



STATE BOARD OF CORRECTIONS

POLICY NUMBER: 10-7

SUBJECT: Negotiations with Low Bidder

DATE: June 1, 2013

10-7.1 **POLICY** Section [2.2-4318](#) of the Code of Virginia permits a public body to negotiate with an apparent low bidder if the bid exceeds available funds. Such negotiation may be undertaken only under conditions and procedures described in the “Agency Procurement Surplus Property Manual” published by Virginia Department of General Services/Division of Purchasing and Supply.

Negotiations shall be designed to bring the bidder into the range of available Department funds. Negotiations shall not result in these funds being exceeded.

10-7.2 **AUTHORITY** Code of Virginia, Sections [2.2-4318](#), Negotiation with lowest responsible bidder

10-7.3 **REFERENCES**

Department of General Services/Division of Purchasing and Supply - [Agency Procurement and Surplus Property Manual](#)

10-7.4 **IMPLEMENTING PROCEDURE** Department Operating Procedures

Department Procedure 3-2, Construction and Maintenance
Operating Procedure 260.1, Procurement of Goods and Services

10-7.5 **EFFECTIVE DATE** June 1, 2013

10-7.6 **SUPERSESION** This policy supersedes Board Policy 10-7, dated July 16, 2003.

10-7.7 **REVIEW DATE** This policy must be reviewed and updated as necessary.

Adopted by the Board of Corrections on May 15, 2013.

Signature Copy on File

Peter G. Decker, III
Chairman
Board of Corrections