

PURCHASING

DOING BUSINESS WITH CULPEPER COUNTY GOVERNMENT

Culpeper County Government's intention is to conduct the procurement function in a professional manner and to deal with each prospective vendor, bidder, or salesperson with honesty, fairness and integrity. We recognize that the governmental procurement process may seem complex, and we invite your questions regarding any aspect of the activities of this office. For current Invitation for Bid (IFB) and Request for Proposal (RFP) information, you can visit the Culpeper County Website at: <http://web.culpepercounty.gov/Government/County-Departments/Departments-P-V/Purchasing>

Who Buys For Culpeper County

All purchases in excess of \$5,000.00 (\$1000.00 for Fixed Assets) are processed by the Purchasing Office located at 155 W. Davis Street, Suite 100, Culpeper, Virginia 22701.

Who to Contact and Where We Are

Always make your first call to the Purchasing Office. If a consultation with using departments or others is requested, we will direct you to the appropriate individuals. We will always try to make your contact with the County mutually productive. Any inquiries or questions regarding these procedures may be directed to:

**Procurement Department
155 W. Davis Street, Suite 100
Culpeper, Virginia 22701**

(540) 727-3488 phone
(540) 727-3486 fax

Business Hours

Business is conducted Monday through Friday from 8:30 a.m. to 4:30 p.m.
Buyers will interview vendors by appointment only.

Mr. Alan H. Culpeper, CPPO, VCO
Director
aculpeper@culpepercounty.gov

Mrs. Robin Keagy, CPPB, VCO
Buyer
rkeagy@culpepercounty.gov

Purchasing Website

<http://web.culpepercounty.gov/Government/County-Departments/Departments-P-V/Purchasing>

How The County Buys

Routine Purchase (\$5,000 and under) - County Departments are authorized to contact vendors directly by telephone or in writing.

Informal Bids (from \$5,001 - \$15,000) - Informal telephone quotations shall be obtained from at least three bidders.

Informal Bids (from \$15,001 - \$50,000) – Informal written quotations shall be obtained from at least four (4) bidders.

Formal Bids Non-professional Services (over \$50,000) – Formal competition shall only be awarded by the Procurement Department Sealed bid invitations, which may require a certified bid deposit check or bid bond, an affidavit, a performance bond, and insurance certificate. An email notice of solicitation is sent to suppliers selected from our bidders list by commodity. An announcement of the bid is posted on the public notice board, and on eVA.

Formal Request for Proposal (RFP) Professional Services (over \$30,000) Formal competition shall only be awarded by the Procurement Department (Proposals over \$50,000 must be awarded by the Culpeper County Board of Supervisors). Formal competition shall only be awarded by the Procurement Department Sealed Proposals, which may require a certified bid deposit check or bid bond, an affidavit, a performance bond, and insurance certificate. An email notice of the RFP is sent to suppliers selected from our bidder's list by commodity. An announcement of the bid is posted on the public notice board and on eVA. In addition, these requests are advertised in at least one issue of a newspaper having general circulation throughout Culpeper County.

**Professional services, as defined by the Code of Virginia, include: accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering and the services of an economist procured by the State Corporation Commission.*

Price Information And Award Details

Our business is transparent and all information relating to procurement is available upon request. Sealed Bid tabulations can be obtained on the

Purchasing website at: <http://web.culpepercounty.gov/Government/County-Departments/Departments-P-V/Purchasing>

All bidders are invited to attend formal bid openings held by the Purchasing Office.

Bidders Check List

1. Be sure your bid is submitted to the correct office before closing time or it will be returned unopened.
2. Read the bid documents thoroughly and comply with all the instructions and conditions. Improperly completed bids are invalid and will not be accepted.
3. Your bid may require a certified bid deposit check of bid bond. A money order or cashiers check may be substituted for the certified check of bond.

The Rules and Regulation follow:

- Culpeper County Purchasing Resolution
- Code of Virginia, Volume 1, Title 2.2
- Chapter 43 of the Virginia Public Procurement Act