

Doing Business with Us....

City of Roanoke, VA

Our mission/vision

The Department of General Services, Purchasing Division analyzes the purchasing patterns of City departments and plan procurements to take advantage of annual cycles; distribute specifications to appropriate sources, receive bids and proposals, and award and monitor contracts. The Purchasing Division also, promotes the reputation of the City of Roanoke for fair dealings and integrity. Provide equal competitive opportunity to all suppliers by promoting competitive bidding and/or competitive negotiation. Establish and maintain trust, confidence and cooperation with all suppliers.

Purchasing Staff

The City of Roanoke Purchasing Division is a member of several professional organizations: [National Institute of Governmental Purchasing \(NIGP\)](#), [Virginia Association of Governmental Purchasing \(VAGP\)](#), and National Association of Purchasing Management (NAPM). Procurement Staff adhere to strict ethical standards and subscribe to the [NIGP Code of Ethics](#), as well as the legal and ethical requirements outlined in the Code of the City of Roanoke 1979, as amended 23.21 et. seq. . The Purchasing Division has trained procurement professionals available to assist you with procurement request. You may contact one of the following Procurement Officers for assistance:

Sharon T. Lewis CPM, CPPB, VCO

Procurement Manager

Telephone: 540-853-2871

Sharon.Lewis@roanokeva.gov

Stanley Wells, VCA

Buyer / P-Card Administrator

Telephone: 540-853-2873

Stanley.Wells@roanokeva.gov

Nancy Price

Procurement Clerk

Nancy.Price@roanokeva.gov

Telephone: 540-853-2872

Cassandra “Nikki” Dorsett

Records Coordinator

Cassandra.Dorsett@roanokeva.gov

Telephone: 540-853-5268

Location/office hours

Mailing Address

City of Roanoke
Purchasing Department
Noel C. Taylor Municipal Building
215 Church Avenue, Room 202
Roanoke, VA 24011
Telephone: 540-853-2871
Fax: 540-853-1513

Office Hours

Vendors desiring to visit with Purchasing staff are encouraged to call (540) 853-2871, or stop by to visit any time. No appointment necessary.

Sales visits to other departments are not permissible. Appointments for other departments are coordinated through the Purchasing Office.

Vendors, however, may leave literature for all departments with the Purchasing Division for distribution in the City mail the following day.

Office Hours : 8:00 AM to 5:00 PM, Mon. – Fri.

Vendor Registration

The Purchasing Division maintains a list of prospective bidders, categorized by class and type of commodity. If you are interested in doing business with the City you must be registered with the Vendor Self Service System (VSS)

To register your Vendor go to:

<https://vss.roanokeva.gov>

It is the vendor's responsibility to keep their account current and to notify the Purchasing Division when changes occur regarding the products or services offered, address, contact information, ownership, or status as a Vendor. A vendor will not receive solicitation notifications unless an email is provided.

Please note that registration to VSS does not guarantee receipt of a Request for Quotation, Invitation for Bid, or Request for Proposal. It is the vendor's responsibility to check the current Business Opportunities within their VSS account for items of interest.

Bidders will not be removed from VSS if they don't respond to a solicitation, however, a bidder may be retained for a particular Invitation for Bid by simply responding with a "no bid," if they are interested in bidding the item(s) in the future. All this can be done through VSS.

The City reserves the right to accept and reject registrations as it feels necessary due to

Methods of Procurement

The procurement procedure used is based on three principal references found in the Procurement Manual and the Code of Virginia, The Virginia Public Procurement Act (VPPA) and the Code of the City of Roanoke, VA. Though not all aspects of procurement in the City of Roanoke can be covered in a brief summary, the quick-reference dollar guidelines should provide vendors with enough information to know what to expect under normal circumstances for most goods and services.

1. \$50,000 and Above

Generally, goods or services exceeding \$50,000 are acquired using one of the "formal" methods outlined in the [City Code](#), Competitive Sealed Bidding or Competitive Sealed Proposals. Vendors may wish to be aware of the following differences in these two methods:

Competitive Sealed Bidding	Competitive Sealed Proposals
Available Electronically via VSS and hard copy.	Available Electronically via VSS and hard copy. Written invitation
Public notice posted for at least 10 Days on the public bulletin board on the 2 nd floor of the Noel C. Taylor Municipal Building. 215 Church Avenue SW Roanoke, VA 24011	Public notice posted for at least 10 Days on the public bulletin board on the 3 rd floor of City Hall and/or in the legal notices section of the newspaper
Responses must be sealed and remain as such until the date and time specified	Responses must be sealed and remain as such until the date and time specified
Close 12:00 p.m.	Close 12:00 p.m.
Opened publicly with bidder's names and prices being read aloud.	Opened publicly with Offeror's Names read aloud.
Available for viewing after Procurement and Departmental review and award	Not available for viewing until after evaluation and contract award
Award is made to the lowest responsive and responsible bidder	Award is made to the Offeror submitting the best proposal in accordance with the evaluation criteria listed in the Request for Proposal

2. **\$50,000 and Below**

For goods and services estimated to cost less than \$50,000, the City uses a more "informal" methods based on competitive principals. Informal Quotations and Proposals may be requested and received using telephone, fax, or other unsealed methods that expedite the exchange of information between the vendor and the Procurement Division. Generally, the procedures are as follows:

Estimated Cost	Solicitation Requirements	Purchase Method
\$0 - \$2,500	Single Quote from One Vendor. More, if available.	Procurement Card Purchase Authorization # Purchase Order #
\$2,500 - \$10,000	Three quotes and if possible, to include one MBE/WBE/SB/SDV businesses. (Departments assisted by Procurement for items over \$10,000)	Purchase Authorization # Purchase Order #
\$10,000-\$50,000	Four quotes and if possible, to include at least two MBE/WBE/SB/SDV businesses.	Purchase Authorization # Purchase Order #

3. Cooperative Purchasing

The State of Virginia institutes and administers cooperative purchasing agreements between governmental agencies and political subdivisions such as counties, cities and school districts. The City of Roanoke actively participates in these agreements and purchases many commonly used items from contracts established by the State.

To obtain information on being added to the State's Bidder's List, current state contracts, or current solicitations, vendors may contact the Department of General Services Division of Purchases and Supply at 540-853-2871 or on the web at <http://www.dgs.state.va.us/>.

Vendor's responsibilities

It is important to read all solicitation documents carefully both in VSS and on the Purchasing website (if required), before responding, taking note of all of the requirements and providing all signatures, certificates, and enclosures

Verify that all blanks have been completed. All original documents will be returned to Purchasing, so make a copy of your submittal for your records before delivering it to our office.

Be aware of the time and date that your submittal is due. Allow ample time to prepare your response and ensure timely delivery. Late bids or proposals are not accepted. It is the responsibility of the Offeror to assure that his/her response is submitted to the Procurement Division prior to the date and time deadline for receipt of bids or proposals.

If there is a mandatory pre-bid or pre-proposal conferences or site visits, you must attend for your bid or proposal to be considered. Most pre-bid conferences are non-mandatory but the vendors are encouraged to attend.

If any hard forms are required outside of the VSS submittal; be sure to clearly identify the outside of your sealed container or envelope with the Invitation for Bid or Proposal Number, a brief description of the products or services corresponding with that number, and the date and time stated for receipt of the solicitation.

Basic Vendor Responsibilities include the following:

- Vendors are responsible for submitting bids that are complete and submitted on time through VSS, unless otherwise directed.
- Understand the Sample Contract, you will be expected to sign it if awarded.
- Vendors are to have the capacity to deliver the goods or services required.
- Goods or services are to be delivered on time and in accordance with the terms and conditions of the purchase order or contract.
- Invoice payment terms are to be not less than Net 30 days.
- Invoices are to be issued in accordance with instructions of the purchase order or contract.
- Vendors are to keep all required insurance in force during the term of the purchase order or contract.
- All applicable taxes (Real Estate, Business License, Personal Property, etc.) must be filed and paid.
- The vendor is responsible for all expenses relating to preparation of bids and demonstrations.
- Prompt notice is to be given to the City in the event of an impending failure to perform or deliver.

Equal opportunity and minority owned businesses

It is the policy of the City of Roanoke to encourage participation by small businesses and minority owned and women owned business enterprises in all aspects of City contracting opportunities. When registering in VSS add your business status.

The VSS System will maintain a list of all registered MBEs/WBEs/SBs/VBs. It is the vendor's responsibility to classify their Business type along with the Certification/License Number.

The City of Roanoke cooperates with the VA Dept. of Minority Business Enterprise, the US Small Business Administration, the Virginia Minority Supplier Development Council (VMSDC) and other public private agencies to encourage participation of MBEs/WBEs/SBs/VBs in City procurement activities

Definitions

Bid: A competitively priced offer made by an intended seller, usually in reply to an Invitation for Bids.

Bidder: One who submits a competitively priced offer in response to an Invitation for Bids.

Boiler Plate: Standard General Terms and Conditions.

Competitive Bidding: The firm bid by individual firms competing for a contract, privilege, or right price to supply specified services or goods.

Competitive Sealed Bid: A bid which has been submitted in a sealed envelope to prevent its contents from being revealed or known before the deadline for the submission and opening of all bids, usually required by a purchasing authority for major procurements and, in all cases, for construction where the acquisition exceeds \$50,000. Competitive sealed bidding shall not be used to contract for professional services.

Competitive Negotiation: A method for purchasing goods and services, usually of a highly complex and technical nature whereby qualified individuals or firms are solicited by means of a Request for Proposal. Negotiations are carried out with selected offerors and the best offer, as judged against criteria contained in the Request for Proposal, is accepted and an award issued.

Emergency (or Field) Procurements: Refer to Section 2.2.4303(F) of the VPPA and

Section 41 of the City of Roanoke Charter provides in applicable part:

In an emergency requiring immediate action, the City Manager may make any purchase or cause any such improvements to be made or other public work to be done by direct employment of the necessary labor and purchase of the necessary material and supplies without previously advertising for or receiving bids therefore. Every such case shall be reported by the City Manager in writing to the Council at its next regular meeting with a statement of the facts constituting such emergency. Separate accounts shall be kept of all such work; provided that nothing in this or the next preceding section shall prevent the City from doing maintenance and repair work by direct labor and from maintaining a reasonable workforce for that purpose.

In general, an emergency is a situation that threatens to shut down a critical system or process or a situation that threatens personal safety or property. An emergency has a serious and urgent nature that demands immediate action. Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures. **The potential loss of funds at the end of a fiscal year is not considered an emergency.**

Evaluation of Bids: The process of examining a bid after opening to determine the bidder's responsibility, responsiveness to requirements, and other characteristics of the bid relating to selection for award.

Formal Purchases: The use of legally mandated procedures to secure prices for needed goods or services.

General Terms and Conditions: Standard clauses and requirements incorporated into all solicitations (IFB/RFP) and resulting contracts which are derived from laws or administrative procedures of the government agency. (Also called "Boiler Plate").

Goods: Means all materials, equipment, supplies, printing, and automated data processing hardware and software.

(Code of Virginia, Section 2.2-4301)

Informal Purchases: The use of unstructured administrative procedures to secure prices for needed items or services.

Invitation for Bid (IFB): A document, containing or incorporating by reference the specifications or scope of work and all contractual terms and conditions, that is used to solicit written bids for a specified requirement for goods or nonprofessional services.

Late Bid or Proposal: A bid or proposal which is received at the place designated in the Invitation for Bids or Request for Proposal after the deadline established by the solicitation.

Pre-bid or Pre-proposal Conference: Meeting held with prospective bidders or offerors prior to submission of bids or proposals, to review, discuss and clarify technical considerations, specifications, and standards relative to the proposed procurement.

Public Bid Opening: The process of opening and reading bids at the time and place specified in the Invitation for Bids and in the presence of anyone who wishes to attend.

Public Posting: The display of procurement notices in an area or on a board designated and regularly used for that purpose that is available to the public during normal working hours.

Purchase Orders: A document used by the City of Roanoke to execute a purchase transaction with a vendor. It serves as notice to a vendor that an award has been made and that performance can be initiated under the terms and conditions of the contract.

Responsible Bidder or Offeror: A person or firm who has the capability in all respects to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance and who has been prequalified, if required. ([Code of Virginia, Section 2.2-4301](#))

Responsive Bidder: A person or firm who has submitted a bid which conforms in all material respects to the Invitation for Bids. ([Code of Virginia, Section 2.2-4301](#))

Services: Services shall mean any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies. ([Code of Virginia, Section 2.2-4301](#))

Specifications: Detailed description of goods or services to be provided.

Surplus Personal Property: Personal property in excess of the needs of an organization and without a foreseeable need.

Tabulation of Bids: The recording of bids and bidding data submitted in response to a specific Invitation for Bid for comparison, analysis, and record keeping.

Term Contract: The contract in which a source of supply is established for a specific time, generally a year or more.

Unsealed Bid: An unsealed written offer conveyed by letter, telegraph, or other means. The bids are normally opened and recorded as received.

Vendor: One who sells goods or services.