

County of Frederick, VA
Finance Department

Selling to Us

A Vendor Guide to County Procurement &
Payments

1/18/2018



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INTRODUCTION

Frederick County does not have a centralized purchasing department, however, the Finance Department acts as a liaison between contractors/vendors/suppliers and county agencies, exclusive of the Frederick County Public Schools. The purpose of this guide is to assist interested parties in understanding the basic procurement (purchasing) procedures of the County.

All documents referenced in this guide can be found on the Purchasing webpage at <https://www.fcva.us/departments/finance/purchasing/purchasing-docs-forms>.

PURCHASING PRINCIPLES

The guiding principles for competitive procurement are set out in the Code of Virginia, Volume 1, Title 2.2; [Virginia Public Procurement Act](#), Chapter 43; and the Frederick County Board of Supervisors Policies, which promote the following:

- All procurement procedures are conducted in a fair and impartial manner, with avoidance of any impropriety or the appearance of impropriety;
- All qualified vendors have access to public business;
- No vendor is arbitrarily or capriciously excluded;
- Competition be sought to the maximum feasible degree;
- Rules governing contract award be made clear in advance of the competition; and
- Specifications reflect the procurement needs of the County rather than being drawn to favor a particular vendor.

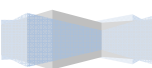
VENDOR REQUIREMENTS

All vendors must comply with all federal, state and local statutes, ordinances and regulations. Vendors must also possess all necessary licenses and permits required to conduct business with the county. Business license information and forms are available through the Commissioner of the Revenue.

To be paid by the county, a completed Request for Taxpayer ID Number and Certification must be furnished and on file with the Finance Department (<https://www.fcva.us/departments/finance/purchasing/purchasing-docs-forms>).

BIDDER REGISTRATION

All vendors interested in doing business with Frederick County should register with eVA, www.eva.virginia.gov, the Commonwealth of Virginia's electronic procurement portal. Frederick County uses eVA to prepare bidders lists for all formal solicitations (purchases \$50,000 and greater), distribute



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notices of formal solicitations (see SOLICITATION NOTIFICATIONS below), and to publish Invitation for Bids (IFB) and Requests for Proposals (RFP).

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The general rules, conditions and requirements applicable to all solicitations issued by Frederick County for goods and services are set forth in the General Conditions and Instructions to Bidders. The terms and conditions shall be incorporated by reference in the resulting contract and become a part of said contract.

<https://www.fcva.us/departments/finance/purchasing/purchasing-docs-forms>

SOLICITATION NOTIFICATIONS

- Small Purchases - Purchases under \$50,000 – no formal notification process
 - Individual county department staff is responsible for purchases of good and services.
 - Vendor should make contact and establish a relationship directly with the department.

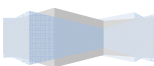
- Formal Solicitations - Purchases \$50,000 and greater
 - Vendor should register with eVA. IFB and RFP notices posted on eVA at least (10) ten days prior to the due date. eVA will notify all prospective bidders based on the NIGP commodity code classification for each individual IFB or RFP. There is no fee to register with eVA.
 - RFP notices are advertised in the Winchester Star at least 10 days prior to the due date.

METHODS OF PROCUREMENT

- Direct Purchase
 - Under \$1,500;
 - County department staff purchase goods and services directly from vendor;
 - No purchase order (PO) issued; and
 - Payment by purchasing card (p-card) preferred.

- Verbal Quote (Informal)
 - \$1,500 - \$4,999
 - County department staff will gather and document verbal quotes directly from vendor;
 - Minimum of (3) three quotes required;
 - PO required if goods or service, or group of items reach \$2,500; and
 - Payment by p-card preferred.

- Written Quote
 - \$5,000 - \$49,999



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- County department staff will solicit written quotes directly from vendor;
- Minimum of (4) four quotes required;
- PO required; and
- Payment by p-card preferred.
- Formal Solicitation
 - \$50,000 and greater
 - Solicitation for goods or services that requires the return of a sealed bid or proposal;
 - Invitation for Bid (IFB) – used for the procurement of goods and awarded to the lowest responsive and responsible bidder.
 - Request for Proposal (RFP) – used for the procurement of services or insurance and awarded to the negotiated best value or most advantageous proposal.
 - Specifications are prepared by county department staff;
 - Oversight, advertisement, and receipt of bid/RFP performed by the Finance Department;
 - PO required; and
 - Payment by p-card preferred and consideration made in award.

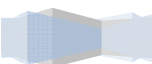
PROCUREMENT METHOD EXCEPTIONS

Exceptions apply to the requirement(s) for quotes or bids/RFPs. POs are still required for purchases that exceed \$2,500, unless otherwise excused by policy.

- Used equipment;
- Emergency procurement – purchases made to alleviate a situation in which there is a threat to health, welfare or safety that does not allow the time for normally accepted purchasing procedures to occur;
- Sole Source procurement – purchases made with one source that possesses a unique item and singularly available capability that meets the requirements of a specific need;
- Procurement from governmental sources and other public bodies;
- Procurement through [Virginia State Contract](#);
- Cooperative purchasing procurement through other contracts competitively solicited by a lead public agency, i.e. [US Communities](#), [NJPA](#), [National IPA](#), [HGAC](#), other governmental entities, etc.

SUBMISSION AND RECEIPT OF FORMAL SOLICITATIONS

IFB and RFP responses must be in a sealed envelope clearly marked with the IFB/RFP title and, unless otherwise specified, delivered to the Frederick County Finance Department, ATTN: Julie Cotterell, 107 North Kent Street, 3rd Floor, Winchester, VA 22601. Detailed instructions are included in the advertisement and/or specifications.



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Vendors mailing submissions should allow for normal mail delivery time to ensure timely receipt by Frederick County. Vendors assume the risk for method of delivery service to meet the submission deadline or failure to deliver to the designated recipient. Submittals may not be faxed or otherwise electronically submitted. Any solicitation submission received at the office designated in the solicitation after the exact time specified for receipt is considered a late submission. A late submission will not be considered for award except under the following condition only: the submission was sent by mail and it is determined by the county that the late receipt was due solely to mishandling by the county after receipt at the address specified in the solicitation. If the county declares administrative or liberal leave, scheduled bid openings or receipt of proposals will be extended to the next business day.

FORMAL SOLICITATION OPENINGS

Unless otherwise specified, IFB submissions will be publicly opened and results read aloud in the Frederick County Finance Department at 107 North Kent Street, 3rd Floor, Winchester, VA 22601.

RFP submissions become public information once evaluations, negotiations and awards are made. An offeror, upon request, can view submissions before the award is made, but after evaluation and negotiation [VPPA 2.2-4342(D)].

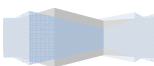
EVALUATION AND AWARD OF SOLICITATIONS

The County shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified offeror whose proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The County reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many bidders as deemed necessary to fulfill the anticipated requirements of Frederick County. The County also reserves the right to reject the bid of a bidder deemed to be a non-responsible bidder.

PURCHASE ORDERS

The Finance Department issues Purchase Orders (PO) for purchases \$2,500 and greater, unless otherwise exempt by policy. Upon vendor acceptance of the PO, the Purchase Order Terms, Conditions and Instructions to Bidders (PO T&C) also are accepted, unless vendor provides notification to the county within 10 days.

<https://www.fcva.us/departments/finance/purchasing/purchasing-docs-forms>



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PAYMENT METHODS

The county issues payment to vendors for goods and services received using the following methods:

- VISA Purchasing Card (P-Card)
 - VISA credit card is the county's preferred method of payment for the purchase of all goods and services, regardless of amount; and will be used as the payment method for all vendors who are VISA merchants.
- Automated Clearing House (ACH)
 - ACH electronically transfers funds from the county's bank account to the vendor's designated bank account. There is no dollar threshold. Vendor must submit a completed ACH enrollment form; and
- Check
 - A paper check is the method of payment for non-VISA merchants and vendors not accepting ACH payments. The check is mailed to the vendor through the United States Postal Service. Hand delivery or vendor pick up is not permitted.

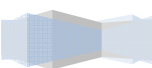
In order for payment to be processed by either of the (3) three methods listed above, a Substitute W-9 Request for Taxpayer ID Number & Certification must be submitted to the Finance Department.

TAXES

The county is exempt from State Sales and Use Tax on all tangible personal property purchases or leased by the County for its use or consumption. Tax exemption certification will be supplied upon request.

The following are additional exemptions granted to the county:

- Commonwealth of Virginia Sales and Use Tax Certificate of Exemption (ST-12);
- Commonwealth of Virginia Communications Sales and Use Tax Certificate of Exemption (CT-10);
- Rental Tax (Code of VA 58.1-3510.6 D);
- Consumer Utility Tax – includes City of Winchester and Frederick County taxes. (Code of VA 58.1-3812; City of Winchester Code Article V, Section 27-64; Frederick County Code Article VIII, 155-38,A);
- E 911 Fee – excludes Federal E 911 Fee. (Code of VA 56-484.17 subsection B; City of Winchester Code Article VIII, Section 27-112; Frederick County Code Article VIII, 155-38, A);
- Public Rights-of-Way Use Fee (City of Winchester Code Article XV, Section 27-192; per Edward T. Land, Transportation Engineer Right of Way and Utilities at VDOT);
- Federal Excise Tax (Internal Revenue Code Section 4253(i)); and
- Regulatory Cost Recovery Fee – Land lines only. (per FCC).



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Frederick County Finance Department
107 North Kent Street, 3rd Floor
Winchester, VA 22601
540-665-5610 phone
540-667-0370 fax

<https://www.fcva.us/departments/finance/purchasing>

Office Hours
Monday through Friday
8:00 a.m. – 5:00 p.m.

Bids and RFPs: Julie Cotterell, 540-722-8288, jcottere@fcva.us

Vendor Payments: Susan Miller, 540-722-8287, scmillier@fcva.us
Julie Cotterell, 540-722-8288, jcottere@fcva.us

