

**PITTSYLVANIA COUNTY CODE**  
**CHAPTER 25**  
**CENTRALIZED PURCHASING**

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**CHAPTER 25**  
**CENTRALIZED PURCHASING**

An Ordinance to provide for the centralized purchasing of all supplies, equipment, materials, contractual services, commodities and other personal property for all departments, divisions, boards, agencies or other offices of the County: To sell, transfer and dispose of all surplus or obsolete commodities and personal property, and establishing rules and regulations for same and providing penalties for violations.

Be it ordained by the Board of Supervisors of Pittsylvania County Virginia as follows:

**SEC. 25-1. DEFINITIONS.** (VA Code 15.2-1234)

- A. The terms “supplies”, “materials”, “equipment” and “commodities” as used throughout this ordinance shall be construed to mean any or all articles or things which shall be used by or furnished to any department division, board, agency or other office of the County government.
- B. The term “contractual supplies” shall be construed to mean any or all contracts for utilities, maintenance services for real and personal property of the County, and all other contracts necessary for the operation of the business of the County.
- C. The term “using department” shall be construed to mean all County departments, officers and employees of the County, and the department of Welfare, the County school board, under written agreement, all of which derive their support from funds appropriated by the County Board of Supervisors.
- D. The term “Director of Purchasing” shall mean the County Administrator as designated by the County Board of Supervisors.
- E. Purchasing manual shall mean the detailed written guidelines as approved by the Board of Supervisors which coincide with this ordinance.

**SEC. 25-2. DIRECTOR OF PURCHASING.**

The County Administrator shall be the purchasing agent for the County and shall serve as such at the pleasure of the Board of Supervisors or until such time as the Board of Supervisors may make other disposition of the position. The County Administrator may delegate such phases of the purchasing work as may be feasible, to responsible employees, in order to facilitate the work of the purchasing agent and the operation of the various agencies, departments or bureaus of the county government.

**SEC. 25-3. BOND.** (VA Code 15.2-1543)

The Director of Purchasing shall give an official bond in such an amount as prescribed by the Board of Supervisors and approved by the Commonwealth's Attorney.

**SEC. 25-4. SCOPE OF AUTHORITY.** (VA Code 15.2-1543)

- A. The Director of Purchasing shall have the authority, in accordance with the provisions of this ordinance and subject to the approval of the County Board of Supervisors as herein prescribed, to purchase or contract for all supplies, materials, equipment and contractual services needed by any and all using departments, except those with a written agreement; to make transfers between departments of all materials, supplies and equipment which are surplus or to sell same; to inspect all deliveries; to have charge of all storerooms now operated or hereafter established by the Board and to perform such other duties as may be imposed on the Director of Purchasing by the County Board of Supervisors.
- B. The Director of Purchasing shall also establish suitable specifications and standards for all supplies, materials and equipment to be purchased for all using departments with the exception of the County School Board. The County School Board shall establish suitable specifications and standards for all supplies, materials and equipment to be purchased for school operations.

**SEC. 25-5. UNAUTHORIZED PURCHASES, PENALTY.**

(VA Code 15.2-1238-15.2-1239)

Except in emergency, no order for delivery on a contract or open market order for supplies, material, equipment or contractual services for any County department or agency shall be awarded until the chief financial officer shall have certified that the unencumbered balance in the appropriation concerned, in excess of all unpaid obligations, is sufficient to defray the cost of such order. Whenever any department or agency of the County government shall purchase or contract for any supplies, materials, equipment or contractual services contrary to the provisions of this article or the rules and regulations made pursuant to this article, such order or contract shall be void and of no effect. The head of such department or agency shall personally liable for the cost of such order or contract and, if already paid for our of county funds, the amount thereof may be recovered in the name of the County in an appropriate action instituted therefore.

**SEC. 25-6. PURCHASES IBN EXCESS OF \$10,000.** (VA Code 15.2-1236)

All purchases of supplies, materials, equipment or contractual services estimated to exceed the sum of ten thousand (\$10,000) dollars shall be made on the basis of sealed bids. The Director of Purchasing shall solicit sealed bids from prospective suppliers by sending them copies of bid forms and specifications to acquaint them with the proposed purchase. The Director of Purchasing shall further post a copy of said bid forms and specifications on a public bulletin board in his office. The copy of the bid form shall

remain posted at the time it is sent to prospective suppliers and shall remain posted until after the bid opening deadline. Said bid forms shall also be published in the local newspapers at least five (5) calendar days before the final date of submitting bids.

**SEC. 25-7. PURCHASES OF LESS THAN \$10,000 BUT MORE THAN 1,000.** (VA Code 15.2-1237)

All purchases of supplies, materials, equipment or contractual services estimated to cost less than ten thousand (\$10,000) dollars but more than one thousand (\$1,000) may be in the open market. All open market purchases shall be awarded on the basis of the quotation most advantageous to the County. The Director of Purchasing shall solicit quotations by direct mail request or by telephone inquiry to prospective vendors or suppliers.

**SEC. 25-8. PURCHASES OF LESS THAN \$1,000.** (VA Code 15.2-1237)

The Director of Purchasing may, at his discretion, make purchases of less than one thousand (\$1,000) dollars without obtaining quotations provided said purchases are made on the basis of one of the following requirements:

- A. That the cost of the items purchased be the lowest of the supplier's current price lists on file in the office of the Director of Purchasing.
- B. That it is known by the Director of Purchasing that all competitors have the same price for the items to be purchased.
- C. That the purchases on a previous bid or quotation or a part thereof obtained within six (6) months prior to the proposed purchase.

All other purchases shall be made in accordance with the provision of this ordinance.

**SEC. 25-9. EXCEPTION TO SECTION 6, 7, AND 8.** (VA Code 15.2-1237)

The provision of the above three (3) preceding sections shall not apply to any purchases or contracts for supplies, materials, commodities or equipment purchased from the State Penitentiary or on Commonwealth of Virginia contracts.

**SEC. 25-10. EMERGENCY PURCHASES.** (VA Code 15.2-1235)

- A. Definition of "Emergency". An emergency shall exist when a breakdown in an essential service occurs or under any other circumstances when supplies are needed for immediate use in work which may vitally affect the safety, health or welfare of the public. Purchasing procedures are defined in the purchasing manual.

- B. Procedures during office hours. If an emergency occurs during office hours of the office of the Director of Purchasing, the using department shall immediately notify the Director of Purchasing, who shall either purchase directly or authorize the purchase of the needed supplies.
- C. Procedures after office hours. If an emergency occurs at a time when the office of the Director of Purchasing is normally closed, the using department shall purchase directly any supplies or services needed to meet such existing emergency. However, the head of the using department shall send at no less than seventy-two (72) hours to the Director of Purchasing, a requisition and a copy of the delivery record together with a written explanation of the circumstances of the emergency as prescribed in county purchasing manual.
- D. Field Procurement Authorization. A field procurement authorization may be used by a department only after a specific request to use this method is made to the Director of Purchasing. This method of procurement is to be used only when a situation occurs which would seriously handicap the operation of a department or where protection and preservation of County properties would not be possible through standard purchasing procedures. It is restricted to those departments having personnel in the field who must use fast moving parts in order to perform their functions.
- E. Additional Regulations. The Director of Purchasing shall provide in the purchasing manual such additional rules and regulations and procedures for emergency purchases as he may deem necessary or desirable. In the event the Director of Purchasing deems that the purchases was made under conditions which do not conform to this section, he shall report his conclusion to the Board of Supervisors and request permission to invoke the penalty provided in Section 5.

**SEC. 25-11. BIDS: AWARD AND REJECTION.** (VA Code 15.2-1237 and 11-41)

- A. Award. The Director of Purchasing shall open all bids publicly at the time and place stated in the public notice or bid form. All open market orders or contracts made by the County Director of Purchasing or by any county department or agency shall be awarded to the lowest and best bidder, taking into consideration the qualities of the articles to be supplied, their conformity with specifications, their suitability to the requirements of the using department, and the delivery terms.
- B. Rejection of Bids. (VA Code 11-42) The Director of Purchasing may reject any or all bids. If all bids received on a pending contract are for the same unit price or total amount, the Director of Purchasing shall have the authority to reject all bids and to purchase the required supplies, materials, equipment or contractual services in the open market, provided the price paid in the open market shall not exceed the bid price. Each bid, with the name of the bidder, shall be entered on a record and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.

**SEC. 25-12. STORE REVOLVING FUND.**

The County Board of Supervisors may provide a stores revolving fund in such amount as may be determined from time to time to be adequate to finance the purchase, storage and issuance of standard supplies, materials and commodities to the advantage and for the convenience of the County. The fund shall be in the custody of the County Treasurer and shall be administered as other departmental funds are administered. The Director of Purchasing shall be responsible for the actual operation of said fund and shall include in the purchasing manual rules and regulations with respect thereto as approved by the Board of Supervisors.

**SEC. 25-13. RULES AND REGULATIONS: PURCHASING MANUAL.**

(VA Code 15.2-1235)

The director of Purchasing shall prepare and maintain a purchasing manual, and from time to time amend rules and regulations and procedures necessary for the proper administration and operation of the Office of the Director of Purchasing, in accordance with the accepted purchasing practices and pursuant to the provisions of this ordinance and the laws of the Commonwealth of Virginia. All such rules and regulations and amendments thereto, shall be approved by the County Board of Supervisors.

**SEC. 25.14. CONFLICT OF INTEREST.** (VA Code 15.2-1239, 15.2-1240, 18-1-9)

Neither the Director of Purchasing, nor any member of his office staff, shall be financially interested or have any personal beneficial interest, either directly or indirectly, in any contract or purchase commitment for any supplies, materials, equipment or contractual services used by or furnished to any department, board or agency of the county government. Nor shall such Director of Purchasing, or any member of his staff, accept or receive, directly or indirectly from any person, firm or corporation to which any contract or purchase order may be awarded, by rebate, gifts or otherwise, any money or anything of value whatsoever or any promise, obligation or contract for future award or compensation.

**SEC. 25.15. EFFECTIVE DATE.**

This ordinance shall be in full force and effect on January 1, 1983, for all using departments described in Section 1C herein.

The above effective date shall be followed by a period of three calendar month's orientation before the application of the penalty as outlined in Section 5 herein.

**The above ordinance was adopted by the Pittsylvania County Board of Supervisors on December 6, 1982.**