## CITY DEPARTMENT INFORMATION

Department	Main Functions	Contact Phone
Central Stores	Warehouse & inventory control	540-437-4400
City Manager's Office	Includes City Clerk, Eco- nomic Development, CDBG, Communications Director & City Attorney	540-432-7701
Commissioner of the Revenue's Office & Real Estate	Business licenses, personal property & special taxes; also real estate property records	540-432-7704 & 540-432-7795
Community Development	Building inspections, engineering, planning & zoning	540-432-7700
Harrisonburg- Rockingham Emergency Communication Center (HRECC)	Joint with Rockingham County; E-911 services	540-432-6190
Finance & Purchasing	AP/AR, financial reporting, budgets, procurement, insurance, risk manage- ment, etc.	540-432-7702 & 540-432-7794
Fire	Fire prevention & suppression; child safety seat technician; outreach & education; 4 Fire Stations	540-432-7703
General Properties	Facility maintenance for various City properties	540-432-0492
Human Resources	Attract, support, develop and retain diverse and productive workforce,; manage benefits, service awards, etc.	540-432-8920
Information Technology (IT)	All technology in City including City website, PC support, etc.	540-432-7706

Department	Main Functions	Contact Phone
Parks & Recreation	Parks & facilities (i.e. skate park, dog park, pool, trails) & activities; also Heritage Oaks Golf Course	540-433-9168
Police	Property & evidence, school resource/DARE, animal control, criminal investigations, records, SWAT, Parking Services, etc.	540-437-2600
Public Transportation	City buses (school & transit), central garage & fleet management; includes print shop	540-432-0492
Public Utilities	Water & sewer services; Water Treatment Plant	540-434-9959
Public Works	Trash collection, recycling, maintain streets, traffic signals & signs, & transpor- tation planning	540-434-5928
Registrar	Voter registration	540-432-7707
Tourism	Visitor services & gift shop	540-432-8935
Treasurer	Revenue & tax collection; dog tags	540-432-7705

## **PURCHASING OFFICE STAFF**

Mr. Shane B. Smith
Procurement Manager

**Ms. Nicole Robertson, CPPB**Procurement Specialist Sr. (part-time)



# Pocket Guide to Purchasing



# For Vendors

Purchasing Office Harrisonburg City Hall 409 South Main Street, 3rd Floor

Purchasing@harrisonburgva.gov

PH 540-432-7794 FAX 540-432-7779



# DOING BUSINESS WITH THE CITY OF HARRISONBURG

#### **OVERVIEW**

This guide is intended to provide a summary of the City of Harrisonburg's purchasing policies and procedures. Public procurement is governed by state law and various City codes and policies which require the City to handle procurements in a manner that is fair, ethical and above reproach. The City's procurement methods are designed to meet those requirements and, in the process, foster fair and open competition. The Purchasing Office is responsible for ensuring that goods and services procured are of the proper quality and quantity, cost, and meet the requirements and needs of the City. The City does not discriminate against small and minority businesses or faith-based organizations.

#### PURCHASING THRESHOLDS

GOODS & NON-PROFESSIONAL SERVICES		
\$10,000 & Under	No quotes required, but encouraged. PO not required.	
\$10,001 - \$60,000	Three (3) Written quotes on vendor letter- head. PO required.	
Over \$60,000	Sealed, Advertised ITB or RFP. PO required.	
PROFESSIONAL SERVICES *		
\$60,000 & Under	No quotes required. PO required for purchases over \$10,000.	
Over \$60,000	Sealed, Advertised RFP. PO required.	

\*Professional Services is defined by the Virginia Public Procurement Act (VPPA) as work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering.

### PUBLICATION OF SEALED ITB's, RFP's & **AWARD NOTICES**

The City of Harrisonburg utilizes the Commonwealth of Virginia's electronic procurement system eVA (https:// eva.virginia.gov) for issuing its competitive, sealed procurements and receiving electronic responses. In addition, the City also posts all of its Notice of Award, Sole Source and Emergency Award documents on eVA. The City does not provide direct notification of changes to the original solicitation documents, therefore vendors are encouraged to sign up for eVA to receive automatic notifications about relevant solicitations or to check the eVA website frequently for addenda documents.

Visit the eVA website for more information on how to register as a vendor and to access the City's active solicitations. No registration is required to view solicitations and access documents on the eVA website.

#### **HOW TO REGISTER FOR EVA**

eVA is Virginia's online, electronic procurement system. This web-based vendor registration and purchasing system allows state agencies, colleges,



universities and local governments to use eVA to conduct all purchasing and sourcing activities for goods and services.

Vendors (Suppliers) get FREE registration, access to business opportunities, email or fax notification on new bidding opportunities, online bidding, public reports you can use to find out who's buying what you sell and support from eVA Customer Care. For more information on eVA or to register go to: https://eva.virginia.gov

#### eVA's VIBE & B2B TOOLS

#### Virginia Information Business Exchange (VIBE)

An eVA resource where vendors can create a free business profile and place an advertisement for the vendor community to view.

#### **Business2Business (B2B)**

An eVA resource where vendors can make connections with other vendors to team up for a specific project or solicitation.

#### **COBBLESTONE CONTRACT INSIGHT**

The City now uses Cobblestone Contract Insight software to manage all City contracts and contract



#### ITB vs. RFP

An Invitation To Bid (ITB) is a sealed solicitation that generally is straight-forward and contains the City's specifications for a desired good or service. The City holds a public bid opening on the date and time noted in the ITB. Names of bidders and amounts are read aloud to those present at the opening. The contract award is made to the lowest responsive and responsible bidder. No negotiations are allowed except if the submitted cost is over budgeted funds.

A Request For Proposal (RFP) is a sealed solicitation that is generally used for procuring services or where the requirements to complete the work are not fully known or dictated by the City. The RFP provides a scope of work (what is wanted) and allows the Offeror to submit a proposal as to how they will accomplish the work. Proposals are evaluated on multiple criteria (can be weighted) as set forth by the City in the RFP. Cost can be included but is not the determining factor.

Anyone requesting information after a bid or proposal opening should contact the Purchasing Office. The City's contract term limits are usually 5 years or less.

#### FREQUENTLY ASKED QUESTIONS

- 1. 0: Does the City have a Bidder's List I can get on?
  - A: The City does not have a Bidder's List,. Vendors interested in doing business with the City are invited to register as a supplier for free on the eVA website at https://eva.virginia.gov.
- 2. O: Does the City have any SWAM or DBE vendor preferences?
  - A: No, the City does not have any SWAM or DBE vendor preferences, however the City does have a SWAM vendor program to encourage minority and disadvantaged businesses to submit responses to ITB or RFP requests. The City may have requirements that are individual to the project, which may include preferences (i.e. FTA-funded or VDOT-funded projects).
- 3. Q: How do I find out the budget for a project?
  - A: Per Virginia Code 2.2-4342 B, the City is not required to provide budget information on a project.