



DOING BUSINESS WITH THE
UPPER OCCOQUAN SERVICE AUTHORITY

PURCHASING DEPARTMENT
UPPER OCCOQUAN SERVICE AUTHORITY
14631 COMPTON RD.
CENTREVILLE, VA 20121-2506
TEL: 703-830-2200
FAX: 703-830-5934

The Upper Occoquan Service Authority (UOSA) is a public, state of the art, water reclamation facility, located in Centreville, (Fairfax County) Virginia. UOSA has a \$26 million annual operating budget, employs approximately 180 personnel, and has a parts and materials inventory of 5,000 line items, valued at over \$1,000,000.

UOSA PURCHASING DEPARTMENT

The Purchasing Department (“Purchasing”) is organized into two functions: Purchasing and Materials Management. The Purchasing Department is responsible for acquiring the goods and services required to maintain a fully operational water reclamation system.

Materials Management is responsible for operating and maintaining UOSA’s warehouse areas; issuing and managing stored supplies, bench stock and inventory; surplus property disposal; and logistical support, including shipping and receiving.

Purchasing has the sole responsibility to solicit Invitations for Bids and Requests for Proposals and conduct all negotiations concerning price and conditions of sale for all purchases and anticipated purchases for UOSA. Individual departments or employees other than Purchasing are not authorized to make purchase commitments and/or sign or otherwise enter into Contracts or Agreements.

UOSA’s Capital Improvements and Engineering Sections are responsible for all of UOSA’s construction needs. UOSA’s Purchasing Department works hand in hand with both the Capital Improvements Section and Engineering Section and reviews the procurement specific portions of the bid documents, monitors the bid process, participates in pre-bid meetings and bid openings, and reviews the bid tabulations.

VISITING HOURS

Sales representatives are requested to visit the Purchasing Department between 8:30 a.m. and 3:30 p.m. Monday through Friday. It is strongly recommended that an appointment be made to insure that the appropriate Buyer will be available. Vendors who have not previously done business with UOSA should first contact Purchasing for referral to the appropriate buyer and/or Department. Vendors lacking an appointment will be seen on an “as available” basis.

DOING BUSINESS

By appointment, vendors are permitted to visit any individuals and/or departments at UOSA. However, vendors must understand that such visits are for information purposes only.

VENDOR SELECTION

Selection of reputable and reliable vendors is an important goal as well as the sole responsibility of Purchasing. Vendors who have not previously done business with UOSA are advised to contact Purchasing for guidance and instructions and to complete a vendor registration form. UOSA endeavors to conduct its business in a fair and equitable manner.

THE BIDDING PROCESS

In accordance with Virginia Law, UOSA conducts its purchasing activities using an open, competitive process. In some instances, this may be through a “Invitation For Bids” (IFB), “Request For Proposals” (RFP), “Sole Source” purchase, or “Emergency” purchase. Depending on the dollar value and complexity of the requirement, a solicitation may take the form of an informal telephone, fax, or e-mail solicitation; or a formal IFB or RFP.

A vendor must be the most responsive and responsible bidder or proposer to be awarded a purchase order or contract. When appropriate, additional criteria may be included in a solicitation, and, along with price, used to make an award. The types of goods and services to be supplied, product warranty, the particular needs of the requesting department, the date of delivery, and the reliability, quality, and experience of the vendor are typical factors that may be included in the solicitation and related evaluation process.

Vendors receiving an IFB/RFP are responsible for complying with all bid/proposal requirements and submitting required documents as directed in the solicitation. The deadline (time, day and date) is identified in each solicitation. Bid (IFB) openings are public; however Proposal (RFP) openings are not. Late, incomplete, and/or improperly delivered Bids/Proposals will be returned unopened.

Notice of solicitations can be obtained by contacting purchasing directly or visiting UOSA's website at <http://uosa.org/>. Notices are posted on the UOSA announcement board located in the lobby of the Administration Building. Additionally, notices of solicitations that are reasonably expected to exceed \$40,000 are normally listed on the State Dept. of General Services Website <http://www.eva.state.va.us/>, a publication of the Virginia Department of General Services. Subscriptions to this publication may be obtained by contacting the VBO directly at 804-786-1310. When necessary, advertisements may also be placed in appropriate local newspapers and trade magazines.

The Upper Occoquan Service Authority shall not discriminate against a bidder or offeror in the solicitation or awarding of contracts because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

PURCHASE ORDERS & CONTRACTS

Issuance of an official Purchase Order or Contract by the Purchasing Department is the only method of purchase for goods and/or services obligating UOSA. The standard purchase order may be used for orders of any dollar amount. Contracts may be issued in lieu of a purchase order for large, complex procurements such as construction, consulting and service requirements. When appropriate, Purchasing may place an order by telephone or other means (i.e., fax, e-mail, etc.). However, in those instances, a purchase order number is assigned and a confirming order will be mailed if requested.

Changes in the scope or cost of any purchase order or contract must be authorized in writing by a Change Order for any Purchase Order and a Contract Addendum for any Contract.

UOSA has a Procurement Card Program that allows selected UOSA personal the ability to place orders on behalf of the Authority using an individual Agency Credit Card for small dollar purchases (normally under \$1500.00). Vendors are encouraged to take advantage of this program where applicable. **Larger procurement card purchases are allowed with the approval of UOSA's Purchasing Manager.**

UNAUTHORIZED ORDERS

UOSA will neither accept nor be responsible for payment of goods or services provided without a valid purchase order or contract.

GIFTS & GRATUITIES

The practice of accepting gifts or gratuities is not only undesirable but also contrary to the public interest. Please note that giving gifts and/or gratuities to individuals or contractors providing consulting services or otherwise serving as an advisor to UOSA as an inducement to exert favorable influence between the vendor and UOSA is strictly prohibited. (*Code of Virginia, § 2.2-4371*) *No employee having administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove, or otherwise affect a procurement transaction, or any claim resulting therefrom shall solicit, demand, accept, or agree to accept from a bidder, offeror, contractor, or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value present or promised unless consideration of substantially equal or greater value is exchanged.*

TAX STATUS

UOSA is exempt from all state and federal taxes. If requested, an exemption certificate will be furnished.

DELIVERIES

Unless otherwise noted on the purchase order or contract, all deliveries must be made directly to Materials Management Receiving, Building "S-2". Shipments are normally received between 7:00 a.m. and 3:30 p.m. Monday through Friday. The telephone number for the warehouse is 703-830-2200 x 2456; the fax number is 703-830-0956. UOSA will not accept liability for goods ordered and/or shipped to UOSA without an approved purchase order or contract number. UOSA does not accept C.O.D. deliveries.

INVOICES

Invoices must be sent directly to the Finance Department, to the attention of Accounts Payable, at the address shown on the cover of this brochure. Invoices must identify the appropriate purchase order or contract number and include your Federal Employers Identification Number (FEIN). Invoices that are not properly identified will not be accepted.

CODE OF ETHICS

UOSA is a participating member of the National Institute of Governmental Purchasers, and subscribes to and affirms its Code of Ethics, which is displayed in the Administration Building.

PROFESSIONAL AFFILIATIONS

UOSA is a charter member of the National Institute of Governmental Purchasing and the Virginia Association of Governmental Purchasing.

INFORMATION

The Purchasing Department and Finance Department are both located in the UOSA Administration Building. If you have questions regarding any aspect of Purchasing and/or Materials Management; or wish to contact the Finance Department to check the status of outstanding invoices, payment procedures, etc., please contact either department (703-830-2200). Please have the purchase order number and invoice number available when checking status.

Additional information regarding UOSA's Purchasing Department and operation can be found in UOSA's Procurement Manual located on this website.