



RICHARD BLAND COLLEGE

ON-LINE PURCHASING GUIDE

OVERVIEW

Recognizing the public trust placed with this facility, procurements will be accomplished by the Material Management/Purchasing Department in an effective, economical, open, fair and impartial manner. Authority relating to purchases for Richard Bland College is prescribed by the *The Code of Virginia*, The Virginia Public Procurement Act and related regulations promulgated by the Department of General Services, Division of Purchases and Supply. These laws and regulations apply to all campus departments and activities, regardless of the source of funds.

To assist the Purchasing Department in meeting your needs, requesting departments are encouraged to submit accurate and complete information on a signed Richard Bland College **Requisition** form regarding their procurement requirements. Incomplete or inaccurate information could result in delays in obtaining the goods or services requested. (All requisitions submitted shall answer the basic questions of who, what, why, where, when and how; containing clear specifications.) The following information is necessary when submitting your requests:

1. Vendor Name
2. Federal ID Number
3. Vendor Address
4. Vendor Phone #
5. Name of Quoter and Date of Quote
6. Quoted Delivery Date
7. Date and Name of Requestor
8. Department to be charged
9. Departmental Approval
10. Vendor Fax Phone
11. State Contract Number (if applicable)
12. Adequate specifications/descriptions, model number, catalog numbers, etc.
13. Quantity needed.
14. Unit Price/Total
15. Shipping/Handling

PROCUREMENT METHODS

The Purchasing Department will use one of the following methods of procurement, depending on the type of purchase and estimated cost:

Purchase of Goods and Services

Estimated cost up to \$5,000:

When the agency's estimated cost of goods or services is \$5,000 or less unless exempted (as described in Chapter 3.10g in the APSPM manual) this requires one (1) written or telephone

bid from a DMBE-certified small business. If prices do not appear to be fair and reasonable the college shall document the procurement file to that effect, including stating the basis for the determination, and then additional quote (s) shall be obtained from at least one additional DMBE-certified small business, if available.

If the college is unable to obtain a fair and reasonable price from a DMBE-certified small business, the procurement can be awarded to other than a DMBE-certified small business, and the reason shall be documented in the procurement file.

When using the MasterCard as the payment method, solicit a minimum of one (1) DMBE-certified small business, if available.

Estimated cost over \$5,000 - \$50,000:

eVA quick quote shall be used for this solicitation.

Requires a minimum of four (4) DMBE-certified small business sources unless exempted (as described in Chapter 3.10g in the APSPM manual). If the procurement does not qualify for the certified small business the procurement file shall be documented. If not soliciting from DMBE-certified small businesses, solicit a minimum of four (4) sources, if available. Include a minimum of two (2) DMBE-certified small business sources, if available. If fewer than the required number of sources are solicited, the reasons shall be documented in the procurement file.

Advertising in the Virginia Business Opportunities (VBO) on the eVA web site (www.eva.state.va.us) is required goods and non-professional services for goods over \$50,000.

Note: Any requisition for goods over \$50,000 will be submitted to the Department of General Services to solicit.

Processing Time for Purchasing to Process Requisitions for Goods/Services:

Under \$5,000.00	1 to 3 days
Over \$5,000 to \$50,000	5 to 10 days (depending on how complex the solicitation may be)
Over \$50,000	30 to 60 days

Purchase of Professional Services:

Contact the Purchasing Office at 804-862-6268.

RECEIPT OF GOODS:

All shipments are received at the Facilities/Maintenance Building. Delivery will be performed by appropriate Maintenance staff.

Department personnel are responsible for completing the RBC receiving report when orders are received. Forward the receiving report to the Business Office or to the Purchasing Office as indicated on the receiving report. When equipment is ordered and it meets the criteria of a fixed asset, there will be a yellow-coding sheet attached to the receiving report. The boxes on this

yellow-coding sheet marked with an “**” should be completed and the yellow-coded sheet forwarded to the Facilities Office within three (3) days after receipt of equipment.

MANDATORY SOURCES

Certain purchases require the use of mandatory sources. Those sources include, but are not limited to, Corrections for furniture, letterhead, binders, signs, etc.; Va. Distribution Center for janitorial supplies, food items, etc.; Dept. for the Visually Handicapped for writing instruments, Office of Graphic Communications for graphic design; and state contracts for a variety of items.

SMALL PURCHASE PROCEDURES

For local purchases \$100 or less, petty cash reimbursement can be made at the Business Office. No State Sales Tax will be reimbursed except for Local, Foundation and Federal funded purchases. For small purchases, over \$100, a Local Purchase Order (LPO) or Banner Purchase Order (Purchasing will determine which purchase order is appropriate) can be obtained from the Purchasing Office for departments without delegated purchasing authority. **ALL purchases over \$100 must have approval prior to purchase.**

TRAVEL, LODGING & CONFERENCE ARRANGEMENTS

Prior to any travel arrangements being made, a Faculty Absence Form **MUST** be completed and signed as appropriate.

A requisition shall be submitted to the Purchasing department for all conference registrations and workshops, unless the department has the proper purchasing authority to proceed with this purchase. Please call the Purchasing Office at 2-6268 or 2-6468 for information.

Transportation (airfare/rail) accommodations are made by the Purchasing Office. Call 2-6268 for assistance. The following information is required to book the applicable accommodations:

1. Dates of travel
2. Times of travel desired
3. Printout of flight from website, Cheaptickets, Priceline, etc.
4. Name as it appears on your driver's license (security purposes for checking in with airline)
5. Emergency contact information: name/phone number

INTERDEPARTMENTAL SUPPLIES

A list is made available each semester of supplies maintained in the Facilities supply room. Use of an Inter Departmental Requisition for Supplies form is required for the supply room items. If you have an ongoing need for an item that is not listed, please notify the Facilities department. Facilities has up to three (3) days to process these supply requisition orders.

EQUIPMENT REPAIRS

When office equipment needs repair, departments may request service by sending requisition to purchasing. Please make sure to list the following information on the requisition form:

1. Department name
2. Room and building

3. Make and model of equipment
 4. Brief description of the problem
 5. Department budget to be charged
- Computer repair needs should be directed to ITS staff.

SERVICE/MAINTENANCE CONTRACTS:

Service/maintenance contracts are established on an individual basis. When service is required under an existing contract, contact the vendor for needed service. Service needs which are not covered by a contract require the submission of a Requisition.

SURPLUS PROPERTY:

Each department should notify the Facilities Manager of all property that is no longer of use or value. This can be done by filling out the Equipment Relocation Request forms and sent by intercampus mail or email to the Facilities Manager. The Facilities Managers will arrange for pickup of the property. All surplus property must be reported to the State Surplus Property Warehouse and is governed by State regulations.

FIXED ASSET INVENTORY:

To ensure the college's equipment inventory is accurate, the Facilities/Office of Material Management performs physical inventory at least annually. Property tags **MUST NOT** be removed for any reason. Equipment relocation forms must be completed any time property is relocated.

GIFTS FROM VENDORS

Employees of Richard Bland College **MUST NOT ACCEPT GIFTS** from any vendors. The Virginia Public Procurement Act, Ethics in Public Contracting, prohibits staff who have "official responsibility" from accepting gifts from vendors. The definition of official responsibility is very broad and all employees should consider this applicable to them. Section 11.79.2 states, "any employee who has administrative or operating authority, whether intermediate or final, to initiate, approve/disapprove or otherwise affect a procurement transaction, or any claim resulting there from, who willfully violates this section has committed a Class I misdemeanor. In addition to a fine, a conviction could result in forfeiture of employment."

The purchasing office is dedicated to procuring the goods and service necessary to successfully meet the mission of Richard Bland College.

**Purchasing Manager
Pam E. Sweeney
804-862-6268**

**Purchasing Officer
Nicole Collins
804-862-6468**

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