

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
Emergency Communication Center (ECC)	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 & Contact Info

Pat Hilliard, Procurement Manager
 Nicole Robertson, Procurement Specialist
 Phone 540-432-7794
 Fax 540-432-7779
 Email Purchasing@harrisonburgva.gov

City of
Harrisonburg

Pocket Guide for Vendors



Purchasing Office
Harrisonburg City Hall
409 South Main Street, 3rd Floor
Harrisonburg, VA 22801

PH 540-432-7794
FAX 540-432-7779

EMAIL:
PURCHASING@HARRISONBURGVA.GOV

DOING BUSINESS WITH THE CITY OF HARRISONBURG

OVERVIEW

This guide is intended to provide a summary of the City of Harrisonburg's purchasing policies per the City's Purchasing and Contracting Manual, The Virginia Public Procurement Act (VPPA) and City code.

The goal of Purchasing Office is to ensure that the goods and services procured are of the proper quality, quantity, at the lowest available cost meeting the requirements and received in a reasonable time to accommodate the needs of the City.

All purchases will be made in a fair, ethical and impartial manner.

The City does not discriminate against small and minority businesses or faith-based organizations.

PURCHASING THRESHOLDS

\$0 - \$5,000	No quotes required, but encouraged. PO is not required.
\$5,001 - \$15,000	Three (3) Telephone quotes documented on Bid Form. PO required.
\$15,001 - \$30,000	Three (3) Written quotes on vendor letter-head. PO required.
Over \$30,000	Sealed, Advertised ITB, or RFP. PO required.
Over \$30,000	Professional Services (as defined by VPPA)—sealed, advertised RFP

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.

PUBLICATION OF AWARD NOTICES

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.

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.

eVA delivers...

- Efficiency—\$38 Billion in orders
- Opportunity—153,000+ Solicitations
- Savings—\$338+million Savings
- Transparency — 90%+ of state spend

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

COOPERATIVE CONTRACTS

The City is currently a member of the following cooperative purchasing networks:

- U.S. Communities
- National Joint Purchasing Alliance (NJPA)
- National IPA
- The Cooperative Purchasing Network (TCPN)
- Pennsylvania Education Purchasing Program for Microcomputers (PEPPM)

In addition to these contracts, the City can also utilize the Virginia Assoc. of State College & University Purchasing Professionals (VASCUPP) & state contracts. There are limits for local governments on usage of GSA contracts.

KNOW THE LINGO

- **ITB** — Invitation to Bid; formal, sealed advertisement (purchases >\$30,000) that gives specifications the vendor must meet; straightforward; award made to the lowest responsive and responsible bidder
- **RFP** — Request for Proposal; formal, sealed advertisement (purchases >\$30,000) that is used to purchase more complex purchases, where specifications are not as straight-forward; award made to best value bidder
- **RFQ** — Request for Quotation; informal, unsealed advertisement for quotes (purchases < \$30,000). These small purchases are usually handled by the departments (see back page for contact info).

FREQUENTLY ASKED QUESTIONS

1. *Does the City have a Bidder's List I can get on?*
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. The Purchasing Office then passes this information on to relevant departments for use in small purchases (<\$30,000).
2. *Does the City have any SWAM or DBE vendor preferences?*
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 also has requirements that are individual to the project, which may include preferences (i.e. FTA funded projects).
3. *Do City contracts have to be approved by City Council?*
No, contracts do not have to be approved by City Council, but they do have to be signed by the City Manager, per City Code.
4. *How do I find out the budget for a project?*
Per Virginia Code 2.2-4342 B, the City is not required to provide budget information on a project.