidder shall not thereafter be allowed to lower or modify his/her bid.

**B. FOR PURCHASES OF GOODS AND NON-PROFESSIONAL SERVICES  
OF MORE THAN \$5,000 BUT NOT EXCEEDING \$50,000**

For such purchases, competitive sealed bids or competitive negotiation, although preferred, is not required provided the aggregate or the sum of all phases is not expected to exceed \$100,000.

The purchasing agent shall prepare a brief written description of the goods or services to be purchased on Form A, which shall be posted publicly at the library for a minimum of seven days. The form may also be posted on the Library website.

In addition to the posting, persons known to supply such goods or services shall be contacted and asked to submit bids. Initial contact may be by any mode, but to be a qualifying bid, a bid shall be made by completing the bidder's half of Form A. At a minimum, bids shall be solicited from persons who have supplied their names and addresses to the purchasing agent for placement on a bidder's list for the type of goods and services sought. An attempt shall be made to obtain at least two bids, but the Board is not required to accept the lowest bid.

The conditions stated on Form A are incorporated herein by reference and shall apply to every purchase exceeding \$5,000 but not exceeding \$50,000.

**C. FOR PURCHASES OF PROFESSIONAL SERVICES  
OF \$10,000 OR LESS**

The purchasing agent may make such purchases by obtaining prices in whatever manner he/she deems expedient, including by telephone. Form B shall be used as the contract mechanism.

**D. FOR PURCHASES OF PROFESSIONAL SERVICES  
OF MORE THAN \$10,000 BUT NOT EXCEEDING \$50,000**

For such purchases, competitive negotiation, although preferred, is not required provided the aggregate or the sum of all phases is not expected to exceed \$80,000.

The purchasing agent shall prepare a brief written description of the professional services to be purchased on Form B, which shall be posted publicly at the library for a minimum of seven days. The form may also be posted on the Library website.

In addition to the posting, persons known to supply such goods or services shall be contacted and

asked to submit a proposal. Initial contact may be by any mode, but to be a qualifying proposal, a proposal shall be accompanied by the offeror's half of Form B. At a minimum, proposals shall be solicited from persons who have supplied their names and addresses to the purchasing agent for placement on an offeror's list for the type of services sought. An attempt shall be made to obtain at least two proposals, though two offerors are not required if no other supplier of the services is reasonably available.

The Board or its designee(s) together with the purchasing agent shall conduct a simplified competitive negotiation process consisting of proposal review and compensation negotiation with the offeror deemed to provide services that best align with the services needed. If mutual agreement on contract terms and compensation cannot be obtained, negotiations with the preferred offeror will cease and negotiations will transition to the offeror deemed next preferred, who will then be deemed the preferred offeror, and so on. The Board is not required to accept the lowest bid.

The conditions stated on Form B are incorporated herein by reference and shall apply to all professional services purchased exceeding \$10,000 but not exceeding \$50,000.

## 6. EMERGENCIES

In case of an emergency need for goods or services, established procedures will be followed as much as is practicable under the circumstances. The purchasing agent will notify the Library Board President in writing of any quotes obtained and any decision made, and that communication will be then be kept for official records.

Adopted June 2019