

CITY DEPARTMENT INFORMATION

Department	Main Functions	Contact Phone
Central Stores	Warehouse & inventory control	540-437-4400
City Manager's Office	Includes City Clerk, Economic Development, CDBG, Public Information Office, City Attorney, Parking Services	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 and planning and 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, etc.	540-432-7702 & 540-432-7794
Fire	Fire prevention & suppression; 4 Stations	540-432-7703
Human Resources	Attract, support, develop and retain diverse and productive workforce, 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, etc.	540-437-2600
Public Transportation	City buses (school & transit) , central garage & fleet management	540-432-0492
Public Utilities & Water Treatment Plant	Water & sewer services	540-434-9959
Public Works	Trash collection, recycling, maintain streets, traffic signals & signs, & transportation 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

Ms. Pat Hilliard, CPPB
Procurement Manager

Ms. Nicole Robertson, CPPB
Procurement Specialist

City of
Harrisonburg

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. They 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	Goods & Non-Professional Services. Three (3) Written quotes on vendor letterhead. 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 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 BIDS & PROPOSALS

The City posts all of our sealed solicitations on the City's website at www.harrisonburgva.gov/bids-proposals and also on Virginia's e-procurement website, eVA at www.eva.virginia.gov. It is free for vendors to access documents on both websites. Any and all addenda to open solicitations will also be posted on both of these websites.

AWARD NOTIFICATIONS

The City posts all of our award notices on the City's website at www.harrisonburgva.gov/bid-proposal-award-notifications and also on eVA at www.eva.virginia.gov.

Generally the City does not release bid tabulations on these websites.

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 many 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: www.eva.virginia.gov

ITB vs. RFP

ITB 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.

RFP A Request For Proposal (RFP) is a sealed solicitation that is generally used for procuring services and 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. The RFP process permits negotiation of scope of work and cost and requires negotiations to be conducted with a minimum of 2 qualified Offerors. Evaluation of the proposals is done by a committee and the contract is awarded to the best overall value proposal.

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. Per City Code, the City Manager signs all contracts on behalf of the City.

COOPERATIVE CONTRACT VENUES

The City is currently able to utilize cooperative contracts from the following entities:

- General Services Administration (GSA) - only Schedules 70 (IT) & 84 (Public Safety)
- Houston-Galveston Area Council (HGACBuy)
- National Joint Purchasing Alliance (NJPA)
- National IPA
- Pennsylvania Education Purchasing Program for Micro-computers (PEPPM)
- U.S. Communities
- Virginia Assoc. of State College & University Purchasing Professionals (VASCUPP)
- Virginia State Contracts (most)

FREQUENTLY ASKED QUESTIONS

- Q:** Does the City have a Bidder's List I can get on?
A: The City does not have a Bidder's List, however vendors are welcome to submit information on their company's products and services to the Purchasing Office.
- Q:** 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 projects).
- 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.