

DOING BUSINESS WITH GOOCHLAND COUNTY

Q. What is the County's bidding process?

A: The County of Goochland' purchasing process is a combination centralized/decentralized system, with set thresholds for the process to be used. The following is a synopsis of the procedure required at each designated threshold. Please note: All transactions with the County over \$5,000 require a purchase order. Do not accept verbal orders - insist on a Purchase Order before you begin work.

PURCHASING THRESHOLDS

GOODS AND NON-PROFESSIONAL SERVICES:

Under \$5,000

Single transactions under \$5,000 do not require competition. It is illegal to divide transactions over \$5,000 into smaller increments to avoid competitive procedures. **\$5,000 to \$29,999.99 –**

Requires three (3) written quotes.

\$29,999.99 - \$100,000 –

Requires three (3) written quotes by Purchasing.

Over \$100,000-

The Goochland County Ordinance requires that all purchases over \$100,000 have a formal process as specified in law. The process must be done through the Purchasing Department.

PROFESSIONAL SERVICES:

Under \$5,000

Single transactions under \$5,000 do not require competition. It is illegal to divide transactions over \$5,000 into smaller increments to avoid competitive procedures.

\$5,000 TO \$50,000.00 – Requires three (3) written quotes.

Over \$50,000

The Goochland County Ordinance requires that all professional service purchases over \$100,000 have a formal process as specified in law. The process must be done through the Purchasing Department. Professional services are specifically defined in the law 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” and require use of a competitive negotiation process which has a clearly defined procedure in the law.

Q: How does the County advertise goods and services being bid?

A: Formal bids and proposals are posted on the Bid Board outside the Purchasing Office and are almost always posted on the Purchasing "Bids & Proposals" page on this Web site. All RFP's are required by law to be advertised in a local paper of general circulation, in our case, The Richmond Times-Dispatch.

Q: What are the licensing requirements for the County of Goochland and the Commonwealth of Virginia?

A: The County's licensing information is available on the [Commissioner of the Revenue site](#). Licensing requirements for the Commonwealth of Virginia are available from the [Virginia Department of Professional and Occupational Regulation](#).

<http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm>

Q: What are your office hours?

A: The office is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Vendors are requested to call for an appointment to visit with a member of the staff.

Q: What are the bonding requirements?

A: Bonds are normally not required for projects estimated to cost less than \$100,000. The Purchasing Agent, however, may require a bond if s/he believes it is in the County's best interest. Bonds may be issued by an approved surety firm, be in the form of a cashier's check, or, with the prior approval of the County Attorney, be in the form of an irrevocable letter of credit with an approved financial institution.

Q: Where is the Purchasing Division office located?

A: The office is located in the County Administration Building at the intersection of Rt. 522 and Rt. 6. Street address is 1800 Sandy Hook Road, Suite 332, Goochland, VA, 23063

DIRECTIONS TO PURCHASING OFFICE
Address: 1800 Sandy Hook Road, Goochland, VA 23063

If you're coming from:

The east - take I-64 West to Exit 167 – Oilville exit

Turn right onto Oilville Road for approximately ½ mile
Turn right onto Broad Street Road/Rt. 250 approximately .8 mile
Turn left on Fairground Road about 5 miles
Turn left at dead-end at Rt. 522 about 1/3 mile
The Administration Building is on the corner of the intersection.
Parking surrounds the building.

The west - take I-64 East to Exit 159 – Gum Springs/Rt. 522

Turn right and follow RT. 522 South to the intersection with Rt. 6 (approximately 9 miles)
The Administration Building is on the corner of the intersection.
Parking surrounds the building.

Any direction on either Rt. 6 or Rt. 522:

Continue on Rt. 6 or Rt. 522 until you reach the intersection of Rt. 6 and Rt. 522 in Goochland, VA. **The Administration Building is on the corner of the intersection..** Parking surrounds the building.

