

**THE VIRGINIA PUBLIC PROCUREMENT ACT (the "ACT")
PROCUREMENT REQUIREMENTS FOR SMALL PURCHASES**

The Virginia Clean Water Revolving Loan Fund requires all loan recipients to follow the provisions of the Act. **Section 2.2-4303 (G) of the Act** allows for the establishment of purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$200,000; however, such small purchase procedures shall provide for competition wherever practicable. For local public bodies, such purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$80,000. Completion and signing of this document acknowledge adoption and compliance with the Act and following conforming procedures.

Project Name: _____ **Project Number:** _____

Contract Information

Name and Address of Bidder/Offeror Selected: _____

Amount of Contract: _____ Date of Contract: _____

Describe goods or services to be provided:

Documentation of Procurement Efforts

List bidders/offerors. Written informal solicitation of a minimum of four bidders/offerors is required. Also, date contacted, method of solicitation (e.g., written informal letter, fax or e-mail describing goods or services to be purchased with bid request or informal solicitation via telephone), and whether a response was given to the solicitation. Indicate price quoted for goods and services if a response was received. It is noted that the Act requires that you solicit bidders/offerors; the Act does not require that you receive a response to your solicitation.

Bidder/Offeror	Date Contacted	Method of Solicitation	Response? (Yes or No)	Price (If Applicable)

DBE firms must be included as part of the solicitations. Attach documentation to support direct solicitations and price information received, if available.

For professional services contracts only: Indicate at least three criteria (other than cost) considered in your selection of the firm/offeror (e.g., knowledge of facility, past record of performance at your facility, experience of key persons assigned to the project, etc.). Please attach additional information.
