



PRINCE WILLIAM COUNTY, VIRGINIA

eProcurement

# Solving the Purchasing Puzzle

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Purchasing Manager



# Topics

- **What Prince William County Buys**
- **How Prince William County Buys**
- **How to Sell to Prince William County**

# What Prince William County Buys

- architect/engineer service
- audio visual equipment
- auto parts
- banking services
- building services
- chemicals
- clothing/uniforms
- communication systems
- computer hardware/software
- computer Goods
- construction equipment
- consulting services
- electrical Goods
- emergency medical equipment
- furniture
- janitorial Goods/services
- laundry services
- library Goods
- moving services
- office equipment
- office Goods
- oils/lubricants
- paving services
- printing Goods/services
- quarry Goods
- radios
- renovation services
- road construction
- security services/equipment
- signs
- tires/tubes
- tools
- training
- vehicles

# How Prince William County Buys

The purchasing and contract administration function of the Prince William County Purchasing Division are regulated by the Code of Virginia and the Prince William County Purchasing Regulations

- Virginia Public Procurement Act – Title 2.2 Chapter 43 of the Code of Virginia provides the laws governing County purchases or supplies, materials, equipment and contractual services from non-governmental sources. It specifies the methods of procurement to include bidding and awarding of bids.
- Prince William County Purchasing Regulations – Prescribes the basic policies for the conduct of all purchasing in Prince William County.

# Purchasing Process

## Procurements of Less than \$1,000

- Procurements of less than \$1,000 are made directly by the using department. They are called “oral” purchases, because the using department normally makes telephone inquiries to find the best price, then places a verbal order for the items or services required.

## Procurements of \$1,000 or More and Less than \$15,000

- Procurements of supplies or services estimated to cost \$1,000 or more, but less than \$15,000 are made in the open market, without sealed bids by the Using Department. No fewer than three (3) quotes are solicited for such supplies or contractual services by mail, by telephone, or by other public notice. Purchase orders are fully executed and funds encumbered prior to placement of any order for goods and services.

# Purchasing Process (cont'd)

## Procurements of \$15,000 but less than \$50,000

All procurements of supplies or services estimated to cost \$15,000 or more but less than \$50,000 are made by the Purchasing Manager in the open market, by means of a written Request for Quotation. Quotes are solicited by issuance of a written Request for Quotation for supplies or contractual services with a value under \$50,000.

## Procurements of \$50,000 or More

All procurements of supplies and services estimated to be or exceeding \$50,000 are made on the basis of sealed competitive bids (IFB), or competitive negotiations (RFP). The Purchasing Manager solicits bids from prospective contractors by mailing them a solicitation notice, by posting the solicitation on the County web page and where required by law or deemed useful, publication of notice of solicitation in a newspaper of general circulation in the County or elsewhere.



# PRINCE WILLIAM COUNTY, VIRGINIA

## eProcurement



## Prince William County, Virginia

### eProcurement

County Services When You Need Them

[PWC Home](#) [Purchasing Home](#) [Registration](#) [Solicitations](#) [Contracts](#) [Links](#) [Login](#) [Help](#)

For more detailed information click

the appropriate solicitation number.

### All Solicitations

#### Solicitations Filter:

Department:

Solicitation #:

Type:

Commodity Description:

Solicitation Close Date - From:

To:

Description	Solicitation	Addendum Sequence	Type	Department	Close Date/ Time	Bid Results
Fire Truck - Pumper	<a href="#">IFB070026</a>	000	Formal Bid	PWC Dept of Fire & Rescue	3/27/2007@ 3:00 PM EDT	Sealed
Remove & Dispose of Fuel Storage Tanks	<a href="#">IFB070028</a>	000	Formal Bid	PW - Fleet Management - Admin	4/10/2007@ 3:00 PM EDT	Sealed
Construct Rippon Blvd. Shared Path	<a href="#">IFB070027</a>	000	Formal Bid	Dept of Transportation - CIP	4/11/2007@ 3:00 PM EDT	Sealed

# How to Sell to Prince William County

- Vendor Registration – Online Vendor Registration



Access solicitation and contracts at:

<http://www.pwcgov.org/business/Pages/Become-a-PWC-Vendor.aspx>

- Visiting County Offices
- Product Demonstrations



# Vendor Registration

The Prince William County Procurement Regulations require that all firms register with the County prior to being awarded a contract. The registration process is simple and firms must register prior to responding to any solicitation. Once approved, the firm can be selected to receive notice of solicitations that fall within the capabilities they list.

- To register with the County, go to the Web site, <http://www2.pwcgov.org/e-proc/> and click on “Registration”. The system will first ask you to identify the firm by name and will search to see if it has already been registered. If your company is not listed, enter your 9 digit Tax Payer ID or Social Security Number without the dashes. You will be first asked to accept the Terms and Conditions of Use. Read this carefully and click on “Accept.”
- The next form will request general information about the firm, your business address, and how you would like to be notified of solicitations. Complete the form and click on “Continue.” Also, complete the payment information and vendor status forms and select a login and password. You will have an opportunity to review and modify the information entered, then click on “Finish Registration.” You may now add your capabilities by clicking on the “Register Commodities” button. The County will verify your application and you will receive an email notification upon approval of your registration or a rejection notice with reason. Use your login and password at any time to update your vendor information. We recommend that you review it at least once a year.
- The School System and Service Authority each have their own independent Purchasing Departments. Specific information concerning procurements may be obtained from these offices by contacting them directly.

School System – 703-791-8743

Service Authority – 703-335-7900

# Basic Information

There are two types of contracting opportunities:

- **Prime Contracting-** you hold the contract
- **Subcontracting-** another company holds the contract and you get to work on a piece of it.

# Member Organizations

The Purchasing Division is also a member of several professional associations that sponsor vendor presentations:

- The National Institute of Governmental Purchasing (NIGP)
- The Virginia Association of Governmental Purchasing (VAGP)
- The Metropolitan Washington DC Council of Governments(MWCOG)