



Roanoke County Vendor Guide 2025

Prepared by Roanoke County Purchasing Division

County of Roanoke, Virginia

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1. Introduction

Thank you for your interest in doing business with the County of Roanoke, Virginia. The Purchasing Division, part of the Department of Finance, is authorized under [Chapter 17](#) of the Roanoke County Code and the Virginia Public Procurement Act (VPPA) to conduct procurement of goods, services, construction, and professional services for the County, Roanoke County Schools, and any fiscal agencies (excluding school construction). This Vendor Guide outlines our procurement policies and procedures to help vendors engage with the County effectively.

Our goal is to ensure a competitive, transparent, and cost-effective procurement process that delivers high-quality goods and services while maximizing value for taxpayers. We strive to maintain ethical standards, promote equal opportunity, and encourage participation from small, minority-owned, and women-owned businesses. The County does not discriminate based on race, religion, color, gender, national origin, age, or disability, in accordance with state law.

2. Location and Contact Information

The Purchasing Division is located at:

Roanoke County Administration Building
5204 Bernard Drive, Suite 300F
Roanoke, VA 24018

Mailing Address:

Roanoke County Finance Department - Purchasing Division
P.O. Box 29800
Roanoke, VA 24018-0798

Contact Information:

- Phone: (540) 772-2061
- Website: <https://www.roanokecountyva.gov/purchasing>
- Email: purchasing@roanokecountyva.gov

Office Hours: Monday–Friday, 8:00 AM–5:00 PM

3. Purchasing Staff

The Purchasing Division is staffed by the following representatives, assigned to specific departments and commodities:

- **Heath Honaker, Purchasing Division Director:** (540) 283-8146, hhonaker@roanokecountyva.gov
- **Kate Hoyt, Senior Buyer:** (540) 283-8149, khoyt@roanokecountyva.gov
- **Dawn Rago, Senior Buyer:** (540) 283-8150, drago@roanokecountyva.gov

- **Henry Estes, Buyer:** (540) 283-8151, hestes@roanokecountyva.gov
- **Hope Ratliff, Purchasing Technician (P-Cards):** (540) 283-8147, htratliff@roanokecountyva.gov

For general inquiries, contact the Purchasing Division at (540) 772-2061 or purchasing@roanokecountyva.gov.

4. Ethics in Procurement

All County employees involved in procurement adhere to the Virginia Conflict of Interests Act (§ 2.2-3100 et seq.) and VPPA ethical standards (§ 2.2-4367). Key policies include:

- Prohibition of soliciting or accepting gifts from bidders, offerors, contractors, or subcontractors.
- No personal interest in transactions or contracts if prohibited by the Virginia Conflict of Interests Act.
- Vendor-paid trips or expenses require prior written approval from the County Administrator.

Questions about ethics should be directed to the Purchasing Division at purchasing@roanokecountyva.gov.

5. Nondiscrimination Policy

The County ensures equal opportunity in procurement, prohibiting discrimination based on race, religion, color, gender, age, disability, or national origin. Vendors are encouraged to participate regardless of business size or ownership status.

6. Procurement Procedures

The County follows a tiered procurement process to ensure competition and cost-effectiveness, in accordance with the Virginia Public Procurement Act (§ 2.2-4300 et seq.):

- **Up to \$5,000:** Departments obtain one documented quotation. Purchases may use a voucher or County Purchasing Card.
- **Over \$5,000 to \$50,000:** Departments with delegated authority or Purchasing Staff obtain at least three documented quotations.
- **Over \$10,000 to \$100,000:** Purchasing Staff solicit at least four valid sources through an informal Request for Quotation (RFQ), posted on eVA.
- **Over \$100,000 or Annual Contracts:** Purchasing Staff use competitive sealed bidding or competitive negotiation, with solicitations posted on eVA, the County website, bulletin board, and local newspaper.
- **Professional Services:**
 - Up to \$5,000: Departments negotiate with one vendor.
 - \$5,000 to \$60,000: Purchasing Division conducts informal competitive negotiations with

at least four vendors.

- Over \$60,000: Formal competitive negotiations are required.
- **Sole-Source Purchases:** Allowed with written justification that only one source is practically available (§ 2.2-4303).
- **Emergency Purchases:** Conducted with as much competition as practicable under the circumstances (§ 2.2-4303).

7. Vendor Registration and Notifications

Vendors must register with the Commonwealth of Virginia's eVA system at <https://www.eva.virginia.gov> to receive automatic notifications for bids, proposals, addenda, and awards matching their commodity codes. Registration is free, and vendors are responsible for maintaining current contact information. The official solicitation documents, addenda, and project information are those posted on eVA. The County is not responsible for third-party postings of solicitations or related information.

8. Addenda and Plan Holders Lists

Vendors are responsible for checking the eVA website regularly for addenda, as the County does not provide direct notifications of changes to solicitation documents. The County assumes no responsibility for informing recipients of downloaded documents about updates. Pre-bid or pre-proposal meeting sign-in sheets are posted as addenda on eVA. The County does not maintain plan holders lists due to free document downloads.

9. Proposal Submission Procedures

Proposals may be submitted via eVA, hand delivery, or mail, and must be received by 2:00 p.m. local time on the specified due date. Electronic submissions require eVA registration and should follow instructions at <https://www.youtube.com/watch?v=KSxcAkOekW0>. For eVA submission issues, contact eVA Customer Care. Hand-delivered or mailed proposals must be sealed, marked appropriately, and sent to:

Roanoke County Purchasing Division
5204 Bernard Drive, Suite 300F
Roanoke, VA 24018

Faxed or emailed proposals are not accepted. The County is not responsible for premature opening of unmarked or unsealed proposals. Prices and terms remain valid for 60 days post-opening unless withdrawn in writing to the Purchasing Division Director. The County reserves the right to cancel, reject, or award proposals in whole or part, as deemed in its best interest, per Section 10.9 of the Procurement Policy Procedures Manual.

10. Payment Procedures

Vendors must register with the Roanoke County Finance Department at (540) 772-2020 or purchasing@roanokecountyva.gov for payment processing and to obtain Tax Exemption Certificates (Form

ST-12). Invoices must include the purchase order or contract number and “ship to” address, submitted in duplicate to the Finance Department. The County follows the Virginia Prompt Payment Act (§ 2.2-4347 et seq.) to ensure timely payments, made upon department approval and receipt notification, per the contract terms.

11. Vendor Debarment

The Board of Supervisors may debar vendors for reasons including:

- Conviction of criminal offenses related to contracts.
- Violations of state or federal statutes (e.g., embezzlement, bribery).
- Deliberate failure to perform or unsatisfactory performance.
- Violation of ethical standards or debarment by another entity (§ 2.2-4321).

12. Contractor Licensing and Registration

Contractors must comply with Virginia licensing requirements per Title 54.1 of the Code of Virginia:

- **Class C License:** For contracts up to \$7,500 or annual water well/landscape irrigation contracts up to \$750,000 (§ 54.1-1100).
- **Class B License:** For contracts \$7,500 to \$120,000 or annual contracts \$50,000 to \$750,000 (§ 54.1-1100).
- **Class A License:** For contracts \$120,000 or more or annual contracts \$750,000 or more (§ 54.1-1100).

Nonresident contractors must register with the Virginia Department of Professional and Occupational Regulation (<https://www.dpor.virginia.gov>) per § 54.1-1103. Business entities (corporations, LLCs, etc.) must register with the State Corporation Commission (<https://www.scc.virginia.gov>) and maintain active status during the contract term.

13. Authority to Transact Business

All business entities must be authorized to transact business in Virginia per Titles 13.1 (corporations) or 50 (partnerships, LLCs) of the Code of Virginia. Failure to maintain registration may result in contract avoidance (§ 13.1-757, § 50-73.132).

14. Unauthorized Purchases

Only the Purchasing Division or authorized departments may make purchases. Unauthorized purchases are void, and the County is not obligated to pay for them (§ 2.2-4363).

15. Protest Procedures

Vendors may protest an award or decision to award within 10 days of the announcement, in writing, to the Purchasing Division Director, per § 2.2-4360. The protest must include the basis and relief sought. The Board of Supervisors will respond within 10 days. If an award is deemed arbitrary or capricious, the contract may be canceled, revised, or voided, with compensation limited to costs incurred up to voidance.

16. Delivery Requirements

All items must be delivered F.O.B. destination, with delivery charges included in the bid price. Failure to meet delivery timelines may result in forfeiture of bonds, order cancellation, or vendor disqualification.

17. Public Inspection of Procurement Records

Per § 2.2-4342 of the Virginia Public Procurement Act, procurement records, including bid documents, proposals, and award notices, are open to public inspection after an award or decision to award has been made. Exceptions include proprietary information or trade secrets submitted in confidence, which are not subject to disclosure. Award notifications are posted on eVA at <https://mvendor.cgieva.com/Vendor/public/AllOpportunities.jsp?status=Open&agencyname=County%20of%20Roanoke> or may be requested from the Purchasing Division at (540) 772-2061 or purchasing@roanokecountyva.gov.

18. Taxes

The County, Roanoke County Schools, and any fiscal agencies are exempt from federal excise and state sales taxes. Tax Exemption Certificates (Form ST-12) are available upon request from the Finance Department at (540) 772-2020 or vendordaxhelp@roanokecountyva.gov.

19. Surplus Property

The County sells surplus vehicles and miscellaneous items through online auctions on Public Surplus (<https://www.publicsurplus.com>), a subsidiary of Webcat, on a rolling basis. To bid, vendors must register as a buyer on Public Surplus and activate their account using the provided email code. Current auctions can be viewed on the Public Surplus website.

Non-Fleet Items: Sold in unknown condition with no viewing opportunities. Pickups must be scheduled by emailing hratliff@roanokecountyva.gov or calling (540) 283-8147. Pickup location:

Roanoke County Surplus Warehouse
5285 Hollins Rd., Roanoke, VA 24019

Fleet-Related Items: Viewing and pickups must be scheduled by appointment at (540) 362-2132, Monday-Friday, 9:00 AM-3:00 PM. Pickup location:

Roanoke County Fleet Service Center
5235 Hollins Rd., Roanoke, VA 24019

For more information, contact the Purchasing Division at (540) 772-2061 or purchasing@roanokecountyva.gov.