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## Contact Our Office

City of Chesapeake  
Purchasing Division  
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Website: [www.cityofchesapeake.net](http://www.cityofchesapeake.net)

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## On-Line Business Leads

The following is a list of useful resources for additional procurement information:

[View posted solicitations, City Code, or links to the electronic procurement portal](#)

- ▶ [www.cityofchesapeake.net](http://www.cityofchesapeake.net)

[Virginia Public Procurement Manual](#)

- ▶ <https://eva.virginia.gov/pages/eva-vppa.htm>

[Surplus Property Website for goods](#)

- ▶ <https://www.govdeals.com/>

[Commonwealth of Virginia Vendors Manual](#)

- ▶ <https://eva.virginia.gov/pages/eva-vendors-manual.htm>

How to do Business

with the

City of Chesapeake

**Chesapeake**  
VIRGINIA

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**Purchasing Division**  
September 2015

The City of Chesapeake is a diverse Hampton Roads metropolitan area located in southeastern Virginia. It is home to over 233,371 residents, making it the third most populated area in the Hampton Roads region.

As a governmental municipality, the City of Chesapeake is governed by the laws of the Commonwealth of Virginia, Chesapeake City Code, Virginia Public Procurement Act, along with various other policies and procedures. Each year, the City of Chesapeake procures funds and establishes contracts for millions of dollars' worth of goods and services.



## The Point of Purchasing

The Purchasing Division has the responsibility of providing the most cost effective method for procuring goods and services, without compromising the quality due to competition, all while adhering to the laws of the Commonwealth of Virginia and City Code.

All qualified suppliers are encouraged to bid on contracts, as we do not discriminate suppliers based on sex, race, religious beliefs, or disability. Thus, the City of Chesapeake is committed to helping to establish and strengthen the participation of small, women, minority-owned businesses to include disabled veterans (SWaM) in the procurement process. However to be successful, there must be a clear understanding of how public procurement works, in order to benefit from lucrative solicitation opportunities.

# Where it all begins—the start of a Procurement Cycle

The initial phase of purchasing in the procurement cycle is the identification of a need, in which City departments identify what they need and the estimated cost. The cost of the goods or services determine who will be responsible for the procurement. Individual departments handle procurement transactions up to \$4,999.99, while the Purchasing Division handles transactions valued at \$5,000 or more.

## Procurement Methods

The City of Chesapeake awards contracts through the following methods:

- Small Purchases Procedures
- Competitive Sealed Bidding
- Competitive Negotiation
- Cooperative Procurement
- Sole Source Procurement
- Emergency Procurements
- Exemptions from Competitive Procurement

## Registering for Opportunities

The City of Chesapeake, Purchasing Division encourages businesses to participate in the process.

- ▶ Registering with DemandStar enables you to receive notification of solicitations from the City which pertain to the codes associated with your supplier account. There is an annual fee for this service. For more information on registering and fees for DemandStar, please visit [supplierservices@onviausa.com](mailto:supplierservices@onviausa.com) or call 1-800-711-1712.

- ▶ In addition to DemandStar, the Purchasing Division also utilizes the Commonwealth of Virginia's electronic procurement system, eVA, for posting competitive procurements. eVA is free to join and gives suppliers automated placement on bidder's list and email/fax notifications for business opportunities. To register with eVA, please visit [www.eva.virginia.gov](http://www.eva.virginia.gov) or call 1-866-289-7367.

- ▶ Small, Women, Minority and Veteran Owned (SWaM) Businesses are encouraged to participate in the bidding process. SWaM businesses should register with the Commonwealth of Virginia's Department of Small Business and Supplier Diversity (SBSD). For more information or to apply for certification, please contact SBSD at 1-888-792-6323 or visit [www.dmb.virginia.gov/swamcert.html](http://www.dmb.virginia.gov/swamcert.html).

- ▶ The Historically Underutilized Business Zones (HubZone) program assists businesses located in urban and rural communities obtain opportunities to federal procurements. For more information on eligibility, contact 1-888-858-2144 or visit [www.sba.gov/category/navigation-structure/contracting](http://www.sba.gov/category/navigation-structure/contracting).