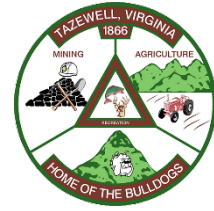


**TOWN OF TAZEVELL**  
**SUMMARY OF PURCHASING PROCEDURES**  
 Revised July 3, 2024 & Passed on November 12, 2024



ANTICIPATED COST	PROCESS
<b>Informal Procurement Procedures Authorized (“Small Purchase Procedures”)</b>	
<p><b>\$200,000 OR LESS</b> (Goods and non-professional services)</p> <p><b>\$80,000 or less</b> (Professional services)</p>	<b>SMALL PURCHASE GUIDELINES:</b>
	<b>\$5,000 or less:</b> no quotes or competition is required; purchase exempt from all purchasing procedures.
	<b>\$5,000.01 to \$20,000:</b> solicit at least 2 telephone, catalog, electronic or written quotes; post notice on Town of Tazewell website.
	<b>\$20,000.01 to \$60,000:</b> solicit at least 3 electronic or written quotes; written solicitation encouraged; post notice on Town of Tazewell website.
	<b>\$60,000.01 to \$200,000:</b> solicit, in writing, 4 written quotes; post notice on Town of Tazewell website.
<b>Alternative Procurement Procedures Authorized</b>	
<b>Cooperative Procurement</b>	<p>Purchase off existing State Contract; Purchase off another public body’s existing contract. RFP or ITB for the “source” contract must expressly specify that pricing/terms will be extended to other public bodies. Not authorized for architect, engineering, or other professional services, or for certain construction services.</p> <p>Purchase off existing U.S. General Services Administration (GSA) contract, if authorized</p>
<b>Sole Source/Emergency</b>	Requires advance written determination of the basis for finding that a particular vendor is the “sole source practicably available,” or of an emergency
<b>Formal Competition Required (ITB or RFP)</b>	
<b>\$80,000.01 or more</b> (Professional services)	Formal competitive sealed bidding (ITB) is REQUIRED, per Va. Code §2.2-4303(C). RFP may be used for certain other contracts, following a written determination that an ITB is not practicable or fiscally advantageous.
<b>\$200,000.01 or more</b> (Goods and non-professional services)	Formal competitive negotiation (RFP) process is REQUIRED for professional services, per Va. Code §2.2-4303(B)
	<b>COMPONENTS OF FORMAL SOLICITATION DOCUMENTS</b>
	Written determination that ITB is not practicable or not fiscally advantageous ( <i>except RFPs for professional services</i> )
	Public Notice: post notice on Town of Tazewell website and in newspaper once a week for two (2) weeks. Public notice must be given a minimum of 10 business days, per Va. Code. Posting to eVA is encouraged.
	List of Vendors Contacted Directly (including state MBE businesses, if required)
	Written ITB or RFP:
	Detailed specifications and requirements for goods and services
	Qualifications required of bidders/offerors; description of prequalification process (if applicable)
	Factors Considered in Evaluating Bids or Proposals
	Bid Form (ITBs)
	Instructions to Bidders/Offerors
	Special Terms and Conditions (unique contract requirements); Specifications
	General Terms and Conditions (general requirements for all contracts)
	Public Notice of Intent to Award, or Notice to Award