

## Welcome

We welcome all new vendors who desire to do business with the City of Newport News. We are hopeful that we can establish a lasting professional relationship between your firm and the City.

This publication is intended to help you understand how to do business with the City. Purchasing staff is available to provide further guidance as needed.



The Purchasing Office is responsible for the procurement of all goods, services and construction for the City as well as managing the sale of surplus items and operation of the City Mailroom and the City Print Shop.

The City of Newport News website provides information about City operations and services and the Office of Purchasing webpage provides information about the procurement functions.

[www.nnva.gov](http://www.nnva.gov)

## Tools

The Office of Purchasing webpage provides a wealth of information on how to do business with the City.

The webpage includes the following information:

- ✓ **VENDOR REGISTRATION**
- ✓ **VENDOR RESOURCES**
- ✓ **CURRENT SOLICITATIONS**  
Procurement Opportunities  
Tally Sheets  
Award Information
- ✓ **CITY CONTRACTS**  
Current Term Contracts  
Renewal & Expiration Dates of existing contracts
- ✓ **SURPLUS PROPERTY SALES**  
  
PublicSurplus.com  
GovDeals.com  
Competitive Bids
- ✓ **BUYER DEPARTMENTAL ASSIGNMENTS AND CONTACT INFORMATION**

[www.nnva.gov/purchasing](http://www.nnva.gov/purchasing)

## Purchasing Goals and Standards

Conduct all purchases in accordance with applicable policies, laws and regulations.

Ensure that purchases are completed with fairness and integrity and are straightforward and progressive.

Avoid favoritism, patronage and personal preferences in the selection of suppliers.

Provide an equal competitive opportunity for all suppliers to offer their products or services.

Establish and maintain respectful and professional relationships with our suppliers based on the principles of mutual trust, confidence, and cooperation.

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### What You Can Do

#### ***Get to know us and let us know who you are***

- Register on our webpage
- Meet with our purchasing staff to explain your firm's capabilities
- If applicable, register as a SWaM with the Virginia Department of Small Business and Supplier Diversity at [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)
- Register as a vendor with eVA, Virginia's eProcurement Marketplace at [www.eva.virginia.gov](http://www.eva.virginia.gov)

#### ***Determine current opportunities***

- Check our webpage for current solicitations
- Look for upcoming opportunities

#### ***Learn from missed opportunities***

- If you are not awarded a contract, follow-up with buying staff to determine why

## Types of Transactions

**Invitation For Bids (IFB) & Request For Proposals (RFP)** are issued for contracts/projects over \$100,000 and certain construction contracts of lesser values. The City posts all solicitations and related bid tabulations on eVA, Virginia's eProcurement Portal ([www.eva.virginia.gov](http://www.eva.virginia.gov)). A direct link to all City of Newport News solicitations is located at [www.nnva.gov/691](http://www.nnva.gov/691) or from the Office of Purchasing webpage ([www.nnva.gov/purchasing](http://www.nnva.gov/purchasing)) by selecting *Solicitations* from the left side bar. Additional notices may be broadcast on the City Cable Channel 48.

IFBs are awarded to the lowest responsive and responsible bidder with price as a major consideration. IFBs are opened and read publicly in the Office of Purchasing. The time, date and location of the public opening is included in the solicitation.

RFPs consider multiple factors in determining award. RFPs are not opened publicly and are not public information until all evaluations, negotiations and award is completed.

**Request For Quotes (RFQ) or Requests for Unsealed Proposals** are issued for contracts/projects under \$100,000. Based on the value of the contract, solicitations may be solicited on eVA, sent via e-mail, fax or through phone quotes. Email, fax and phone quotes are sent to a minimum of four vendors and an attempt is made to contact at least two SWaM firms.

### **Purchasing Cards**

Using a Visa credit card, Departments may place individual orders directly with suppliers for small value transactions up to \$5,000.

### **Surplus Sales**

Sales of surplus supplies, equipment, and vehicles are conducted online at [www.publicsurplus.com](http://www.publicsurplus.com) and [www.govdeals.com](http://www.govdeals.com).

## Office Staff

(all phone numbers are Area Code 757)

Main Phone Line: 926-8721

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## Value Through Diversity

It is the policy of the City of Newport News to facilitate the establishment, preservation, and strengthening of SWaM (Small, Woman-owned and Minority-owned) firms and to encourage their participation in City contracts. SwaM firms are targeted for certain purchases and prime Contractors are strongly encouraged to establish partnerships, joint ventures and subcontracts with SWaM firms. The Office of Purchasing utilizes the Virginia Department of Small Business and Supplier Diversity SWaM & DBE Directory to validate SWaM firms.

# How To Do Business with the City of Newport News



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Web Page:  
[www.nnva.gov/purchasing](http://www.nnva.gov/purchasing)

Office hours for sales calls:  
9:00 a.m. – 11:30 a.m.  
2:00 p.m. – 4:00 p.m.  
*Or by appointment*