

# CITY OF VIRGINIA BEACH FINANCE DEPARTMENT

## *VENDORS GUIDE TO PURCHASING AND PAYMENT*

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The City has both centralized and decentralized purchasing. Most purchases are processed through the Department of Finance Purchasing Division. However, there are methods used by departments to purchase for themselves, including:

- 1) Procurement Card - Departments may use for purchases of \$2,500 or less for non-restricted items.
- 2) Departmental Purchase Order—Purchases of less than \$5,000 for goods and services.
- 3) Printing Services and/or Goods less than \$30,000 are procured by the ComIT Printshop Division.

Vendors should contact the department directly on all department-initiated purchases. All other purchasing inquiries should be directed to the Purchasing Division. Listed below are the different procurement methods used by the City.

**Small Purchases**— Purchase of goods and/or services between \$500 and \$50,000 using informal verbal or written requests for quotations and internal pricing solicitation methods

**Competitive Sealed Bids** - Purchase of goods and/or services over \$50,000 using a formal sealed bid process

**Competitive Negotiations**-Purchases when competitive sealed bidding is neither practicable nor fiscally advantageous. Purchases for 'Professional Services' expected to exceed \$30,000 will be procured through Competitive Negotiations or Purchases for 'Other than Professional Services' expected to exceed \$50,000 will be solicited with a Request for Proposal.

**Sole Source**—Upon a determination that there is only one source practicably available for that which is to be procured

**Emergency**—An immediate purchase to protect or preserve the public or public properties without delay.

## *Virginia Public Procurement Act*

The City of Virginia Beach operates within the Virginia Public Procurement Act, (VPPA), requiring that we seek competition to the maximum feasible degree, obtain high quality goods and services at reasonable cost, conduct all procurement procedures in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, provide qualified vendors access to public business and insure no offeror be arbitrarily or capriciously excluded.

### **Responsible and Responsive Vendors**

Vendors must be responsible meaning that they must have a satisfactory record of performance, integrity, the resources to fulfill the terms of the order and be able to comply with the prescribed delivery and performance requirements. Vendors must be responsive, meaning that they must submit a bid that conforms in all material respects to the requirements of the solicitation. A vendor who fails to return the required documents in the prescribed manner may be considered non-responsive.

## *Purchasing Tips*

### **Bids, Proposals and Solicitations**

All of the Finance Department Purchasing Division bids and proposals are available to view through our website which links to DemandStar who, in turn, distributes bids and proposals. A complete vendor profile is requested to register and be placed on the bid list for items you wish to sell to the City, and to receive copies of bid invitations. Vendors are responsible for checking bid notices posted by the Purchasing Division.

All purchases are made through a system of competitive bidding that assures that contracts go to the lowest responsible and responsive bidder who complies with the bid specifications, terms and conditions.

### **Standard Requirements**

All vendors must comply with all federal, state and local statutes, ordinances and regulations, and possess all necessary licenses and permits required to conduct business with the City. Business license forms are available on-line or through the Commissioner of Revenue.

Vendors must :

- Prohibit employment discrimination
- Be an equal opportunity employer
- Provide a drug-free workplace
- Provide the City the right to audit all records retaining to the agreement
- Comply with Bid Specifications and Terms

## *Helping Us Pay You*

### **Vendor Payment**

To be paid by the City, a completed Request for Taxpayer ID Number and Certification must be furnished and on file with the Finance Department, Accounts Payable Office. Payments without discounts are generally issued thirty (30) days after receipt of invoice or receipt of goods and services whichever is later. Invoices should be sent directly to the department. It is the department's responsibility to submit payment vouchers promptly and correctly to the Finance Department so vendors receive timely payments. Invoice numbers will be printed on checks.

### **Original Invoices Required**

Payments will be made from original invoices only. Vendors must supply a unique invoice number on all invoices submitted for payment to be processed appropriately. Please have your invoice number available when directing questions to departments about payments.

### **Invoices are matched to Purchase Orders**

Invoice line items must match Purchase Order line items when Purchase Orders are issued. If there are any unit price or quantity variances, invoice payments may be delayed.

### **Consolidated Billing**

To expedite payment processes, vendors may be requested to provide consolidated billing to the City. If your organization is interested in providing this service, contact the Accounts Payable Unit.

## *Other Information*

### **Minority Business Council**

The Council is an advisory agency to the City Manager and the City Council with respect to the City's procurement policies and procedural issues of equal opportunity and nondiscrimination in procurement. The council encourages the participation of minority-owned businesses in City Contracts, conducts and engages in educational and training programs to promote minority involvement and serves as a forum for the discussion and development of minority awareness of the public procurement process.

### **Conflict of Interest Act**

We appreciate our vendors and the excellent services and goods that they provide to the City. Vendors sometimes seek to express appreciation for the City's business through gifts. However, City members are obligated by our professional ethics, the Virginia Public Procurement Act and the Conflict of Interest Act to decline personal gifts and gratuities. Your support of this policy is greatly appreciated.

### **Sales Tax**

Sales to the City of Virginia Beach are exempt from federal, state and local tax. State sales tax and Use Tax Certificates of Exemption will be provided upon request. The City's federal tax exemption number is 54-0722061.

## Department of Finance

### **Taxpayer Certification Inquiries and Information**

Department of Finance—Accounts Payable Unit  
Municipal Center - City Hall Building  
2401 Courthouse Drive  
Virginia Beach, VA 23456  
(757) 385-4415  
FAX (757) 385-8894

### **Bid, Solicitation and Proposal Information**

Department of Finance—Purchasing Division  
Kempsville Building  
2388 Court Plaza Drive  
Virginia Beach, VA 23456  
(757) 385-4438  
FAX (757) 385-5601

Department of Finance Office Hours  
Monday through Friday  
8:00 a.m.—5:00 p.m.

## Important Websites

### **Business License Links**

<http://www.vbgov.com/dept/cor/forms/>

### **Business Page for the City of Virginia Beach**

<http://www.vbgov.com/business/>

### **Current Bids and RFPs**

<http://www.demandstar.com>

### **Department of Finance Home Page**

<http://www.vbgov.com/dept/finance/>

### **E-Surplus Auction Site**

<http://www.esurplusauction.com/>

### **Minority Business Council**

<http://www.vbgov.com/dept/finance/mbc/>