

ORDINANCE NO. 4836

AN ORDINANCE to amend and reordain Section 3-3-14 (RULES AND REGULATIONS) of Article B (PURCHASING DIVISION) and Section 3-3-36, (NOTICE OF INVITATION TO BID) of Division 1 (COMPETITIVE SEALED BIDDING) and Section 3-3-72 (SMALL PURCHASES) of Division 3 (MISCELLANEOUS PROVISIONS), all of Article D (CONTRACT FORMATION AND METHODS OF SOURCE SELECTION) of Chapter 3 (PURCHASES AND CONTRACTUAL SERVICES) of Title 3 (FINANCE, TAXATION AND PROCUREMENT) of the Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Section 3-3-14 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

Sec. 3-3-14 Rules and regulations.

(a) The ~~city~~ purchasing agent shall have authority and power to promulgate and establish, and from time to time amend and revise, all rules and regulations properly necessary to carry into effect the provisions of this chapter; provided, that before any rules and regulations, and any amendments or revisions thereof, shall become effective, the city manager shall approve the same.

(b) The city manager, or his designee, shall have the authority and power to adjust, by regulation, any dollar value threshold established in this chapter up to any similar threshold authorized by the Virginia Public Procurement Act when in the best interest of the City.

Section 2. That Section 3-3-36 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

Sec. 3-3-36 Notice of invitation to bid.

(a) Notice inviting bids shall be published on the website of the purchasing division ~~once in at least one newspaper published in or having a general circulation in the city a reasonable time for at least ten days~~ prior to the last day set for the receipt of bids.

(b) The purchasing agent also shall ~~also~~ solicit sealed bids from all responsible prospective ~~suppliers~~ vendors who have registered their names with the City to receive City solicitations ~~have requested their names to be added to a "bidders' list" which the purchasing agent shall maintain by sending such other notice as will acquaint them with the proposed purchase or sale.~~ In any case, invitations sent to registered ~~the~~ vendors ~~on the bidders' list~~ shall be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.

(c) The purchasing agent also may ~~also~~ advertise pending ~~bids solicitations or sales~~ by notice posted on the public bulletin board in the division of purchasing, by submitting notice of pending solicitations for posting on the central electronic procurement website of the Virginia

Department of General Services, or pursuant to any other means determined by the purchasing agent by regulation.

(d) The purchasing agent may solicit bids directly from unregistered vendors to increase competition or as is otherwise in the best interest of the City.

Section 3. That Section 3-3-72 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

Sec. 3-3-72 Small purchases.

(a) Any contract for goods, ~~or non-professional services~~, or for professional services for an amount not exceeding the amounts established for small purchases not requiring competitive sealed bids or competitive negotiation set forth in the Virginia Public Procurement Act, whichever is applicable, not exceeding \$50,000 may be made in accordance with small purchase procedures promulgated by the purchasing agent; provided, however, that contract requirements shall not be artificially divided so as to constitute a small purchase under this section. ~~Insofar as it is practical, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest acceptable quotation. The name of the business submitting a quotation, and the date and amount of each quotation, shall be recorded and maintained as a public record.~~

(b) ~~Subject to the approval of the city manager, the purchasing agent may establish written procedures, not requiring competitive negotiation for single or term contracts for professional services, if the aggregate or sum of all phases is not expected to exceed \$30,000; provided, however, The such small purchase procedures promulgated pursuant to subsection (a) of this section shall provide for competition wherever practicable.~~

Section 5. That this ordinance shall become effective upon the date and at the time of its final passage.

WILLIAM D. EUILLE
MAYOR

Final Passage: October 19, 2013