

**SMALL PURCHASING**

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Pursuant to written procedures not requiring competitive sealed bids or competitive negotiations, the Alexandria City School Board may enter into single or term contracts for goods and services other than professional services and non-transportation related construction if the aggregate or the sum of all phases is not expected to exceed \$200,000 and transportation-related construction if the aggregate or sum of all phases is not expected to exceed \$25,000. However, such small purchase procedures shall provide for competition wherever practicable. Purchases up to \$10,000 under this exception can be solicited to one vendor with the receipt of one written quote. For the dollar threshold of \$10,001 to \$30,000, a minimum of three written quotes are required, and from \$30,001 to \$200,000 a minimum of four written quotes are required. All quotes for all dollar thresholds must be received in writing. The Board may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or sum of all phases is not expected to exceed \$80,000. However, such small purchase procedures shall provide for competition whenever practicable. Where small purchases procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.

All contracts and agreements shall be approved by the Purchasing Agent(s) or Deputy Purchasing Agent(s) prior to the award.

- Adopted: October 24, 1996
- Amended: July 10, 1997
- Amended: October 7, 2004
- Amended: July 2, 2012
- Amended: April 21, 2016
- Amended: December 15, 2016
- Amended: December 20, 2018
- Amended: February 18, 2021
- Amended: June 17, 2021
- Amended: January 4, 2024

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78.

- Cross Refs.: DJA Purchasing Authority
- DJA-R ACPS Procurement Manual
- DJF Purchasing Procedures