



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

September 19, 2018 at 7:00 pm

TAB AGENDA ITEMS

I - RECONVENE ADJOURNED MEETING OF SEPTEMBER 5, 2018

II - ADJOURN MEETING OF SEPTEMBER 5, 2018

1 - CALL TO ORDER

2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3 – ADOPTION OF AGENDA

4 – COUNTY ADMINISTRATOR’S REPORT

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – PUBLIC HEARING

None.

7 – ACTION MATTERS

- H BOS Meeting Dates Change—Steven M. Nichols, County Administrator (*from Sept 5, 2018 agenda*)
- I Library Assistant Position Reclassification—Cyndi Hoffman, Librarian (*from Sept 5, 2018 agenda*)
- J Virginia Information Technologies Agency FY19 Wireless E-911 PSAP Grant—Michael Grandstaff, Director of Communications, Sheriff’s Office (*from Sept 5, 2018 agenda*)
- K FCPS Capital Reserve Maintenance Fund Supplemental Appropriation—Eric Dahl, Deputy County Administrator/Finance Director (*from Sept 5, 2018 agenda*)
- L Capital Improvement Plan Budget Transfer—Eric Dahl, Deputy County Administrator/Finance Director (*from Sept 5, 2018 agenda*)
- M Declaration of Local Emergency—Debbie Smith, Emergency Management Coordinator
- Mc Policy 2.19 - Travel and Business Expenses – Steve Nichols, County Administrator
- N Safety Management Policies and Form—Jessica Rice, Human Resources Manager
- O Phone System Agreement—Cyndi Toler, Purchasing Officer

7A – APPOINTMENTS

None.

8 – PRESENTATIONS (normally not to exceed 10 minutes each)

- P 2018 County Staff Survey – Steve Nichols, County Administrator

9 – CONSENT AGENDA

- Q Minutes of August 15, 2018—Kelly Belanger Harris, Clerk to the Board (*from Sept 5, 2018 agenda*)
- R CRMF Request - Air-conditioning system in the Information Technology Department's Work Shop—Wayne Stephens, Director of Public Works and County Engineer (*from Sept 5, 2018 agenda*)
- S CRMF Request - FCPS - Blacktop Repair—Don Stribling, FCPS Executive Director (*from Sept 5, 2018*)

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agenda)

- T CRMF Request - FCPS - CES Room Partition—Don Stribling, FCPS Executive Director (*from Sept 5, 2018 agenda*)
- U CRMF Request – SC Abrams Academy Abatement/Remodel—Don Stribling, FCPS Executive Director (*from Sept 5, 2018 agenda*)
- V Virginia Information Technologies Agency FY20 E-911 PSAP Education Program Grant Award—Michael Grandstaff, Director of Communications, Sheriff’s Office (*from Sept 5, 2018 agenda*)
- W FY19 BOS Contingency Budget Transfer - Waste Container Rental—Eric Pollitt, Management Analyst (*from Sept 5, 2018 agenda*)
- XYZ Minutes of September 5, 2018—Kelly Belanger Harris, Clerk to the Board
- A Accounts Payable Report, August 2018—Eric Dahl, Deputy County Administrator/Finance Director

10 – UNFINISHED BUSINESS

TBD

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

TBD

14 – ADJOURN



Acting County Administrator Review

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*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.
For Persons with Disabilities – If you have special needs, please contact the County Administrator’s Office at 591-1910.*

PLEDGE OF ALLEGIANCE

I pledge allegiance, to the flag,
of the United States of America,
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

PUBLIC HEARING RULES OF PROCEDURE

1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - Speakers should approach the lectern so they may be visible and audible to the Board.
 - Each speaker should clearly state his/her name and address.
 - All comments should be directed to the Board.
 - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
 - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
 - Speakers with questions are encouraged to call County staff prior to the public hearing.
 - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
 - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
 - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
 - Further public comment after the public hearing has been closed generally will not be permitted.

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COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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www.fluvannacounty.org

2018-2019 STRATEGIC INITIATIVES AND ACTIONS

A SERVICE DELIVERY	
A1	Work with FRA to identify support options for Fire and Rescue volunteers.
A2	Continue to research and evaluate county-wide broadband expansion opportunities.
A3	Hold review meeting on ordinance enforcement (trash, buildings, vehicles) with Health Dept., Planning, Building Inspections, Public Works, and County Attorney.
A4	Perform strategic review of existing and needed partnerships with local area support and other non-profit groups. (Needed? Effective? Consolidate resource contributions?)
A5	Improve partnership with the school system for shared use of county and school owned facilities.
A6	Identify and assess resident concerns about roadway and public safety issues, and coordinate with VDOT for appropriate actions.
A7	Initiate comprehensive review of the Hwy 53 corridor from Lake Monticello Road to Ruritan Lake Road (e.g., Safety improvements at LM Monish Gate; 3-way stoplight at Food Lion; sight improvement at Ruritan Lake Road and Hwy 53; etc.)
B COMMUNICATION	
B1	Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
B2	Marketing campaign to let residents know about accomplishments and where their tax dollars go.
B3	Meet with local Pastors to discuss effective communications and community support.
B4	Promote tax due dates, public hearings, etc., in FAN Mail.
B5	Expand County Website to receive, answer, and post questions from residents.
B6	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2018
B7	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2019
B8	Conduct 2019 Fluvanna County Residents Survey and analyze results.
C PROJECT MANAGEMENT	
C1	Continue Columbia area renewal efforts including improved enforcement of County/State codes and Health Department regulations.
C2	Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.
C3	Incorporate well-drilling logs provided by the Fluvanna Health Dept. into the county's geographic information system (GIS).
C4	Create master report and marketing plan regarding County tower assets and rental options.
C5	Investigate the use of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development.

C6	Create a County-wide overlay map showing utilities and other key features that support business growth and development.
C7	Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.
C8	Successfully oversee and manage Fluvanna County aspects of the James River Water Project.
C9	Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
C10	Pursue Phase II of Fork Union streetscape project.
D	ECONOMIC DEVELOPMENT AND TOURISM
D1	Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
D2	Develop a “This is Fluvanna County” video message to be shared with county citizens and businesses as well as use with county economic development initiatives.
D3	Coordinate development activity at Fluvanna’s northern border with Louisa County, including possible natural gas line along 250 and discussing “shared” parcels.
D4	Conduct 2018 local Business Climate Survey and analyze results.
D5	Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.
D6	Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.
D7	Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities
D8	Investigate allowing large lot subdivisions in A-1 as alternative to current cluster subdivisions. (Amend the zoning and subdivision ordinances to allow for varying lot sizes, from small clustered lots to large parcels suitable for continued farming and rural living.)
D9	Review higher density options between PDA and R4.
D10	Review options, pros, cons, costs, etc., of creating a “teaching farm” at PG Park,
E	FINANCIAL STEWARDSHIP AND EFFICIENCY
E1	Review local business license/registration options and pros/cons.
E2	Reduce the County’s reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.
E3	Create monthly Treasurer’s Report for BOS Package and quarterly in-person briefing on the data.
E4	Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
E5	Expand Fluvanna County Website Data Dashboard with key metrics.
E6	Implement easy to access electronic format code of ordinances (MuniCode or similar).

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

MEETING DATE:	Sept 19, 2018 – <i>Originally scheduled for Sept 5, 2018</i>				
AGENDA TITLE:	Board of Supervisor’s Meeting Date Change				
MOTION(s):	I move to change the first regular meeting of 2019 from the first Wednesday, January 2, to the second Wednesday, January 9, and to change the second regular meeting on January 16, to January 23, due to the Christmas and New Year’s holiday periods.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Steve Nichols, County Administrator				
PRESENTER(S):	Steve Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	In order to better accommodate holiday closings and staff members and residents holiday travel plans, recommend moving the Board’s first meeting of the year from January 2, 2018 to January 9, 2018. In order to have adequate time between meetings, and noting that there is a 5 th Wednesday in January, it is recommended to also move the meeting on January 16, 2018, to January 23, 2018.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

2019

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31						

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September						
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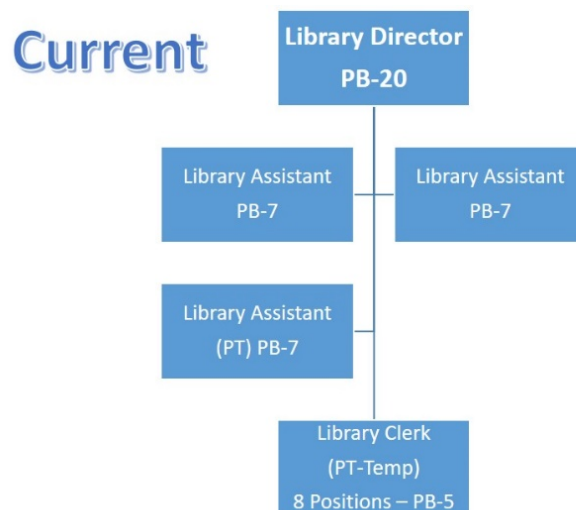
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FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

MEETING DATE:	Sept 19, 2018 – <i>Originally scheduled for Sept 5, 2018</i>				
AGENDA TITLE:	Library Assistant Position Reclassification				
MOTION(s):	<p>I move that the Board of Supervisors approve the updated and reclassified Library Assistant position description, as presented, and</p> <ul style="list-style-type: none"> • Revising Position 8831, Library Assistant, Pay Band 7 • To Position 8831/8832, Library Assistant I/II, Pay Bands 7/9. 				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Jessica Rice, Human Resources Manager & Cyndi Hoffman, Library Director				
PRESENTER(S):	Cyndi Hoffman, Library Director				
RECOMMENDATION:	Approve				
TIMING:	Effective September 2, 2018				
DISCUSSION:	<p>Currently, the library staffing model consists of <u>2</u> full-time library assistants, <u>1</u> part-time library assistant, <u>8</u> part-time/temp library clerks, and <u>36</u> volunteers, all of whom report to the Library Director.</p> <p>To help make operations processes more efficient and to better focus on serving the public, the Library would like to move to a new staffing model, which delegates some supervisory, accounts payable, and accounts receivable responsibility to the Library Assistant position. Simultaneously, this provides an opportunity to create a tiered staffing structure with promotional opportunity, similar to what has already been implemented in other Departments in the County.</p> <p>Under the new staffing model, Library Assistant I and II will report to the Library Director. Part-time temporary staff and volunteers will be supervised by the Library Assistant II positions. Human Resources has recommended to move the part-time library assistant and one full-time assistant to Library Assistant II. One full-time Assistant will remain at level one.</p> <p><u>New</u> functions that are being permanently assigned to the Library Assistant II position are:</p> <ul style="list-style-type: none"> • Assisting with paying invoices, developing annual budget, and reconciling fines and user accounts • Supervising and scheduling part-time staff and volunteers 				

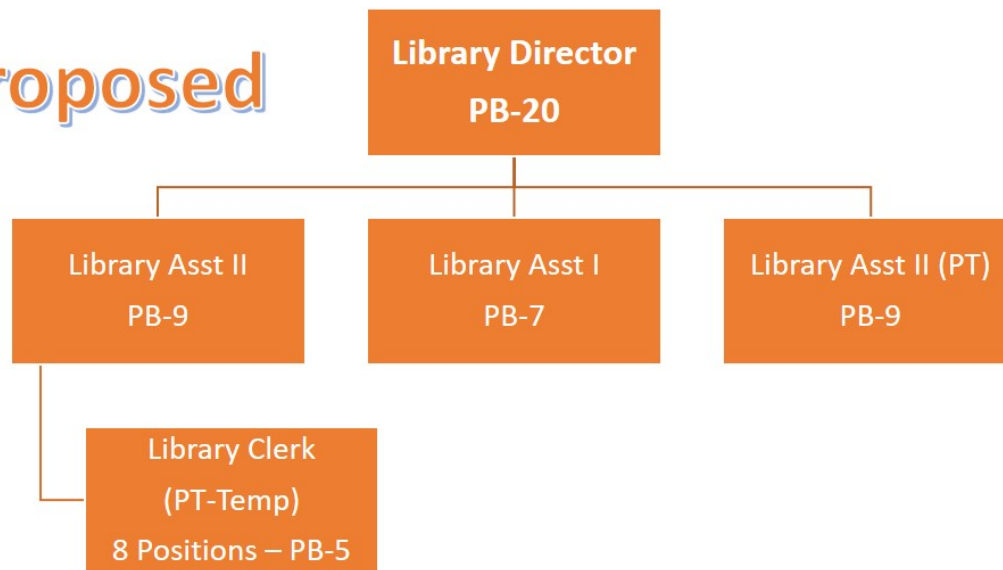
	<ul style="list-style-type: none"> Responsible for daily operations in the absence of the Library Director <p>The attached job description provides the specific details for the distinction between the Library Assistant I and II positions, and the associated education and experience requirements. After reviewing the new job description, Human Resources has recommended a new pay band classification from band 7 to 9 for the Library Assistant II.</p> <p>Effective September 2, 2018 there will be a full-time Library Assistant vacancy, which can be filled as either an Assistant I or II.</p>				
FISCAL IMPACT:	For remainder of FY19, approximately 870 hrs x \$.80= \$696.00; Vacancy savings of approximately \$1,000 per pay period that the full-time position is open. Vacancy savings will cover the cost of the pay increase for Ms. Owen and any pay differences that may occur in hiring a new Library Assistant. No anticipated fiscal impact.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Library Assistant I/II Position Description Realignment Chart				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	Library Board

Position	Pay Band	No. of Positions	Status
Library Director	20	1	No change
Library Assistant I	7	1	Change to Library Asst I/II, PB 7/9
Library Assistant (PT)	7	1	Change to Library Asst II, PB 9
Library Assistant	7	1	Change to Library Asst I, PB 7
Library Clerks - PT Temp	5	XX	No change



All staff report to the Library Director

Proposed



- ✓ ASST II(s)- will have supervisory and scheduling responsibilities for the Clerks
 - Assist with budget prep, invoices, fine collection and other financial aspects of operation
 - Responsible for all library operations when the Director is out or as needed
 - Requires 4 year degree and 2 years of experience (or combination), supervisory experience required
- ✓ ASST I(s)- 2 year degree and some children's program development experience (or combination)
- ✓ ASST I & II- Responsible for program and activity development and execution, circulation, technical assistance, etc.



Fluvanna County, Virginia
Public Library
Job Description

LIBRARY ASSISTANT I/II

Job Class #:	8831/8832
Pay Grade:	7/9
Category:	Full-time, with Benefits
FLSA Status:	Non-Exempt
Reports To:	Library Director

SUMMARY

The Library Assistant is a full-time position that performs a variety of tasks involving general library operations and educational program development. Typical programs include school field trips, story times, summer/winter camps, after school club, and other educational and cultural programs for children, teens, and adults. This position requires creativity and a passion for helping and educating patrons, while assisting with the business and operational aspects of the Fluvanna County Public Library.

ESSENTIAL FUNCTIONS

- Plans, prepares, and implements age-appropriate educational programming for children, teens, adults, and groups.
- Plans, prepares, and implements summer and winter reading programs.
- Provides research reference and advisory services to patrons in person, via phone, and through email.
- Assists patrons with usage of equipment, software, and other resources.
- Performs general circulation duties including checking in/out materials, receiving payment for fines, and creating library cards.
- Assists patrons with downloading and accessing eBooks and audio books.
- Creates informational/ program-related displays and bulletin boards.
- Assists in keeping inventory and ordering supplies.
- Assists in financial components of operations such as paying invoices, developing annual budget, and reconciling fines and user accounts.- **Assistant II**
- Supervises and schedules part-time staff and volunteers.- **Assistant II**
- Responsible for daily operations in the absence of the Library Director.- **Assistant II**
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Library services for children, teens, and adults
- Knowledge of ability to assist patrons with computer operations and Microsoft Office programs
- Ability to learn and communicate Library policies and procedures
- Basic knowledge of children's literature
- Strong oral and written communication skills
- Ability to produce creative programs, displays, and promotional materials
- Ability to prioritize multiple competing tasks and meet deadlines
- Strong skills in customer service
- Ability to assist patrons with research reference and literature advisory services- **Assistant II**

<ul style="list-style-type: none"> • Knowledge of educational programming techniques for youth and families- Assistant II • Knowledge of staff scheduling and supervisory responsibilities- Assistant II 			
ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING			
<p>Assistant I</p> <ul style="list-style-type: none"> • 2 years of college level coursework in Liberal Arts, Education, Library Science, or a closely related program. One (1) year of experience with educational programming, customer service, or library operations. Any combination of equivalent education and experience may be considered. <p>Assistant II</p> <ul style="list-style-type: none"> • Bachelor’s degree in Education, Literature, Business, or a closely related field. Two (2) years of experience with research, educational programming, or small business management (to include supervisory). Any combination of equivalent education and experience may be considered. Prior library or youth educator experience required. 			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<ul style="list-style-type: none"> • Must be available to work one (1) Saturday per month • Must have sufficient physical ability to work in an office type setting; sit, walk, or stand for prolonged periods of time • Frequently lift and carry up to 10lbs, and occasionally lift and carry up to 20lbs • Work requires frequent bending, twisting, reaching, and grasping in handling books and other materials • Typical work is performed indoors, but special programming may be held outdoors. 			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> • Criminal Background Check 			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
August 2018	August 2018	August 2018	Pending

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

MEETING DATE:	Sept 19, 2018 – <i>Originally scheduled for Sept 5, 2018</i>				
AGENDA TITLE:	Virginia Information Technologies Agency FY19 Wireless E-911 PSAP Grant.				
MOTION(s):	<p>1) I move to approve the application and sign the proposal acceptance letter for the Next Generation 9-1-1 (NG9-1-1) Grant Program award from the Virginia 911 Services Board in the estimated amount of \$246,000 to fund replacement of voice logging software, and other E-911 related equipment.</p> <p>2) Further, I move to authorize the County Administrator to execute contracts and agreements associated with this grant, subject to approval as to form by the County Attorney; and authorize a supplemental appropriation for FY19 County Budget in the amount of \$246,000 to revenue and expenditure accounts assigned by Finance.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Michael R. Grandstaff, Director of Communications, Sheriff's Office Staff; Sheriff Eric B. Hess				
PRESENTER(S):	Michael R. Grandstaff, Director of Communications, Sheriff's Office				
RECOMMENDATION:	Approve and sign proposal acceptance letter the Virginia Information Technologies Agency FY19 NG9-1-1 Grant.				
TIMING:	Normal				
DISCUSSION:	<ul style="list-style-type: none"> • From day of signing proposal acceptance letter, the BOS has 90 days to sign contract with AT&T to deploy the system. • Grant funds will be used to replace the current voice logging software, and other equipment related to E-911. • Voice logging software is used to monitor and verify communications and interactions; it allows dispatchers to rapidly and proactively listen in and instantly review any call. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> • State grant award of estimated \$246,000. State pays full cost of one-time installation and first 24 months of contractual cost increase. • This state grant award is to be used to replace the outdated voice logging software in the E-911 Center. • Award Period: January 2019 – June 2019. • Deployment Period: January 2020 – June 2020. • Current System Costs: approximately \$4,529 a month. • Estimated Additional Cost After Deployment: \$1,034 a month • No additional local match funding is required. • No extensions are allowed. 				

POLICY IMPACT:	<ul style="list-style-type: none"> • NG9-1-1 is a state-wide initiative with no option for not deploying the new system. • If this hardware is not replaced, then we will have more frequent and longer outages compromising public safety. With this recording and playback equipment, we will be able to process and dispatch for emergency aid quickly and accurately. • Replacing and/or updating additional equipment within the E-911 Center will support the strategic goals for emergency response service to the public and continuously meet the public expectations. 				
LEGISLATIVE HISTORY:	This grant was previously awarded to the E-911 Center in FY13 and FY14.				
ENCLOSURES:	Next Generation Fluvanna County PSAP/GIS Specific 9-1-1 Migration Proposal.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		XX			

Virginia Information Technologies Agency



Commonwealth of Virginia Next Generation 9-1-1

Fluvanna County PSAP/GIS Specific NG9-1-1 Migration Proposal



July 1, 2018

www.vita.virginia.gov

Executive Summary

This migration proposal is being prepared for the **Fluvanna County PSAP** based on the Fairfax County contract with **AT&T**. **Michael Grandstaff** shall be the primary contact.

The Commonwealth has been discussing and planning for next generation 9-1-1 (NG9-1-1) for nearly a decade. With significant advances of the technology, capabilities and functionality of an NG network, now is the time to move from planning to implementation. The question is not if the Commonwealth should deploy NG9-1-1, but rather, how should the Commonwealth deploy NG9-1-1. There is no option for not deploying it. Since 9-1-1 is a local service, it is up to each locality to determine how they will move forward with NG9-1-1 deployment. To aid that decision, the 9-1-1 Services Board (the Board) adopted the Virginia NG9-1-1 Deployment Plan in January 2018. That plan proposed the methodology and process to guide the 9-1-1 Services Board and Commonwealth as a whole, through this deployment. Fortunately, localities in the Commonwealth are able to leverage a project in Northern Virginia for both lessons learned and a procurement vehicle that will make the process significantly easier. Though the Board is recommending the Fairfax County contract with AT&T for NG9-1-1 services since it was awarded through a competitive process, each locality will need to determine the most appropriate path. The Board and VITA are positioned to provide assistance, and to assure a seamless, unified network.

Regardless of the locality's decision, all stakeholders in the 9-1-1 ecosystem must work together on deployment. A primary goal of NG9-1-1 is to ensure calls and information received in one locality can be transferred to any surrounding locality even if it is to another state. Accomplishing that will require continual coordination, communications and cooperation among the stakeholders throughout the deployment process. The cost of failure is too high. Each stakeholder in the 9-1-1 ecosystem must work together and ensure a smooth transition to NG9-1-1.

A Migration Proposal is being developed for each locality (or groups of localities if served by a consolidated public safety answering point or PSAP) to provide information about the AT&T solution, prerequisite work needed within the PSAP and the expected costs and funding provided by the Board. The goal of this document is to provide each PSAP/locality with all of the information needed to evaluate the AT&T solution and determine whether it will meet the local needs. No locality should feel obligated to accept this proposal as they may use an appropriate procurement process for these services. This is simply to provide more information about services that are already available through an existing contract.

The Commonwealth's goal is to have all PSAPs fully deployed with the National Emergency Number Association (NENA) i3 standard. This standard states that all 9-1-1 calls are delivered to the PSAP on IP circuits with associated caller location data. If the equipment or GIS data in the PSAP is not capable of supporting the NENA i3 standard, interim solutions are available. These solutions allow calls to be delivered to the PSAP as IP, but then be converted back to analog for interface with the PSAP's systems. This interim solution established the PSAP's connection to the ESInet and will serve as the initial migration to NG9-1-1. After system and/or GIS data upgrades are complete the PSAP will be able to reach a full i3, NG9-1-1 environment. While AT&T will conduct a more exhaustive assessment after the PSAP executes a participation agreement, the review ISP performed for this proposal indicates that the **Fluvanna County PSAP** will need to upgrade their current Vesta 911 software or have in place an i3 functional CHE that has been approved on the AT&T ESInet™ to be able to implement the full NENA i3 standard without the need for any interim or transitional steps. Some work on their GIS data will be required, but it should not impact the deployment schedule.

Solution Overview

AT&T is offering their Next Generation ESInet solution throughout Virginia as a solution that will facilitate a transition from legacy 9-1-1 networks to networks capable of supporting the growing demands of a mobile society. AT&T's solution supports key NENA i3 capabilities today, while forming the basis of a true NG9-1-1 platform that will support multimedia emergency services as standards are solidified in the industry.

The AT&T ESInet™ solution is a combination of a world class IP network and the NG9-1-1 components. Their ESInet solution (delivered as a service) comes complete with a full suite of advanced features, management services and tools to help ensure they provide the best possible service to each PSAP and ultimately the citizens they serve.

The AT&T ESInet™ solution provides the public safety community with an i3 architecture built from the ground up. AT&T's commitment to the NENA i3 standard is based on years of contributions to NENA standards committees and understanding the evolving needs and requirements of the Public Safety community. The AT&T solution is not just "i3 like," or "i3 aligned." As elements of the i3 standard continue to be ratified, updated and enhanced—AT&T will continue its commitment to i3. The AT&T ESInet™ services will provide Virginia everything needed to deliver the critical foundational components of an industry standard i3 solution delivered over the world's most advanced IP network.

AT&T ESInet™ Included Features

- Initial build-out with expandable capacity
- Nationally distributed, geographically diverse and redundant service architecture
- Pre-deployed ESInet Call Processing Centers in AT&T datacenters across US
- Aggregation Centers (AGC) in AT&T Central Offices across the US to easily augment growth capacity
- Initial call processing capacity more than twice current US E9-1-1 call volumes
- NENA i3 compliant
- High availability design (99.999% availability)
- 6 core redundant architecture
- Redundant ALI database
- Interoperable with neighboring PSAPs
- Defense in depth security
- Text to 911 – National TCC Provider
- IPV6 capable
- Reporting Suite
- Full lifecycle management
- End to end management and monitoring
- Fully resourced team to install and support
- Full Business Continuity/Disaster Recovery organization
- Dedicated Program / Service Manager

The proposed solution provides a secure IP-based network with no single point of failure. With no single point of failure, the solution includes six ESInet data centers located at AT&T facilities throughout the country. The ESInet will provide the core for a robust emergency services IP network that assures call delivery. The AT&T solution enables call delivery into a legacy PSAP environment, an IP-enabled 9-1-1 PSAP, or to peer ESInets. AT&T and West Corporation have deep security and support provisions in

place. AT&T has demonstrated experience in cybersecurity. All of this is backed by AT&T's 24/7/365 Resolution Center, AT&T Labs, AT&T's world class project management and service delivery organizations.

Additional information about the AT&T solutions and the contract with Fairfax County can be found at: <https://www.fairfaxcounty.gov/cregister/ContractDetails.aspx?contractNumber=4400007825>

PSAP Call Handling Systems and Applications

Each PSAP system and application that interfaces with the 9-1-1 call must be assessed to determine if it will be compatible with NG9-1-1. This section of the migration proposal identifies each major system, assesses its readiness and outlines any upgrades that must or could be implemented with NG9-1-1.

Call Handling Equipment

Obviously, the PSAP's call handling equipment (CHE) is the primary system that interfaces with the 9-1-1 network. As such, it is likely the one that will require the deepest assessment and potential upgrades to operate with the NG9-1-1 network. CHE that is non-vendor supported (NVS) (or will become NVS during the transition period) or cannot be upgraded to be NG9-1-1 capable will be identified for replacement, but will be subject to the funding limits currently in place for the PSAP grant program (\$150,000 individual or \$200,000 shared services). This may also apply to technology refreshes of hardware due to becoming NVS or operating systems becoming end-of-support. The current CHE in the PSAP has been identified as:

- CHE manufacturer: **Motorola**
- CHE model: **Vesta 911**
- CHE version number (clients): **6.1**
- CHE version number (server): **6.1**
- CHE maintenance provider (channel): **Century Link**
- CHE Geodiversity: **No**
- Number of positions: **4**
- SIP capable: **Yes**

This CHE has been determined to be SIP capable, but will require an upgrade to Vesta 7.2 to implement the full i3 interface. This upgrade will require the purchase of two firewalls to connect to the ESInet. However, if the PSAP deploys text to 9-1-1 with the direct IP solution prior to NG9-1-1 migration, these firewalls will already have been purchased and can be used for both purposes.

The PSAP indicates the planned replacement of their CHE in **2018**; therefore, funding for this will be available to the PSAP in fiscal year 2019. This is before their planned NG9-1-1 migration so any new CHE will need to be tested and i3 functional on the AT&T ESInet.

Text to 9-1-1

Text to 9-1-1 can be deployed web-based on a separate computer or integrated with the CHE. While the former is typically at no cost, the latter tends to have a cost associated with it. Though text to 9-1-1 will be a base feature of NG9-1-1, the passage of Senate Bill 418 in the 2018 General Assembly requires all PSAPs to implement text to 9-1-1 by July 1, 2020. The PSAP has not yet deployed text to 9-1-1. Since their deployment for NG9-1-1 is scheduled before the new deadline for text to 9-1-1 deployment, they will deploy it with NG9-1-1 as a direct IP service integrated with their CHE. The cost to implement this will be covered by the Board.

Computer-Aided Dispatch

A computer-aided dispatch (CAD) system usually receives 9-1-1 location information (ALI) through an interface with the CHE. As a result, the change to NG9-1-1 should not have an impact on a CAD system. However, an assessment is made to determine if that is the case and if any options are available from the CAD vendor that could improve operations after NG9-1-1 is deployed. Any required upgrades would be funded through the Board, but any options to improve operations would be at the PSAP's expense. Additionally, as a reminder, CAD system replacement is no longer funded through the PSAP grant program so PSAPs need to plan for its replacement locally. The current CAD system has been identified as follows:

- CAD vendor: **DaPro (replacing with Spillman Flex 6.3)**
- CAD software version: **IBR Plus 5.3.1**
- CAD interfaces: **Yes**
- Method of data transfer: **Serial to IP**

The PSAP is currently planning to replace this CAD system. It is the responsibility of the PSAP to determine any upgrades or modifications the new system may need with the deployment of NG9-1-1.

Mapping Display System

Similar to a CAD system, a mapping display system usually receives 9-1-1 location information (ALI) through an interface with the CHE or is part of the CHE or CAD. As a result, the change to NG9-1-1 should not have an impact on a mapping display system. However, an assessment is made to determine if that is the case and if any options are available from the mapping vendor that could improve operations after NG9-1-1 is deployed. The current mapping display system has been identified as follows:

- Dispatch Mapping Vendor: **GeoComm**
- Dispatch Mapping Software Version: **GeoLynx v8.10.0**
- Method of data transfer: **Serial**

This mapping display system has been determined to not require any upgrade or modification with the deployment of NG9-1-1.

Voice Logging and Recording

Typically, the audio recorded by a voice logging recorder is generated by the CHE. Though not a best practice, it is possible to record audio directly from the incoming 9-1-1 trunks so an assessment must be performed to ensure that audio from 9-1-1 calls will still be recorded after the deployment of NG9-1-1. The current logging system has been identified as follows:

- Logging Recorder Vendor: **NICE**
- Logging Recorder Model: **Inform**
- Logging Recorder Software Version: **6.1**
- Audio Origination Point: **Trunks**

While the voice logging recorder system does not require any upgrade or modification with the deployment of NG9-1-1, if the PSAP wishes to maintain trunk-based recording, a span port will be provided by AT&T. The recording system may require an upgrade to receive and interpret the IP data. If desired, the cost of this upgrade would be covered by the Board. It is important to note that while this will allow audio to be pulled from the IP talk paths, it will not mirror current functionality. Currently, with analog trunks, trunk-based recording allows the audio to be captured before the call is answered by the call taker and the call is still in queue. With an IP connection, the audio is not present on the circuit

until the CHE responds with an answer code. This is usually not until it is answered by a call taker, though it could be earlier if an audio message is played for the caller (which technically requires the CHE to answer the call to play the message). The PSAP can choose to convert to position-based recording and the Board will cover the cost of reconfiguration.

Data Analytics

Though the ECaTS data analytics application is provided to all PSAPs by the 9-1-1 Services Board, some PSAPs still use a second application, native to the CHE, for data analytics in the PSAP. While the Board will directly fund the upgrade to ECaTS to handle NG9-1-1, the local data analytics application may also need to be upgraded. The current data analytics application has been identified as follows:

- Primary Data Analytics System: **ECaTS**
- Data Analytics Vendor: **ECaTS**

All required upgrades to ECaTS will be handled through the statewide contract at no cost to the PSAP.

Outcall Notification Systems

The PSAP currently uses **Everbridge** as their outcall notification system. AT&T will provide quarterly subscriber data for use in this system at no cost. It is important to note that this data's use is limited to the outcall notification system and cannot be used for other purposes.

Other Systems or Applications

No other systems, that interface with the 9-1-1 call flow have been identified that will impact the PSAP's readiness for NG9-1-1.

Rack Space

The AT&T solution requires four units (4U) of rack space in the PSAP equipment/computer room for networking equipment. The rack must also have available electrical connections and be properly grounded. The PSAP has confirmed that this space is available.

Coordination with Open Grants

The PSAP currently has no open grants.

GIS Data Preparation

GIS Data Sources

Currently, **GeoComm** maintains all of the GIS data for the PSAP and will be the source for all GIS data required for NG9-1-1 geospatial routing; however, other departments within the locality may contribute data or manage various processes. It is the responsibility of the **Fluvanna County Planner** to aggregate the GIS data required for the PSAP and NG9-1-1.

Locality GIS Data Readiness

Geospatial data drives the routing of NG9-1-1 calls. It is imperative that road centerline and address point data layers are highly accurate and well maintained. In 2016, VITA conducted an analysis of these data against the existing automatic location identification (ALI) database and master street address guide (MSAG) to help determine readiness and provided a report to each PSAP of the results. This analysis has been repeated making adjustment to the logic to ensure it matches the methodology used by AT&T in their analysis. The goal is to have 98% of all addresses in the current ALI database geocode against the locality's road centerline data layer. Once the 98% threshold recommended by NENA is met, the PSAP is ready to deploy NG9-1-1. Since matching to the address point is more accurate, VITA is recommending the additional goal of matching 98% of ALI database addresses when geocoded against

the address point data layer. If either of these goals is not achieved, then GIS data work must be completed to meet or exceed these goals. While financial support from the PSAP grant program may be available to fund this work, localities with GIS programs will be encouraged to make the necessary corrections in house if resources and time before deployment permits.

These are preliminary results based on expected data criteria of AT&T, and will be retested directly by AT&T after the execution of the participation agreement. This analysis provides the PSAP and their GIS support with an estimate of the extent of potential errors and helps identify the issues that need to be resolved. ISP staff including a GIS analyst and/or regional coordinator will begin working with the GIS data maintenance provider (internal or external) to identify and correct the GIS data or ALI data and achieve a higher match rate and thus more accurate geospatial routing.

Though there are other types of errors that may exist in the GIS data used by the PSAP (such as parity or cartography errors), these do not usually impact the routing of a 9-1-1 call. As a result, as part of this effort, only corrections that impact routing the 9-1-1 call will be required. PSAPs, in coordination with their GIS support, are encouraged to look more broadly at their data and work to improve its overall quality as well.

The 2018 MSAG/ALI/GIS analysis for the PSAP determined the current match rate to be as follows:

- Road Centerline (RCL) – **98.6%**
- Address Point – **96.9%**

Fluvanna County already meets the RCL goal. If they desire a greater match rate, there are some differences in street names between the ALI and GIS data. Correcting the street names so they match would increase the match rate for RCL to **99.1%**. The analysis also determined that no more than ten addresses were responsible for many of the address point discrepancies. Resolving no more than ten addresses will increase the result to **97.6%**. During July 2018, VITA will send each PSAP and/or GIS manager a report detailing this analysis, and identifying the specific ALI records that could not be matched to the RCL or address point data. To resolve these ALI address discrepancies, there are potentially four actions that will need to take place:

1. **Add a record to the GIS** – When the ALI database has correct addresses that have not been added to the GIS data, the addition of data needs to occur. This may entail adding a road segment to the RCL or a point to the address points.
2. **Change attribution in the GIS** – When an ALI record has a correct address but the RCL or address point attribution is incorrect the discrepancy in the GIS data must be resolved. A common issue is a difference with the street name or street type between the ALI and the GIS data. Often, this issue can be corrected using a batch script process. VITA staff can assist.
3. **Change attribution in the ALI database** – When the RCL or address point has the correct address but the ALI record is incorrect, the discrepancy in the ALI database may need to be resolved. Again, this is often caused by differences in the street name or street type between the records. If necessary, AT&T can make batch changes as they load the ALI database into the ESInet.
4. **Determine that the discrepancy is not an error** – There are often ALI records associated with telephone numbers that can never actually dial 9-1-1. They could be pilot numbers for a multi-line telephone system, foreign exchanges or shell records for wireless calls. While many of those records were filtered out of the analysis, some may still be within the data. These ALI records need to be identified and removed from the match rate calculation. VITA staff will assist with this process.

In addition to the requirement for ALI address matches, there are five GIS data reviews that AT&T conducts on the GIS data to ensure there are no errors that would cause issues or uncertainty when routing a 9-1-1 call. As an example, duplicate GIS data could cause a search for an address to result in two or more matches. Since certainty of a location is important, checks are performed to ensure no duplicate data exist. The following is a list of the additional analyses performed and the number of records that were found to be in error that will need to be corrected:

- Road centerline has duplicate address ranges - **0**
- Road centerline has right or left side overlapping address range - **2**
- Road centerline has street name attributes not meeting Virginia, USPS, & NENA standard - **0**
- Address point is duplicate, has no street name, or no address number - **14**
- Address point street name and road centerline street name mismatch - **5**

All of these errors will be also included in the analysis delivered to the PSAP and GIS Manager in July 2018. This includes geospatial data identifying each specific error that can be viewed in ArcMap. Utilizing this information will assist in error identification and correction.

Regardless of how they are resolved, **Fluvanna County** will need to resolve these issues through external resources, at least three months prior to the targeted deployment date.

PSAP Boundary

This is a GIS polygon data layer that defines the area of responsibility for each PSAP. The PSAP boundary must be agreed to by all adjoining PSAPs, thus its development must be a regional effort. VITA ISP will support the regional development and maintenance of a statewide PSAP boundary. This PSAP boundary layer is essential to routing 9-1-1 calls based on caller location by either civic address or coordinate location. This layer must not have gaps or overlaps to ensure correct call routing. VITA will develop a best practice to guide each PSAP through this process, which can also be facilitated by the VITA ISP regional coordinator.

Authoritative GIS Data Source Boundary

This polygon layer defines the area of authoritative GIS data sources, with no unintentional gaps or overlaps. The boundary must be agreed to by all adjoining data provisioning providers. Edge-matching conformance is ensuring that one and only one entity is responsible for maintaining each piece of GIS data within a PSAP. Within a PSAP boundary, there may be multiple sources for authoritative GIS data as a combination of cities and counties. The GIS sources within the PSAP need a common and agreed-upon understanding for the maintenance of each feature and the provisioning boundary of responsibility. Making sure there is agreement of that point and ensuring each locality is only providing data where they are the authoritative GIS data source are the purpose of this assessment. External edge-matching conformance addresses boundaries between neighboring PSAPs to ensure that there are no overlaps or gaps in the maintenance of GIS data. Geometric features need to meet at the agreed upon boundary.

MSAG transition/confirmation

In order to accommodate originating service providers (OSP) that are not fully i3 capable, AT&T will maintain a master street address guide (MSAG) as part of the NG9-1-1 solution. While the existing MSAG can be used and maintained, generating a new MSAG from local GIS data is a better solution since existing GIS data is generally of superior quality than the MSAG. To use GIS data to generate the MSAG, an emergency service number (ESN) data layer must exist or be created. The PSAP has an unknown number of **ESNs** for their area of responsibility. **Fluvanna County** may not have an ESN boundary layer depicting this area. If they do it will be used to generate a GIS data based MSAG with the transition to

NG9-1-1. If they do not, and since this layer is the same as the PSAP boundary layer it will be created at the same time. Once it is, they can utilize a GIS generated MSAG with the migration to NG9-1-1.

Ultimately, ESN and community name need to be attribute fields in the address points and road centerlines layers to support call routing until the OSP can transition to i3. If these attributes are not part of a locality's existing maintenance workflow or GIS database, they can be created by building a separate polygon layer and transferring these values to the centerline segments (commonly referred to as a spatial join). The spatial join method can be implemented as part of the workflow for preparing to transfer GIS data to AT&T to ensure these fields are accurately populated.

GIS Ingest Readiness

Localities may choose to implement AT&T's tools and workflows for ongoing maintenance of GIS data, or may choose to continue using internal workflows or third-party support services. As GIS data is updated, regardless of the tool set or service provider, the GIS datasets must be provided to the spatial interface (SI). The SI provisions the updated GIS data to drive location validation and call routing functions in the ESInet.

Localities choosing to adopt or transition to the AT&T toolset will have a defined workflow for providing updated GIS data. Localities wishing to use existing tools, acquire third-party tools, or rely on a service provider will need to ensure the workflows are in place to accept and resolve discrepancy calls (formalized requests to update GIS datasets), and periodically transfer updated GIS datasets to the AT&T spatial interface. This section will establish the path and milestones for completing this work.

Data maintenance Workflow/Procedures

The quality of GIS data diminishes over time unless it is properly maintained. It is important that localities document GIS data maintenance workflows and validations to ensure synchronization across GIS layers. This can include periodically ensuring conformance of edge matching of GIS data at shared boundaries. VITA has confirmed that the GIS organizations supporting the PSAP have appropriate internal data maintenance procedures/discrepancy management workflows.

Call Routing

The ultimate goal for all PSAPs is to use geospatial (i3) routing for all 9-1-1 calls. This solution uses all the NENA i3 standards for delivering voice and data directly into the PSAP's CHE. 9-1-1 call routing is based on the PSAP-provided GIS data. The ESInet router hands off the call to the PSAP networking equipment (router or firewall). The PSAP's CHE must be able to receive the voice call via SIP. Location data delivered via SIP using PIDF-LO, and would perform all the i3 protocols such as LoST and HELD.

If the PSAP's CHE is not NG9-1-1 capable or the geospatial data is not ready for deployment, a PSAP can still connect to the ESInet with an interim solution for call delivery. This will allow the PSAP to migrate on schedule, and they can implement geospatial (i3) routing when the GIS data is suitable for this use and the CHE is i3 capable.

The two interim solutions are as follows:

Legacy PSAP Gateway - This solution allows the PSAP to be connected to the ESInet through a network gateway. In this call delivery configuration, the call is routed with the legacy MSAG and ALI data, however this is done over the IP network. Once the call reaches the gateway, the voice data is converted to analog and processed over an analog voice circuit to the PSAP's CHE. This does not require any upgrade to the CHE and as mentioned uses a legacy ALI lookup. The ALI

lookup would use a standard serial connection (in this case to the legacy PSAP gateway placed in the PSAP) to retrieve location information.

Transitional SIP - This solution uses an IP (SIP) connection to get the voice call directly into the PSAP's CHE. The ESInet router passes the call to the PSAP networking equipment (router or firewall). The PSAP's CHE must be capable of receiving the voice call via SIP. The CHE would still use a legacy ALI lookup. The ALI lookup would use the standard serial connection (in this case to the ESInet routers) to retrieve location information. MSAG and ALI are still used to conduct the routing.

Again, the ultimate goal for all PSAPs is to geospatially route all 9-1-1 calls. If the geospatial data meets the accuracy goals, a PSAP should be able to deploy NG9-1-1 with geospatial routing. If for some reason, this cannot be accomplished, interim solutions are available to allow the PSAP to deploy on schedule, and they can convert to geospatial routing later.

Based on an assessment of the CHE and GIS data, geospatial routing can be implemented initially with NG9-1-1 and no interim solution will be necessary. While some GIS data correction must take place, the PSAP is committed to correcting those issues well in advance of the required milestone and to maintain that data through the transition period.

Call Transfers

During the transition to NG9-1-1, the AT&T ESInet will be interconnected with all selective routers from Verizon and CenturyLink to ensure that calls received by PSAPs that have deployed NG9-1-1 can be transferred to PSAPs on the legacy E9-1-1 network and vice versa. No ability to transfer calls will be lost during the transition when neighboring PSAPs may be on different networks.

Post deployment, all Virginia PSAPs should be on an ESInet and should be able to transfer calls among PSAPs with accompanying location data. Even if more than one ESInet is deployed from different solution providers, the goal is that they are interconnected and calls can be transferred between them.

Network

The NG9-1-1 solution offered by AT&T is a service; therefore, the network is provided as part of that service. However, there are several issues impacting the network that may be outside of this service that must be considered. The configuration of the PSAP's connection to the network will be based on the legacy E9-1-1 network information as follows:

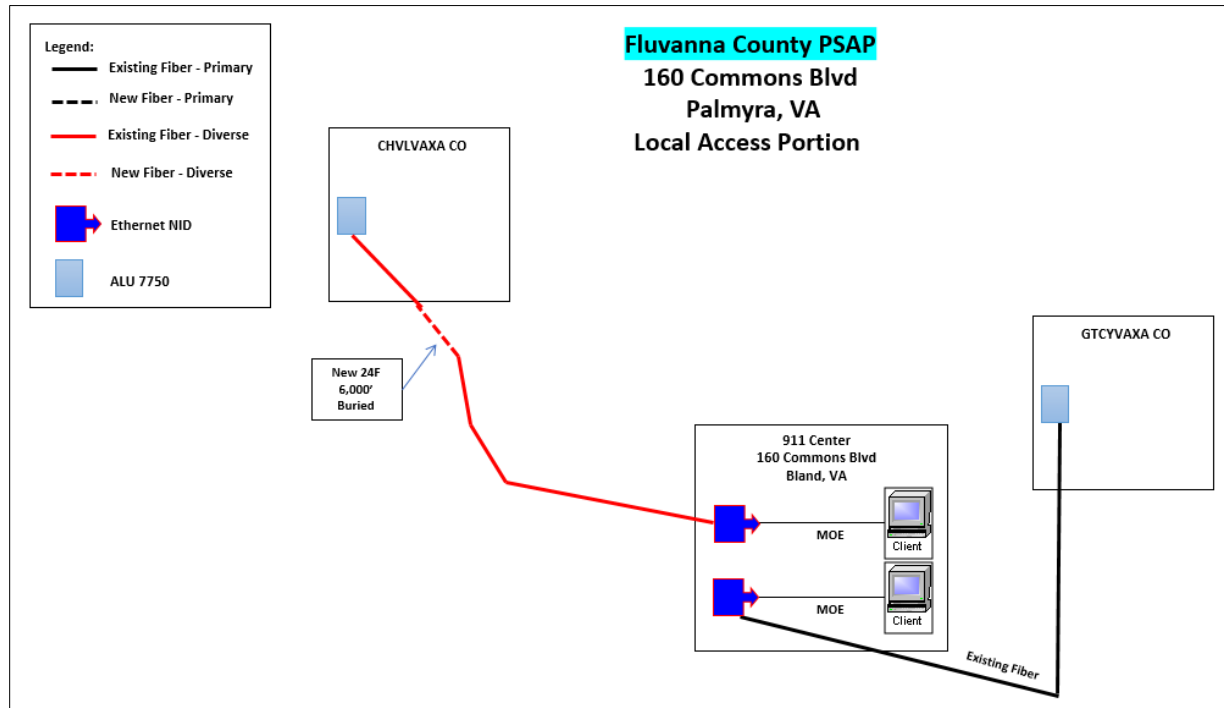
- Legacy E9-1-1 service provider: **CenturyLink**
- ALI database provider: **CenturyLink**
- Selective router pair(s): **Charlottesville/Farmville**
- Trunk counts (all): **14**
 - Wireline: **4**
 - Wireless: **4**
 - SIP: **0**
 - Administrative: **6**

The NG9-1-1 network will be designed to support the same number of concurrent 9-1-1 calls as can be supported on the legacy network (wireline and wireless trunks). The PSAP can designate what happens to calls that exceed this number. This setting is determined in the PSAP CHE, but the options will be discussed with AT&T during system configuration. The options include providing the caller with a fast

busy signal, routing the call to another PSAP, or overflowing the call to another line. As a best practice, VITA ISP recommends routing the call to a fast busy signal or rerouting calls to another PSAP.

Redundancy and Diversity

In order to provide 99.999% availability of the NG9-1-1 service, each PSAP must have diverse and redundant IP connections to the ESInet. Having redundant connectivity means having two connections, but they could be co-located or follow the same path. Having diversity means that those redundant connections follow different paths that never touch from origin to destination. To achieve the 99.999% availability, diverse connectivity is planned for all PSAPs. There is a chance the diversity is simply not available to all PSAPs. AT&T has conducted a diversity study for each PSAP and the results for the current location of the **Fluvanna County** PSAP are as follows:



The total cost for this diverse connectivity is **\$26,000**, which will be provided by the Board as part of the PSAP's funding submission. Also, there is a one-time \$82,000 charge for all CenturyLink sites. That cost will be provided by the Board as part of the first PSAP's funding submission that chooses the AT&T solution. The timing of the implementation of the diverse connectivity may not be completed until after initial NG9-1-1 deployment.

Disaster Recovery

Though the NG9-1-1 solution is designed to provide 99.999% availability, disaster recovery plans still need to be in place for instances when the network becomes unavailable or the PSAP is otherwise inoperable (evacuation, structural damage, etc.). Broadly, when the PSAP must be abandoned, there are two approaches to disaster recovery, a) having a backup PSAP within the locality or b) partnering with a neighboring PSAP to take the calls. Additionally, if only the network is impacted and the PSAP is still operable, 9-1-1 calls can be forwarded to a 10-digit telephone number in the same PSAP. Location data is lost, but that call can still be answered and processed.

Currently, the PSAP has a disaster recovery plan which states that if the PSAP must be evacuated for any reason, or should just the network be unavailable and the PSAP can still be occupied, incoming calls are rerouted to a **10-digit administrative line**.

Based on the current disaster recovery plan, no additional steps must be taken in order for this plan to continue to be viable with NG9-1-1. The PSAP need only inform AT&T of their disaster recovery plan during the detailed planning after the participation agreement is signed. AT&T will then build those routes in the configuration files both for during the transition and post-migration to NG9-1-1.

While support will be available to maintain the current disaster recovery capability for the PSAP, it is important to note that there are aspects of disaster recovery that are beyond the scope of this migration proposal. As an example, while the NG9-1-1 network can be configured to route calls to a neighboring PSAP in the event of a PSAP evacuation, getting the 9-1-1 call to another PSAP to be answered is only part of the dispatching process. The call for service then needs to be sent to first responders through a radio channel or mobile data. Assuming that capability already exists, nothing about the deployment of NG9-1-1 should impact that. In cases where disaster recovery does not exist currently, this migration proposal only deals with getting the 9-1-1 call routed to another PSAP (backup or neighboring) and does not address radio or CAD interoperability needed to effect the dispatch of first responders. VITA ISP can assist with that process, but outside of NG9-1-1 deployment. Additionally, VITA ISP can assist with the exercising of disaster recovery plans, which should be done at least once a year to make sure they are fully functional when needed.

Secondary PSAP

There are no secondary PSAP(s) identified within the service area of the primary PSAP.

Network Security

AT&T employs a defense-in-depth security strategy to protect sensitive information. Security mechanisms are deployed throughout the service in addition to the multi-layered security provided by the network itself, in order to provide seamless and effective security. AT&T's world-class experience in both IP and Telephony Security provides the following key security elements.

- Availability of the VoIP Service: Stop denial or deterioration of service functionality
- Integrity of the VoIP environment: Prevent system functions or data from being corrupted
- Confidentiality and Data Privacy in VoIP: Keep information secure and private

The AT&T IP/MPLS Converged Network deploys the same attention to state-of-the-art security measures as have been provided on traditional PSTN networks:

- AT&T Security Policy and Requirements (ASPR) and AT&T OneProcess provide the security foundation.
- AT&T Internet Protect helps protect against worm/virus attacks and offers DoS (denial of service) protection.
- A 24x7 Security Network Operations Center (SNOC).
- AT&T MPLS Voice Aware Network provides security and QoS.
- AT&T Global Fraud Management System protects AT&T VoIP against fraud.
- AT&T hub-and-spoke MPLS VoIP VPN for customer access helps to provide security and QoS for AT&T.

In the AT&T MPLS network, customer services are provisioned on specific interfaces of an MPLS VPN by using known IP addresses. This approach enables AT&T to authenticate users and traffic. Rather than supporting signaling or voice encryption, AT&T relies on the MPLS security and secured IP tunnels to provide confidentiality for signaling and voice.

The data privacy and data integrity of an MPLS VPN is not dependent on encryption or address space-based access controls. AT&T protects the core network against compromise by:

- Hardening the routers and turning off unnecessary services.
- Implementing TACACS+ authentication, authorization and accounting for router access/commands.
- Automated provisioning of router configuration driven from ordering systems, to minimize human error, complimented by daily discord reports and investigation.
- 24/7 monitoring and DoS mitigation tools.
- Route dampening and/or limiting total number of routers learned to protect routing stability.
- Firewalls, IDS, token based authentication, encrypted remote access for network and service management systems/work centers.

The AT&T security culture assures that these architectural protections are enforced by audits, employee awareness training, penetration testing and enforcement of architectural principles and policy.

In addition, AT&T MPLS VPN service is a transport only service, with the data integrity and data privacy protection as described above. AT&T monitors the core network for traffic anomalies and shared resource consumption thresholds to protect the core network and assure that traffic storms do not impact the performance of other customers. AT&T network management and service management systems are hardened, require authentication and authorization control, and are instrumented with intrusion detection to assure that they are not compromised, and cannot serve as a vector to attack the network or customers.

Schedule for Deployment

A clear and accurate schedule is essential to ensure cost effective and coordinated deployment throughout the Commonwealth. For that reason, this section identifies all milestones that must be met in order to successfully deploy. To manage costs, a six-month deployment window has been established for each selective router pair regardless of whether the PSAPs choose the AT&T or another NG9-1-1 solution. The following chart identifies the deployment periods for each selective router pair:

Selective Routers	
Fairfax/Alexandria	
High St Portsmouth/Jefferson	
Stuart/Chester	
Charlottesville/Farmville	
Fredericksburg/Winchester	
Danville/Lynchburg Church St	
Staunton/Salem	
Shenandoah County ECC	
Covington	
New Castle	
Floyd County	
Monterey-Highland Telephone	
Blacksburg/Norton	
Johnson City/Wytheville	

The **Fluvanna County PSAP’s** deployment window will be **January 2020 – June 2020**. A specific date will be determined after all PSAPs have made the NG9-1-1 decision and AT&T develops the master schedule. Regardless of the specific date, any CHE upgrades, diverse connectivity enhancements and GIS data corrections must be completed at least **three months** before the deployment date. If they are not

completed by this date, migration can still occur on schedule, but it will require the deployment of an interim solution instead of full i3.

Cost Estimates for NG9-1-1 Funding

The 9-1-1 Services Board has committed to funding the transitional costs for NG9-1-1 deployment so it is important that all such costs are identified and made part of the overall budget. It is also important that the funding be provided on a fair basis across all PSAPs in Virginia. While most costs will be fully funded, others like replacement of non-vendor supported CHE will continue to be funded at the same levels as has been provided through the PSAP grant program in prior years. Based on all of the information provided in this migration proposal, the following budget is for your deployment of NG9-1-1:

Category	Amount	Notes
NG9-1-1 non-recurring cost	\$4,000	Flat rate from AT&T
CHE upgrade	\$150,000	Replacement in FY19
	\$30,000	i3 deployment services
Text-to-911	\$30,000	Firewalls and professional services
CAD upgrade	\$0	Not required
Mapping upgrade	\$0	Not required
Voice logging upgrade	\$0	Not required
ECaTS Data analytics expansion	\$1,000	i3 logging and text to 9-1-1
Other system upgrades	\$0	Not required
Rack space	\$0	Rack space is available
Diverse connectivity costs	\$26,000	+\$82,000 if first CenturyLink PSAP
Disaster recovery upgrade	\$0	Not required
Secondary PSAPs	\$0	None
GIS data preparation	\$0	Not required
Legacy 9-1-1 transition costs	\$5,000	Verizon costs
Project management assistance	\$0	None requested
Total	\$246,000.00	

The monthly recurring cost for the AT&T solution is **\$5,562.49** which is set for the ten-year term of the Fairfax County contract. The current monthly recurring cost for the legacy E9-1-1 solution is approximately **\$4,528.52**. The estimated monthly increase to the PSAP after deployment is approximately **\$1,033.97**. This increase will be covered by the Board for a period of 24 months after deployment is complete. At the end of this period, the entire cost will be the responsibility of the PSAP. Copies of invoices from the current 9-1-1 service provider must be provided to substantiate the current monthly cost. This will be the basis for determining whether monthly funding is provided and in what amount.

The monthly recurring cost is impacted by the bandwidth into the PSAP. Bandwidth is primarily impacted by the number of concurrent calls each PSAP wants to be able to process. As the PSAP grows and adds bandwidth to handle more concurrent calls, the increased monthly cost will be the obligation of the PSAP even if during the 24 months following transition. Additionally, the recurring maintenance costs for PSAP equipment and GIS data will remain the responsibility of the PSAP.

Projected Board Funding

The Board will begin awarding funding for NG9-1-1 in late 2018. Until the Board approves the funding request from the PSAP, all funding levels shown are just projected. Based on the funding guidelines approved by the Board (or will be approved by the Board), the following funding would be awarded to the PSAP:

Type of Funding	Amount
Non-recurring	\$246,000.00
Recurring (over 24 months)	\$24,815.28
Data Analytics (monthly)	\$415.12

The funding amount shown is based on estimates at this point. As binding quotes are received, the budget will be adjusted. The approval from the Board will be for the specific equipment or services and contingency funding will be available should the final cost be slightly higher so long as the original scope of the effort does not change. Similarly, if the final cost is lower, the budget will be adjusted lower. That additional funding cannot be shifted to another part of the project.

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

MEETING DATE:	Sept 19, 2018 – <i>Originally scheduled for Sept 5, 2018</i>				
AGENDA TITLE:	FCPS Capital Reserve Maintenance Fund Supplemental Appropriation				
MOTION(s):	I move that the Board of Supervisors approve a supplemental appropriation of \$72,001.15 from Unassigned Fund Balance to the FY19 FCPS Capital Reserve Maintenance Fund (CRMF).				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Don Stribling, FCPS				
PRESENTER(S):	Eric Dahl, Deputy County Administrator/Finance Director Don Stribling, FCPS Andy Wills, FCPS				
RECOMMENDATION:	I recommend approval of the motion, as stated above.				
TIMING:	Effective Immediately				
DISCUSSION:	<ul style="list-style-type: none"> • The Middle School Project had \$99,472.58 in unspent principal and interest debt proceeds. • The following options were allowable per Bond Counsel and the VPSA Bond Counsel: <ol style="list-style-type: none"> 1. Requisition the funds for additional Middle School capital projects. 2. Reimburse the County General Fund for VPSA interest expense payments made. • FCPS stated that their most important need was for abatement procedures in Rm. 410 at Abrams Academy. • FCPS requested the County reimburse itself for interest expense (Option#2) and increase their Capital Reserve Maintenance Fund (CRMF) by \$68,000. • At the August 15, 2018 BOS meeting, the board approved to reimburse the County for interest expense on the debt. • FCPS has received updated abatement amounts and will be requesting a \$72,001.15 CRMF request on the September 5, 2018 BOS meeting. 				
FISCAL IMPACT:	<p>The following FY19 budget changes will be made:</p> <ul style="list-style-type: none"> • Increase: School Capital Reserve Maintenance Fund - \$72,001.15 • Increase: Use of Unassigned Fund Balance - \$72,001.15 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				

ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

MEETING DATE:	Sept 19, 2018 – <i>Originally scheduled for Sept 5, 2018</i>				
AGENDA TITLE:	Capital Improvement Plan Budget Transfer				
MOTION(s):	<p><u>Motion #1:</u> I move the Board of Supervisors approve a CIP budget transfer of \$137,988.46 from:</p> <ul style="list-style-type: none"> • Hydrogeological Study - Phase 1: \$22,590.93 • Carysbrook Roof Replacement (DSS & Gym): \$72,561.90 • Courthouse Fire Detection System: \$25,683.31 • Courthouse Lighting Control and Replacement: \$17,152.32 <p>to the County Capital Reserve Maintenance Fund, effective June 30, 2018.</p> <p><u>Motion #2:</u> I move the Board of Supervisors approve a CIP budget transfer of \$120,130.21 from the Building Envelope Renewal and Repair CIP project to Historic Courthouse Exterior Renovation CIP project, effective June 30, 2018.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Pollitt, Management Analyst Eric Dahl, Deputy County Administrator / Director of Finance Wayne Stephens, Public Works Director / County Engineer				
PRESENTER(S):	Eric Dahl, Deputy County Administrator / Director of Finance Wayne Stephens, Public Works Director / County Engineer				
RECOMMENDATION:	I recommend approval of the motions as stated above.				
TIMING:	Effective June 30, 2018				
DISCUSSION:	<ul style="list-style-type: none"> • County staff met to review current CIPs with available budgets, with the goal of decommitting funds for completed projects and reallocating those funds to either the County CRMF or unfinished CIPs in need of additional funding. • Staff reviewed active CIP/CRMF projects with available budgets, and identified 5 completed CIP projects (see below) that still have available budgets. These budgets could be transferred to help facilitate current and future CIP/CRMF projects: <ol style="list-style-type: none"> 1. Hydrogeological Study - Phase 1: \$22,590.93 <ul style="list-style-type: none"> ▪ The County has focused its efforts on different water sources and this project is not needed. 2. Carysbrook Roof Replacement (DSS & Gym): \$72,561.90 <ul style="list-style-type: none"> ▪ After the contractor inspected the roof, they determined 				

	<p>roof replacement was not needed and did roof patches around the roof ventilation fans to fix the leaks.</p> <ol style="list-style-type: none"> 3. Courthouse Fire Detection System: \$25,683.31 <ul style="list-style-type: none"> ▪ Contractor came in far below the estimated cost. 4. Courthouse Lighting Control and Replacement: \$17,152.32 <ul style="list-style-type: none"> ▪ As part of the Trane Energy project, the scope of this project was able to be simplified, therefore reducing the cost required to complete the project. 5. Building Envelope Renewal and Repair: \$120,130.21 <ul style="list-style-type: none"> ▪ Some of the mini project costs within this large project were either reduced, completed as smaller projects out of the facilities budget or determined not a priority at this point over other projects. Some of the funds in this original request were going towards repairs for the Historical Courthouse, but have not started yet. <ul style="list-style-type: none"> • It is requested that the above budgets be transferred as follows: <ul style="list-style-type: none"> ○ Items #1-4 for \$137,988.46 transferred to the County CRMF as of June 30, 2018. ○ Item #5 for \$120,130.21 transferred to the FY19 Historic Courthouse Exterior Renovation project for repair/reconstruction of all shutters, restoration of the columns and pilasters with period-correct coatings, and surface preparation & painting of all exterior wood trim. 				
FISCAL IMPACT:	None, as existing budget amounts will be transferred within the Capital Improvement Project fund for different project uses.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

MEETING DATE:	September 19, 2018				
AGENDA TITLE:	Confirmation of Local Emergency Declaration				
MOTION(s):	I move to confirm the decision to declare a local emergency on Thursday, September 13, 2018 at 12pm in response to Hurricane Florence.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Debbie Smith, Emergency Management Coordinator				
PRESENTER(S):	Debbie Smith, Emergency Management Coordinator				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>Beginning Monday, September 10, 2018, County Public Safety and Emergency Management Staff determined that the threat of potential injury from Hurricane Florence, forecast to impact Central Virginia, was great enough to warrant coordinated local government action to prevent or alleviate any potential damage, loss, hardship, or suffering. A Declaration of Local Emergency grants Fluvanna County access to state and federal resources in order to address any public safety needs that may arise as a result of the anticipated storm and its residual effects.</p> <p>This action is consistent with the requirements of the Code of Virginia Emergency Services and Disaster Law.</p> <p>Code of Virginia § 44-146.21. Declaration of local emergency.</p> <p>(a) A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.</p>				
FISCAL IMPACT:	Should the County need to take extraordinary emergency actions, and as long as the Commonwealth and locality cost thresholds are met, this will allow for reimbursement to the locality.				

POLICY IMPACT:	The last local emergency declaration was in response to a winter storm event February 17, 2015				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Resolution for Declaration of Local Emergency				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 15-2018

RESOLUTION FOR THE DECLARATION OF LOCAL EMERGENCY

WHEREAS, on Monday, September 10, 2018, the National Weather Service forecasted Hurricane Florence, a strong Category 3 hurricane approaching the Mid-Atlantic Coast, to make landfall somewhere in the region of Wilmington, NC, and moving northwest into Virginia;

AND WHEREAS, County Public Safety and Emergency Management Staff, and the Acting Director of Emergency Management, determined that the threat of potential injury from Hurricane Florence was great enough to warrant coordinated local government action to prevent or alleviate any potential damage, loss, hardship, or suffering;

AND WHEREAS, a State of Emergency throughout the Commonwealth was previously declared by the Governor on September 8, 2018;

AND WHEREAS, on September 11, 2018 the Federal Government authorized a Federal Emergency Declaration for Virginia, the declaration will mobilize federal emergency response assets to pre-position resources for hurricane response in Virginia, and will allow Virginia to seek federal reimbursement for the significant cost of responding to and recovering from impacts caused by Hurricane Florence;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Virginia Code Section 44-146.21, the acting Director of Emergency Management has declared the existence of a local emergency for Fluvanna County, which such local emergency exists throughout Fluvanna County effective retroactively to 12:00pm, Thursday, September 13, 2018 to which declaration the Board of Supervisors hereby consents; and

BE IT FURTHER RESOLVED that during the existence of said local emergency, the Director of Emergency Management and the Emergency Management Coordinator, of Fluvanna County respectively, shall have the powers, functions, and duties prescribed by Virginia Code Section 44-146.21(c1) and by the Fluvanna County Emergency Services Plan in order to mitigate and recover from the effects of said local emergency.

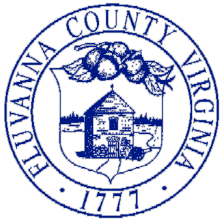
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 19th day of September, 2018:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						
Donald W. Weaver, Cunningham District						

A Copy, teste:

 Kelly Belanger Harris
 Clerk to the Board of Supervisors
 Fluvanna County, Virginia

 John M. Sheridan
 Chair, Board of Supervisors
 Fluvanna County, Virginia



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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BOARD OF SUPERVISORS

John M. "Mike" Sheridan
Chair
Columbia District

Mozell H. Booker
Vice Chair
Fork Union District

Patricia B. Eager
Palmyra District

Anthony P. "Tony" O'Brien
Rivanna District

Donald W. Weaver
Cunningham District

COUNTY ADMINISTRATION

Steven M. Nichols
County Administrator

Kelly Belanger Harris
*Clerk to the Board/
FOIA Officer*

DECLARATION OF LOCAL EMERGENCY

I, the undersigned, as acting County Administrator and Director of Emergency Management for Fluvanna County, Virginia, determined that the threat of potential injury from Hurricane Florence was great enough to warrant coordinated local government action to prevent or alleviate any potential damage, loss, hardship, or suffering.

On September 8, 2018, a State of Emergency throughout the Commonwealth was previously declared by the Governor.

On September 11, 2018 the Federal Government authorized a Federal Emergency Declaration for Virginia; the declaration will mobilize federal emergency response assets to pre-position resources for hurricane response in Virginia, and will allow Virginia to seek federal reimbursement for the significant cost of responding to and recovering from impacts caused by Hurricane Florence.

Therefore, pursuant to Virginia Code Section 44-146.21, I, the undersigned, as Acting Director of Emergency Management have declared the existence of a local emergency for Fluvanna County, effective beginning 12:00pm, Thursday, September 13, 2018.

During the existence of said local emergency, the Director of Emergency Management and the Emergency Management Coordinator, of Fluvanna County respectively, shall have the powers, functions, and duties prescribed by Virginia Code Section 44-146.21(c1) and by the Fluvanna County Emergency Services Plan in order to mitigate and recover from the effects of said local emergency.

Eric Dahl

Acting County Administrator/ Acting Director
of Emergency Management

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

MEETING DATE:	September 19, 2018				
AGENDA TITLE:	Policy 2.19 - Travel and Business Expenses				
MOTION(s):	I move to approve Policy 2.19 – Travel and Business Expenses, and the associated travel and business expenses forms, as presented.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Steve Nichols, County Administrator				
PRESENTER(S):	Steve Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	<p>This is the draft new “Section 2.19 - Travel and Business Expenses” policy and associated new forms for Pre-Travel Authorization, Travel and Expense Claim, and Statement in Lieu of Receipts.</p> <p>This is a complete rewrite of the current “Section 2.19 - Travel and Education” policy (also attached). The new “Travel and Business Expenses” policy incorporates per diem payments for meals and incidental expenses (M&IE) following Federal guidelines and amounts, rather than the old “receipt for everything” travel reimbursement method. The policy is intended to cover:</p> <ul style="list-style-type: none"> - Overnight Travel - Local Travel - Other non-travel business expenses (e.g., training registration fees) <p>This method is vastly more efficient for staff to complete claims for official travel and for Finance to adjudicate the claims.</p>				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Policy 2.19-Travel and Business Expenses Form 2.19-Travel and Business Expenses Policy 2.19-Travel and Education – CURRENT				

	Form 2.19A-Local Travel-Training Reimbursement 2018 – CURRENT Form 2.19B-Overnight Travel-Training Reimbursement 2018 – CURRENT				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	

02. PERSONNEL

2.19. Travel and Business Expenses

BOS Approved – *Pending*

The Federal GSA Per Diem Rates are available online for determining per diem costs for travel, travel day adjustments, and correct rates for the time of year (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).

2.19.1. Policy. To provide employees and other authorized travelers with fair and equitable compensation for expenses related to the conduct of official County business. *This policy is effective for travel and expenses incurred on or after October 1, 2018.*

2.19.2. Definitions. All words in this section shall have their ordinary and usual meanings except those defined in this section which shall have the meaning set forth below:

A. “Approving Official” means the County Administrator or designee for County departments and offices; the Constitutional Officer for the respective constitutional offices; the Agency Head or designee for various County agencies; or the chair of the Board of Supervisors for the Board.

B. “Authorized Traveler” means the person authorized by an approving official to travel on behalf of Fluvanna County, to accrue certain expenses, and to be reimbursed for such authorized expenses as are applicable under this section. Authorized travelers may include:

1. Employees and other persons who may be periodically approved to travel on behalf of the County (e.g., persons appointed by the Board of Supervisors to serve on boards and commissions or serving the county in other capacities without compensation).

2. Candidates for specialized skill positions not readily available in the county job market may be considered and authorized traveler for up to two interview trips for a given position during any twelve month period to travel to the county from their place of residence outside the county to be interviewed.

C. "Employee" means any person employed in a full time or part time non-exempt position, an exempt position, a temporary/provisional position as defined in Policy 2.4, and all county elected officials.

D. "Federal lodging limit" means the maximum amount an authorized traveler may be reimbursed per day for lodging expenses, excluding applicable taxes, in the respective host city for travel within the continental United States as published in the Code of Federal Regulations, 41 CFR Sec. 301, App. A, and as hereafter amended.

E. “Full Day” in the context of this section is a travel departure before 7:00 a.m. and travel return after 6:00 p.m.

F. "Government rates" means the discounted rates offered to government employees, in the course of conducting official business, by lodging establishments, rental car agencies and other providers of services to government employees.

G. "Local travel" means travel outside the county that does not include an overnight stay.

H. "Maximum Rates" for lodging costs, excluding taxes, and meals and incidental expenses are prescribed under Code of Federal Regulations, 41 CFR Sec. 301, App. A, and as hereafter amended, for reimbursement of per diem expenses incurred during official travel within the continental United States.

I. "Meals and Incidental Expenses (M&IE) Per Diem" means the per day amount that an authorized traveler may be reimbursed for such expenses in a host city within the continental United States as published in the Code of Federal Regulations, 41 CFR Sec. 301, App. A, and as hereafter amended.

- Includes all meal costs with taxes and tips.
- Incidental rates are calculated to allow for expenses such as fees and tips to baggage carriers, concierges, hotel staff and laundry.
- Per diem rates are daily rates – there is no roll-over of per diem from one day to the next.
- Per diem is payable to a traveler without itemized meal or incidental expense receipts.

J. "Official county business" means business that relates directly to a person's work function and that is beneficial to the county.

K. "Overnight travel" means travel outside of the county that exceeds twelve hours and includes an overnight stay.

L. "Partial M&IE Per Diem" means the allocation of M&IE rates to be used in making deductions from the M&IE allowance as published in the Code of Federal Regulations, 41 CFR Sec. 301, App. B, and as hereafter amended, when less than a full day of travel is involved.

M. "Per Diem Expenses" means the amount that an authorized traveler may be reimbursed per day for lodging expenses, excluding applicable taxes, and M&IE in the respective host city for travel within the continental United States as published in the Code of Federal Regulations, 41 CFR Sec. 301, App. A, and as hereafter amended.

N. "Pre-Paid Expenses" means any expense paid by the County before the completion of training/travel (e.g., registration fees paid on a County credit card).

O. "Privately Owned Vehicle (POV)" means a vehicle owned by an authorized traveler and approved for use on official County business and subject to mileage reimbursement.

P. "Work Station" is the job location at which an employee spends the majority of his or her working hours.

2.19.3. Responsibilities

- A. Approving officials authorize travel for members of their respective departments.
- B. The County Administrator may authorize travel advances on a case by case basis.
- C. The Director of Finance or his designee reviews and validates all travel claims and causes funds to be issued as a reimbursement. The Director establishes internal procedures to assure proper accounting and control of travel advances and reimbursement payments.
- D. The authorized traveler is responsible for the proper expenditure of funds, for obtaining appropriate itemized receipts, for recording and reporting of expenses associated with the travel, and for following the procedures contained in this policy.
- E. Failure to adhere to this policy may result in disciplinary action.
- F. Exceptions to this policy require the County Administrator's approval prior to any related travel expenditure obligation.
- G. The Finance Department shall post on the county website links to the federal lodging limits, meal and incidental rates, and M&IE allocation deductions, as published in the Code of Federal Regulations, 41 CFR Sec. 301, App. A and App. B, as rate changes occur.
- H. A copy of this policy shall be posted on the County's website. Department/Agency Heads are responsible for ensuring travelers from their departments are informed of the travel and reimbursement rules in this policy.

2.19.4. Pre-Authorization

- A. Authorization for local or overnight travel, training, or other business expenses shall be obtained on an approved County pre-authorization form prior to commencing the activity and per the provisions of this section.
- B. The approving official shall ensure that the traveler is provided information about the applicable travel expense reimbursement policies prior to incurring travel expenses.
- C. If expenses are incurred without prior authorization, the approving official or designee will determine whether an emergency existed and the expenses are reimbursable. The person requesting reimbursement will be responsible for payment of expenses that were incurred without prior authorization and subsequently determined not to constitute an emergency.
- D. Travel for non-mandatory attendance at job-related seminars, conferences, conventions or training may be authorized with reimbursement at less than the rates otherwise authorized, provided that the reduced reimbursement rates are mutually agreed to in writing by the approving official and the traveler prior to the travel.

2.19.5. General Rules

A. Itemized receipts are required for reimbursable expenses, with the exception of meals and incidental expenses covered by a daily per diem rate and mileage for authorized use of a privately owned vehicle for official travel.

B. Travelers shall not claim per diem for anyone other than themselves and reimbursements will be made only to the authorized traveler seeking the reimbursement and not to a second party.

C. Per diem and other reimbursable expenses must appear on the travel claim each day and not summarized by trip, week, or other increment.

D. Authorized travelers are expected to exercise the same care in incurring expenses that he or she would exercise if traveling on personal business and using personal funds.

E. The traveler shall be responsible for excess costs and additional travel expenses resulting from taking an indirect route or delaying the return trip for personal preference or convenience, except that additional travel expenses may be approved and reimbursed if an indirect route or delay reduces the county's total costs.

F. Reimbursement for travel outside the continental United States shall be based upon actual expenses to a maximum of the overseas rates established by the federal General Services Administration for federal travel to the specific location, subject to all other provisions of this section.

G. The county shall not fund travel expenses when a source of reimbursement other than the county is specified in county, state, or federal law or policy. Approving officials may authorize payment of the difference between what the county policy allows for the total travel activity and the total reimbursed from any other source for expenses reimbursable under the provisions of this section, but shall not selectively reimburse for only specific items with differing reimbursement rates differing between the county and any other source.

2.19.6. Transportation Costs. The county will pay actual and necessary costs of transportation for conducting official county business as follows:

A. Travel shall be by the method of transportation and route that will be most advantageous to the county, considering the cost of transportation, other travel expenses and salary. The excess cost of first class or business class fare for a given mode of travel shall not be reimbursed when less expensive fares are available.

B. Items receipts are required for transportation costs (except POV mileage).

C. Government rates must always be requested when a commercial method of travel is authorized.

D. When a private mode of transportation is used in lieu of a more customary form of transportation to the event site, travel expenses shall be reimbursed at the lesser of the two costs.

E. County Vehicles. May be used for any authorized travel when available. The requesting party must obey all laws of the jurisdiction in which the vehicle is being operated. The vehicle will be used in conducting County business only.

F. Privately Owned Vehicles (POV). Generally, using a personal vehicle is considered cost beneficial to the County for occasional travel. A traveler may use his or her personal vehicle for travel and be reimbursed at the Federal mileage rate when authorized by the approving official. Reimbursable mileage is not to exceed the actual mileage traveled.

1. The starting and ending locations of travel are the traveler's official work station or the residence, depending on the work schedule and the work status of the traveler at the time of departure and arrival.

2. Transportation between a person's home and regularly assigned work station is not reimbursable.

2.19.7. Lodging Costs. Lodging costs are reimbursable at the limits established by the federal travel regulations for the host city, published annually in the Code of Federal Regulations, 41 CFR Sec. 301, App. A.

A. Lodging costs will be reimbursed only for approved overnight travel.

1. Itemized lodging receipts are required.

2. Government rates must always be requested.

3. Lodging costs in the host city may be claimed from the night before the authorized event starts through the night before it ends, unless reasonably priced and timely return transportation is not available, thereby necessitating additional lodging costs.

B. The traveler shall be reimbursed for actual lodging costs incurred for single occupancy, to a maximum of the federal lodging limit for the host city plus taxes.

1. If the lodging receipt indicates a charge for double occupancy and two persons are authorized to travel on behalf of the county, each traveler shall be allowed one-half the double occupancy charge.

2. If one person is not authorized to travel on behalf of the county (e.g., a spouse of an employee), the person authorized to travel shall be reimbursed at the single occupancy rate to a maximum of the federal lodging limit.

C. For seminars, conferences, or conventions, costs for lodging at the event site may be authorized in excess of the federal lodging limit for the host city under one or more of the following conditions:

1. No alternate lodging is available within a reasonable distance of the event site which is within the federal lodging limit for the host city. The traveler must provide a signed statement of unavailability with the request for reimbursement;
2. The authorized means of transportation between the alternate lodging site and the event site would exceed the savings in lodging costs; or
3. The approving official, or his or her designee, has authorized the excess expenditure in writing and in advance for any exigent circumstances that might exist.

2.19.8. Meal and Incidental Expense (M&IE) Rates

A. Overnight Travel

1. Meal and incidental expenses are reimbursable at the M&IE per diem rates established by the federal travel regulations for the host city, published annually in the Code of Federal Regulations, 41 CFR Sec. 301, App. A.
2. M&IE rates are determined based on the location of lodging as follows:
 - Departure day: Where you spend the night.
 - Return day: Where you spent the night before returning home.
3. M&IE per diem is reimbursed at 75% for departure and return days.

B. Local Travel

1. For travel less than a full day, the traveler may receive partial M&IE per diem if travelling or away from their work station at the following times: 7:00 a.m. (breakfast), 12 noon (lunch), and/or 6:00 p.m. (dinner).
2. The per diem expense allowance will be reduced and allocated as shown in the Code of Federal Regulations, 41 CFR Sec. 301, App. B.

C. Other Non-Travel Circumstances. Meal expenses incurred while a person is not in a local or overnight travel status are not normally reimbursable, except that meals or refreshments may be reimbursed or paid directly by the county for official county business purposes as follows:

1. When approved, reimbursable meals incurred while in non-travel status are limited to the fixed meal allowance established by the federal travel regulations for each participant.

2. For staff retreats lasting more than four hours in a single day, for either single or multiple days, not to exceed one retreat per quarter per county division, agency, or constitutional office;

3. When an integral part of a job-related seminar, conference, convention or training occurs during the meal, and when approved by the approving official or designee.

D. Higher Rate Exceptions. Meal expenses may be incurred at a rate higher than that established by federal regulations when one or more of the following conditions apply:

1. The approving official or designee approves the cost of the meal because a circumstance related to a particular meal results in exceeding the authorized meal rate. A receipt detailing the expense, accompanied by written justification, shall be submitted with the request to exceed the fixed meal allowance;

2. The meal expense is incurred on behalf of another agency that reimburses the county for the expense, in which case the expense shall be reimbursed according to the rules specified by the funding agency; or

3. When necessitated by special dietary needs.

2.19.9. Miscellaneous Reimbursable Expenses. Itemized receipts are required for approved miscellaneous expenses related to official county business that are considered essential. Such expenses include, but are not limited to:

A. Registration fee of a seminar, conference, convention or similarly organized program.

B. Parking; ferry and bridge tolls; taxi, subway and bus fares; and airport shuttle service.

C. Baggage handling service, when necessitated by physical limitations or when carrying excessive baggage or equipment required for an official business purpose, may be claimed beyond the expense limitations 2.19.8 above.

D. Rental of a room in a hotel or other facility that is used to transact official business.

E. Telephone calls or facsimile (fax) transmissions necessary for the conduct of official business or to advise of a change in official travel plans.

2.19.10. Non-Reimbursable Personal Expenses. Miscellaneous travel expenses not directly related to the conduct of official county business are not reimbursable. Certain expenses are considered personal in nature and non-reimbursable including, but not limited to:

A. Laundry, except as covered by the incidental per diem rate provided for in section 2.19.8.

B. Personal telephone calls, except as provided for in section 2.19.9.

C. Entertainment, clothing, personal sundries and services, transportation to places of entertainment and similar personal items.

D. Room service costs that exceed the fixed rate established for the meal incurred, except when necessitated by physical limitations.

E. Valet services, except when necessitated by physical limitations.

F. Personal "trip insurance" and medical or hospital services.

G. Alcoholic beverages.

H. Tobacco products.

I. Tips and gratuities, except as provided for in section 2.19.8.

J. Fines and penalties.

K. Dependent care.

2.19.11. Travel Advances

A. Cash travel advances to cover authorized expenses may be authorized by the County Administrator when deemed necessary and appropriate for the traveler's circumstances. In addition, a travel advance:

1. Is generally not allowed for those who have been issued a County credit card.
2. Request shall be submitted to the Finance Department within normal accounts payable deadlines and via the respective department/agency head and the County Administrator.
3. Shall not be issued for less than \$25 and shall not exceed the amount of anticipated reimbursable expenses.

B. Travelers must submit their itemized travel expense claim accompanied by the unexpended portion of such advance, if any, as outlined in subsection 2.19.13.

C. The Finance Department shall withhold from the employee's next paycheck any travel expense advance, or any portion thereof, not properly accounted for or repaid to the Finance Department within claim submission period.

D. County employees who are delinquent in accounting for or repaying a prior travel expense advance shall be ineligible for any additional advances until such time as repayment or acceptable justification for the delinquent advance has been made.

2.19.12. Leave of Absence During Travel

A. When leave of absence of any kind is taken while in a travel status, the exact hour of departure and return to duty status shall be shown on the travel expense claim. Except as provided in the following paragraph, expense reimbursement, including transportation to and from the post of duty, shall not be granted for such period.

B. Whenever a traveler takes leave of absence because of incapacitation due to illness or injury not due to the employee's own misconduct, the authorized reimbursement for lodging and subsistence may be continued during the leave period, but not to exceed in total the authorized cost for return to the employee's official station or residence, whichever is closer, and then back to the assignment.

2.19.13. Overnight Travel Expense Reimbursement Claim

A. The traveler shall submit a fully itemized travel expense claim with required receipts to their approving official within 10 days of the travel return date to obtain reimbursement for travel expenses reimbursable under the provisions of this section.

1. Travel expense reimbursement claims shall include the times, dates, places, business purpose, and expenses on approved County forms.

2. Any applicable conference, convention, or seminar brochure; airline itinerary; travel authorization(s) and justifications for exceeding the established limits for travel expenses shall be attached to the travel expense reimbursement claim.

3. Reimbursement claims shall clearly identify any pre-paid expenses on the claim form to ensure that the traveler is not reimbursed for such expenses.

B. The approving official shall review, sign, and forward the travel claim to the Finance Department.

C. The Finance Director may reject any reimbursement claim not completed per current policy or that are submitted more than 30 days after the completion of travel.

2.19.14. Local Travel and Training Expense Reimbursement Claim

A. The traveler shall submit a fully itemized expense claim with required receipts to their respective approving authority within 10 days of the travel/training completion date (except as allowed in subparagraph 4 below) to obtain reimbursement for reimbursable local travel and training expenses.

1. Travel expense reimbursement claims shall include the times, dates, places, business purpose, and expenses on approved County forms.

2. Any applicable conference, convention, or seminar brochure, authorization(s), and justifications for exceeding the established limits for such expenses shall be attached to the expense reimbursement claim.

3. Reimbursement claims shall clearly identify any pre-paid expenses on the claim form to ensure that the traveler is not reimbursed for such expenses.

4. Authorized travelers may consolidate multiple reimbursement requests into one form when such action is deemed to be more efficient than submitting multiple single requests for processing (e.g., board or commission members who attend assigned meetings on a periodic or recurring basis). In such cases, claims will be submitted at least semi-annually.

B. The approving official shall review, sign, and forward the travel claim to the Finance Department.

C. The Finance Director may reject any reimbursement claim not completed per current policy or that are submitted more than 30 days after the completion of travel/training.

2.19.15. Other Expense Reimbursement Claims

A. The authorized traveler shall submit a fully itemized expense claim with required receipts to their respective approving official within 10 days of an authorized expense to obtain reimbursement for such expenses.

1. The expense reimbursement claim shall include the times, dates, places, business purpose, and expenses on approved County forms.

2. Any applicable conference, convention, or seminar brochure, authorization(s), and justifications for exceeding the established limits for such expenses shall be attached to the expense reimbursement claim.

3. Reimbursement claims shall clearly identify any pre-paid expenses on the claim form to ensure that the traveler is not reimbursed for such expenses.

B. The approving official shall review, sign, and forward the travel claim to the Finance Department.

C. The Finance Director may reject any reimbursement claim not completed per current policy or that are submitted more than 30 days after the incurred expenses.

2.19.16. Repayment of Unauthorized Reimbursements. The Finance Department shall seek repayment of expenses from the person who was reimbursed whenever an audit or subsequent review of travel expense reimbursements finds that such expenses were reimbursed contrary to the provisions of this section.



Fluvanna County Travel and Business Expense Guidance

This file has three primary Travel and Expense form tabs:	Form 2.19A - Travel and Business Expense Pre-Authorization Request
	Form 2.19B - Travel and Business Expense Reimbursement Claim
	Form 2.19C - Travel and Business Expense Statement in Lieu of Receipts
And three sample completed claim tabs:	Sample Travel Claim #1 (Overnight Travel)
	Sample Travel Claim #2 (Overnight Travel)
	Sample Travel Claim #3 (Local Travel)
For additional information about travel, business expenses, and reimbursement claim policies and procedures:	-- Personnel Policies, Section 2.19 – Travel and Business Expenses https://www.fluvannacounty.org/policyprocedure
	-- Contact the Finance Department at (434) 591-1910 for assistance.

Travel and Business Expense Pre-Authorization Request			Form 2.19A
Refer to Fluvanna County Policy "2.19 - Travel and Business Expenses" for specific rules and requirements.			Ver. 10-18
Requestor's Name	Department	Date of Request	
Travel / Expense Purpose <i>(Attach Training/Conference Brochure or other explanatory information)</i>			
Travel Date(s)	Travelling To	TOTAL ESTIMATED COST	
CATEGORY	ESTIMATED COST	DESCRIPTION	
POV Mileage Cost	\$ -		
Airfare or Rail	\$ -		
Car Rental	\$ -		
Taxi / Bus	\$ -		
Parking & Tolls	\$ -		
Lodging	\$ -		
Meals & Incidental Expense Per Diem	\$ -		
Conference/ Registration Fee	\$ -		
Miscellaneous	\$ -		
Miscellaneous	\$ -		
Miscellaneous	\$ -		
Travel Advance Requested	\$ -		
I have reviewed and agreed to comply with the County's Travel and Business Expenses policy and procedures.	I recommend approval of the travel and business expenses for the purpose listed.	I hereby authorize the travel and business expenses for the purpose listed.	
Requestor Signature and Date	Supervisor / Dept Head Signature and Date	Approving Official Signature and Date	

Travel and Business Expense Reimbursement Claim

Page 1 of:

Form 2.19B

Refer to Fluvanna County Policy "2.19 - Travel and Business Expenses" for specific rules and requirements.

Ver. 10-18

Claimant's Name	Claimant's Home Address	Department

Travel / Expense Purpose *(Attach Training/Conference Brochure or other explanatory information)*

TRAVEL DAY	1	2	3	4	5	6	7	
Date								
Departure Time								
Departed From								
Arrival Time								
Arrived At								

CATEGORY	ACTUAL EXPENSES <i>(Receipts required, except for M&IE)</i>							TOTAL
POV Mileage								\$ -
Airfare or Rail								\$ -
Car Rental								\$ -
Taxi/Bus								\$ -
Parking & Tolls								\$ -
Lodging								\$ -
M&IE Per Diem								\$ -
Conference/Reg. Fee								\$ -
								\$ -
								\$ -
								\$ -
Mileage rate per mile effective Jan 1, 2018	\$0.545	Normal commuting mileage to / from home is not reimbursable.				Less Travel Advance Rcvd		\$ -
							Less County Prepaid Expenses	\$ -
							TOTAL REIMBURSEMENT REQUEST	\$ -

I certify this claim is true to the best of my knowledge, that no part of the amounts claimed have been paid (unless otherwise noted), and that all expenditures claimed were made in the discharge of official duties.	I have reviewed this travel claim.	I approve submission of this travel claim to Finance for final review and processing.
Claimant Signature and Date	Supervisor / Dept Head Signature and Date	Approving Official Signature and Date

Reimbursement Category	Org #	Object #	Total

Travel and Business Expense Statement in Lieu of Receipts Form 2.19C		
Refer to Fluvanna County Policy "2.19 - Travel and Business Expenses" for specific rules and requirements. Ver. 10-18		
Claimant's Name	Department	Travel / Expense Purpose
Date(s)	Expense Details	Amount Claimed
I certify by this statement that receipts for the above travel and business expenses were misplaced, lost, or destroyed. I furnish this statement in lieu of the proper receipt(s) required to process my claim.	I have reviewed this Statement in Lieu of Receipts.	I approve submission of this Statement to Finance for final review and processing.
Claimant Signature and Date	Supervisor / Dept Head Signature and Date	Approving Official Signature and Date
Finance Department Review and Action		

Travel and Business Expense Reimbursement Claim	Page 1 of:	1	Form 2.19B
Refer to Fluvanna County Policy "2.19 - Travel and Business Expenses" for specific rules and requirements.			Ver. 10-18

Claimant's Name	Claimant's Home Address	Department
Jane R. Traveler	132 Main Street, Palmyra, VA 22963	Administration

Travel / Expense Purpose *(Attach Training/Conference Brochure or other explanatory information)*

VACo Municipal Clerk's Conference in Virginia Beach, VA

Sample #1

TRAVEL DAY	1	2	3	4	5	6	7	
Date	5-Aug-18	6-Aug-18	7-Aug-18	8-Aug-18				
Departure Time	2:00 PM			11:00 AM				
Departed From	Home			Virginia Beach				
Arrival Time	5:00 PM			4:00 PM				
Arrived At	Virginia Beach			Home				

CATEGORY	ACTUAL EXPENSES <i>(Receipts required, except for M&IE)</i>							TOTAL
POV Mileage	170			170				\$ 185.30
Airfare or Rail								\$ -
Car Rental								\$ -
Taxi/Bus								\$ -
Parking & Tolls	\$ 10.00	\$ 10.00	\$ 10.00					\$ 30.00
Lodging	\$ 137.00	\$ 137.00	\$ 137.00					\$ 411.00
M&IE Per Diem	\$ 44.25	\$ 59.00	\$ 59.00	\$ 44.25				\$ 206.50
Conference/Reg. Fee	\$ 225.00							\$ 225.00
								\$ -
								\$ -
								\$ -

Mileage rate eff. 1-1-18	\$0.545	Normal commuting mileage to / from home is not reimbursable.	Less Travel Advance Rcvd	\$ -
Conference Fee paid in advance with my County credit card.			Less County Prepaid Expenses	\$ 225.00
			TOTAL REIMBURSEMENT REQUEST	\$ 832.80

I certify this claim is true to the best of my knowledge, that no part of the amounts claimed have been paid (unless otherwise noted), and that all expenditures claimed were made in the discharge of official duties.	I have reviewed this travel claim.	I approve submission of this travel claim to Finance for final review and processing.
Claimant Signature and Date	Supervisor / Dept Head Signature and Date	Approving Official Signature and Date

Reimbursement Category	Org #	Object #	Total

Travel and Business Expense Reimbursement Claim	Page 1 of:	1	Form 2.19B
Refer to Fluvanna County Policy "2.19 - Travel and Business Expenses" for specific rules and requirements.			Ver. 10-18

Claimant's Name	Claimant's Home Address	Department
John G. Goetter	132 Main Street, Palmyra, VA 22963	Finance

Travel / Expense Purpose *(Attach Training/Conference Brochure or other explanatory information)*

2017 VACo Conference in Hot Springs, VA

Sample #2

TRAVEL DAY	1	2	3	4	5	6	7	
Date	12-Nov-17	13-Nov-17	14-Nov-17					
Departure Time	9:00 AM		11:00 AM					
Departed From	Home		Hot Springs VA					
Arrival Time	11:00 AM		1:00 PM					
Arrived At	Hot Springs VA		Office					

CATEGORY	ACTUAL EXPENSES <i>(Receipts required, except for M&IE)</i>							TOTAL
POV Mileage	108		108					\$ 117.72
Airfare or Rail								\$ -
Car Rental								\$ -
Taxi/Bus								\$ -
Parking & Tolls								\$ -
Lodging	\$ 290.22	\$ 290.22						\$ 580.44
M&IE Per Diem								\$ -
Conference/Reg. Fee	\$ 225.00							\$ 225.00
								\$ -
								\$ -
								\$ -
Mileage rate eff. 1-1-18	\$0.545	Normal commuting mileage to / from home is not reimbursable.				Less Travel Advance Rcvd		\$ -
Lodging and Conference Fee paid with my County credit card. Meals included in room rate.							Less County Prepaid Expenses	\$ 805.44
							TOTAL REIMBURSEMENT REQUEST	\$ 117.72

I certify this claim is true to the best of my knowledge, that no part of the amounts claimed have been paid (unless otherwise noted), and that all expenditures claimed were made in the discharge of official duties.	I have reviewed this travel claim.	I approve submission of this travel claim to Finance for final review and processing.
Claimant Signature and Date	Supervisor / Dept Head Signature and Date	Approving Official Signature and Date

Reimbursement Category	Org #	Object #	Total

Travel and Business Expense Reimbursement Claim Page 1 of: 1 Form 2.19B

Refer to Fluvanna County Policy "2.19 - Travel and Business Expenses" for specific rules and requirements.

Ver. 8-18

Claimant's Name	Claimant's Home Address	Department
JAMES E. DOE	132 MAIN ST, PALMYRA, VA	PLANNING

Travel / Expense Purpose (Attach Training/Conference Brochure or other explanatory information)

VACO PLANNING SEMINAR AT OMNI HOTEL IN RICHMOND, VA

Sample #3

TRAVEL DAY	1	2	3	4	5	6	7
Date	8/9/18	8/9/18					
Departure Time	7:20AM	4:00PM					
Departed From	Home	Richmond					
Arrival Time	8:15AM	5:30PM					
Arrived At	Richmond	Home					

CATEGORY	ACTUAL EXPENSES (Receipts required, except for M&IE)							TOTAL	
POV Mileage	63	63						\$ 68.67	
Airfare or Rail								\$ -	
Car Rental								\$ -	
Taxi/Bus								\$ -	
Parking & Tolls	\$12							\$ 12.00	
Lodging								\$ -	
M&IE Per Diem								\$ -	
Conference/Reg. Fee	\$25							\$ 25.00	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
Mileage rate eff. 1-1-18	\$0.545	Normal commuting mileage to / from home is not reimbursable.					Less Travel Advance Rcvd		\$ -

COFFEE PAID ON COUNTY CREDIT CARD.	Less County Prepaid Expenses	\$ 25.00
	TOTAL REIMBURSEMENT REQUEST	\$ 80.67

I certify this claim is true to the best of my knowledge, that no part of the amounts claimed have been paid (unless otherwise noted), and that all expenditures claimed were made in the discharge of official duties.	I have reviewed this travel claim.	I approve submission of this travel claim to Finance for final review and processing.
Claimant Signature and Date	Supervisor / Dept Head Signature and Date	Approving Official Signature and Date

Reimbursement Category	Org #	Object #	Total

CURRENT

Section T

COUNTY TRAVEL AND EDUCATION POLICY

T.1 TRAINING POLICY

- a. If funds are available in the department's budget and with prior approval of the employee's supervisor, employees may be reimbursed for all reasonable expenses incurred in participation in short courses, seminars, conferences, meetings, etc., coincident with the employees' routine responsibilities with the County. With prior approval of the County Administrator, or Constitutional Officer for their respective employees, employees may be reimbursed for the cost of tuition and books for actual class attendance or for correspondence courses, satisfactorily completed, which are directly related and which will enhance the employee's ability to perform the job for which he was hired.
- b. The County Administrator, or Constitutional Officer for their respective employees, shall be responsible for the organization, conduct and execution of any other training programs which might be of value to County employees (in-service training).

T.2 OVERNIGHT TRAVEL POLICY

- a. Conference attendance and other business travel shall be undertaken within budgeted travel allocations. For employees under the supervision of the County Administrator, consent of both the Department Head and the County Administrator will be necessary prior to overnight travel for a professional purpose. Constitutional Officers shall govern the travel of their respective employees. (See policy on Seat Belt Use.)
- b. Out-of-state travel (travel outside of Virginia and Washington D.C.) requires advance authorization. Out-of-state travel by a member of the Board of Supervisors must be approved by the Board of Supervisors; all others covered by this plan must receive approval from the County Administrator to travel out-of-state. Constitutional Officers shall govern the travel of their respective employees.
- c. Attendance, lodging, and registration shall be at the lowest reasonable cost. Lodging provided at the facility where the conference is held shall be deemed appropriate. Government discounts shall be requested for all lodging, unless the conference arrangements include such discounts.
- d. In the event that the total cost of the trip inclusive of reimbursements, registrations, travel, etc. is estimated to exceed \$5,000, the Board of Supervisors must approve the travel in advance of any bookings.

T.3 MILEAGE REIMBURSEMENT

- a. The County will reimburse employees for the use of their personal vehicle used for County business when a County vehicle is not available. Reimbursement will be at the rate published by the Commonwealth of Virginia.
- b. Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business. For example, if the normal commuting round trip is 20 miles, and the employee goes on a trip that covers 75 miles, only the incremental 55 miles are reimbursable. If travel begins or ends on a normal workday, the traveler must deduct his/her commuting mileage from total mileage traveled to calculate reimbursable mileage.
- c. To calculate reimbursable mileage:
- (1) If you leave from your workplace and return to the workplace, count only the mileage from the workplace to the destination and back to the workplace.
 - (2) If you leave from home and return home without going to your workplace, take your mileage from home to destination and back to your home, then subtract your normal round-trip commuting distance.
 - (3) If you leave from the workplace and return to your home without going back to your workplace, take your mileage from workplace to destination and back to your home, then subtract your normal one way commute distance.
 - (4) If you leave from home and return to workplace without going back home, take your mileage from home to destination and back to the workplace, then subtract your normal one-way commute distance.
- d. Telecommuting employees, who routinely work from home as part of their normal duties, shall be reimbursed only for mileage which exceeds the round trip distance from their home to their Fluvanna County permanent work location. Fluvanna County promotes the efficient use of energy to preserve natural resources and lessen unnecessary negative impacts to the environment. Such practices include carpooling. When three (3) or more employees are traveling to the same place, they must carpool and the driver will receive reimbursement for any reimbursable miles. An employee may refuse to carpool; however, they forfeit their mileage reimbursement. When large groups of employees are traveling to the same place (i.e. PVCC) there must be at least two employees traveling in a vehicle for it to qualify for mileage reimbursement. The County Administrator, or Constitutional Officer for their respective employees, may grant a waiver to the carpooling requirement in instances where carpooling is not practical.

T.4 TRAVEL REIMBURSEMENT POLICY

- a. The department director is responsible for determining the propriety of travel, for approving or recommending approval of all travel in the respective department, and for insuring travel reimbursement is properly and timely settled upon travel completion. The County of Fluvanna

shall reimburse an employee for travel expenses after said expenses have been incurred by the employee.

b. Travel expenses must be for county related business and include meals, motel/hotel expenses, mileage, parking, transportation and other appropriate and necessary fees. Number of days reimbursed includes days actually spent on County business, for programmed days at a conference or meeting, and for time spent in route. Additional reimbursable travel days may not exceed one day before and after the conference or meeting. The travel days are only allowed if time and travel schedules do not allow for travel at reasonable hours on the beginning and ending days of the conference or meeting.

c. Employees must submit said expenses along with receipts on the appropriate travel expense forms within 14 days of their return. Expense estimates must be approved in advance of the travel, and all actual expenses must be approved by the appropriate department head prior to submittal to the accounts payable clerk for payment. Any request for reimbursement of costs deemed excessive will be denied and borne by the traveler. No subsequent travel advance will be approved if there is an existing travel advance outstanding.

T.5 TRAVEL ADVANCES

a. Advance travel expenses to an employee shall only be made in an unusual situation and only upon approval of the County Administrator or the Constitutional Officers for their respective employees. Requests for advance travel expenses shall be detailed on the Travel Advance form.

b. No later than fourteen (14) days after returning from a trip, the traveler should complete the Travel Expense form to submit to the Department of Finance.

(1) If the reimbursable expenses exceed the amount of the advance, A/P will process a reimbursement check.

(2) If the advance exceeded the actual reimbursable expenses, the traveler's personal check must accompany the Travel Expense form when submitted to the Department of Finance.

(3) In any case, all expenses incurred by the traveler are documented with receipts. All receipts should be placed in chronological order and attached to an 8 ½ x 11 piece of paper, such that the document may easily be photocopied.

(4) If the advance is not properly accounted for, the advance is income to the recipient and can be deducted from their regular pay.

T.6 EXPENSE REIMBURSEMENT APPROVAL

All employees requesting reimbursement for mileage, meals, telephone calls, and any miscellaneous expenses, must have the appropriate reimbursement request form signed and accompanied by receipts where applicable. The form must be approved by the employee's immediate supervisor prior to submitting the reimbursement request to accounts payable for

processing. Payment will not be made to the employee until the supervisor has approved the reimbursement request.

FLUVANNA COUNTY REIMBURSEMENT FOR LOCAL TRAVEL

Ver. 1/2018

EMPLOYEE'S NAME:		EMPLOYEE'S HOME ADDRESS:		DEPARTMENT:		
DATE OF TRAVEL	TRAVELLING FROM	TRAVELLING TO	PURPOSE OF TRIP	(A)	(B)	(C)
				# MILES *	MEALS	PARKING & TOLLS
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
* Normal commuting mileage to and from home is not reimbursable.			Total Miles	0		
Org #	Object #	Amount	Rate per Mile (eff. 1/1/18)	\$ 0.545		
			Total Request	\$ -	\$ -	\$ -
			Total Reimbursement (A + B + C)	\$	-	
<p style="text-align: center;">I hereby certify that the above account is true in all respects; that the distances as charged have been actually and necessarily traveled on the dates specified; that no part of the account has been paid, but the full amount is justly due; that all expenditures included in said account were made in the discharge of duties.</p>						
Employee Signature		Date	Department Head Signature		Date	

Fluvanna County Overnight Travel Authorization and Claim

Ver. 1/2018

Request Date	Name	Position	Department/Board/Comm.

Destination and Purpose for Travel

Anticipated Expenses

Date(s)	Lodging	Meals	Transportation	Misc.	POV Miles	Mileage(\$)	Total
	\$	\$	\$ -	\$ -		\$ -	\$ -
	\$	\$	\$ -	\$ -		\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -

Notes Rate per Mile (eff. 1/1/18): \$0.545 **\$ -**

I hereby certify that this travel is authorized in the discharge of official duties.

Supervisor Signature	Date

Actual Expenses

Date(s)	Lodging*	Meals*	Transportation*	Misc.*	POV Miles	Mileage(\$)	Total
	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -

Notes * Receipts required. Rate per Mile (eff. 1/1/18): \$0.545 **\$ -**

I hereby certify that this travel was accomplished in the discharge of official duties, and that I have attached all supporting documentation and necessary receipts.

Employee Signature	Date

Org #	Object #	Amount

Supervisor Signature	Date

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

MEETING DATE:	September 19, 2018				
AGENDA TITLE:	Safety Management Policies and Form				
MOTION(s):	<p>I move to approve the following County Policies and Form, as presented:</p> <ul style="list-style-type: none"> • Policy 6.1 - Safety Management Program • Policy 6.2 - Injury, Incident, and Hazard Reporting • Form 6.2 - Injury-Incident-Hazard Report • Policy 6.3 - Vehicle Accident Procedures 				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Jessica Rice, HR Manager, and Steve Nichols, County Administrator				
PRESENTER(S):	Jessica Rice, HR Manager				
RECOMMENDATION:	Approval				
TIMING:	Current				
DISCUSSION:	Updated county policies to strengthen our Safety Management programs and improve workplace safety.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Policy 6.1 - Safety Management Program Policy 6.2 - Injury, Incident, and Hazard Reporting Form 6.2 - Injury-Incident-Hazard Report Policy 6.3 - Vehicle Accident Procedures				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	Safety Mgmt

06. SAFETY MANAGEMENT

6.1. Safety Management Program

BOS approved - _____

(Policy 8-1. - Self-Inspection Safety Program of Dec 21, 2005, is hereby cancelled)

Employees of the Sheriff's Office will operate under the Sheriff's policy regarding Safety Management in lieu of this policy.

6.1.1. Purpose. The Fluvanna County Safety Management Program provides for the safety, health and security of County employees and the public we serve. This policy applies to all County departments, agencies, and constitutional offices, with exception of the Sheriff's Office. The responsibility for maintaining a safe and healthful work environment extends to all elected officials, employees, volunteers, and contractors conducting business on behalf of Fluvanna County, and to the visitors and public we serve.

6.1.2. Policy. It is the policy of the County of Fluvanna to:

A. Provide for the protection and well-being of employees and the public. The County is committed to providing a safe and healthy workplace.

B. Integrate safety and health considerations into business planning, decision-making and daily operations by developing, implementing, and supporting the Safety Management Program.

C. Conduct all County operations in compliance with all applicable laws and regulations, as well as the County's own ordinances and established procedures.

D. Ensure that jobs having a potential for employee injury within our facilities are evaluated and controlled.

E. Provide staff with required types of personal protective equipment (PPE), engineering controls, and procedures suitable for the work to be performed. No unprotected person shall knowingly be subjected to a hazardous work condition.

6.1.3. Responsibilities. This section describes specific roles and responsibilities of each participant in the County Safety Management Program.

A. Board of Supervisors. The Board of Supervisors provides the leadership and direction of the County's overall health and safety program.

B. County Administrator. Responsibilities include:

1. Providing executive management oversight of the safety program with administration delegated to the Safety Committee as described herein.

2. Establishing performance goals in cooperation with Agencies, Department Heads, and Constitutional Officers and with the assistance of the Safety Committee.
3. Prioritizing safety program elements to achieve the maximum reduction of risk and greatest program improvement.
4. Requiring all departments to comply with the elements of the County Safety Management Program and that the program is periodically evaluated.
5. Evaluating requests for resources to achieve program implementation and success.
6. Keeping the Board of Supervisors informed of significant safety issues.

C. Department Heads, Agency Heads, and Constitutional Officers,

Senior leaders are responsible for County Safety Management Program implementation within the departments and facilities, and for operations under their immediate control. These responsibilities include:

1. Providing leadership and resources necessary to implement the County Safety Management Program within the department.
2. Designating and supporting Department Safety Coordinator(s) consistent with the requirements and responsibilities outlined in this policy.
3. Promoting the development of effective programs pertaining to occupational health and safety, accident and injury prevention, hazardous materials management, fire prevention and emergency preparedness risks.
4. Maintaining compliance with health and safety regulatory requirements.
5. Setting departmental safety programs goals and objectives.
6. Ensuring employee participation in safety program elements.
7. Requiring accountability for safety practices.
8. Ensuring that job-specific physical and environmental requirements are included in all position descriptions.
9. Providing job-specific occupational health and safety training to department employees including Virginia-OSHA training requirements.

10. Requiring supervisors and safety committee members to conduct prompt and thorough investigations of employee accidents, incidents, and employee hazard reports, including an analysis of corrective actions to prevent additional injuries.

11. Including safety communications in Department staff meetings and through other forms of organizational communication on an ongoing basis.

12. Ensuring that periodic inspection procedures are implemented.

13. Directing an annual review and update of department safety policies to reflect changes in operations or procedures.

D. Safety Committee. The Safety Committee is responsible for advising and supporting the County Administrator and all County departments in implementing and maintaining the County Safety Management Program.

1. Advise management and employees of their roles and responsibilities for the safety program.

2. Support departments in developing effective programs pertaining to occupational health and safety, injury and illness prevention, hazardous materials management, fire prevention and emergency preparedness.

3. Monitor changes in health and safety regulations and provide updates to departments as applicable.

4. Review job-specific hazard assessments and revise every two years.

5. Administer countywide training programs on specific safety issues with broad application to multiple County departments.

6. Assist departments in identifying safety and regulatory training needs; assist in the coordination of the training.

7. Conduct quarterly Safety Committee meetings, at minimum, as a forum to disseminate information on County safety initiatives and legislative or regulatory changes to Department Safety Coordinators.

8. Respond to employee hazard reports and facilitate inspections and report findings and recommendations to the County Administrator for review.

9. Assist with correcting hazards identified through inspections, accident investigations, or employee hazard reports.

10. Support Departments during Virginia-OSHA inspections.

11. Review Accident/Incident Investigation Reports and assist with investigations.

12. Support the County's New Employee Orientation process by providing current safety materials and information.

E. Department Safety Coordinators

1. Manage, administer, and coordinate the County Safety Management Program within their areas of responsibility as directed by the County Administrator and the Safety Committee.

2. Prepare periodic and special reports for department management regarding injuries and illnesses; identify trends or changes that require management attention and recommend corrective action where appropriate.

3. Recommend departmental safety processes and procedures to maintain safe working conditions and safe work practices.

4. Serve as a source of information for safety policies, procedures, and requirements to supervisors and employees within the department.

5. Actively participate as the department's designated liaison at Safety Committee meetings.

6. Assist Agency/Department management and supervisors in promoting safety awareness and education programs.

7. Assist Agency/Department management in conducting periodic assessments of hazards, risks, and management systems.

8. Coordinate the Agency/Department's Emergency Preparedness procedures with guidance from the Emergency Management Coordinator.

9. Post the OSHA 300a form provided annually by Human Resources.

10. Maintain and track all filed employee hazard reports.

F. Employees. County employees have a significant responsibility for their own safety and the safety of others in the workplace, and for supporting the safety practices of the organization. These responsibilities include:

1. Complying with the County and department Safety Management Programs and all other safety practices, programs and procedures.

2. Maintaining knowledge of their department's procedures and actively participating in department safety activities as requested by managers/supervisors.

3. Successfully completing required general and job-specific safety and health training.

4. Actively participating in the County Safety Management Program by reporting incidents and injuries, attending safety meetings, reporting problems and recommending improvements to reduce workplace hazards.

5. Informing their supervisor/manager of any unsafe activity, behavior, or condition.

6.1.4. Safety Committee Composition. Membership consists of:

- A. Assistant Public Works Director
- B. Building Official
- C. Human Resources Manager
- D. Emergency Management Coordinator
- E. Department Safety Coordinators

6.1.5. Department Safety Coordinator Assignment

A. All departments and agencies are required to designate a Department Safety Coordinator to assist with implementing the County Safety Management Program within their department and to serve on the Safety Committee.

B. Designated individuals must have the authority, skills, and abilities to effectively lead the safety program and have access to the department/agency head or his/her designee for safety-related issues.

C. Department Safety Coordinators may be assigned to cover more than one department with agreement of the respective department heads.

D. Departments may assign additional personnel to assist the Department Safety Coordinator with their responsibilities, as needed.

E. Coordinators, through study and training, are required to have adequate knowledge and skills in the following:

- 1. County and agency/department safety programs, and their requirements.

2. Safety and health regulations and requirements and related topics (e.g., Emergency Preparedness, Ergonomics, Hazard Communication, etc.).

3. County's Workers' Compensation Program and return-to-work procedures.

6.1.6. Safety Inspections. The Safety Committee will establish the types of inspections to be conducted and determine the frequency of completion.

A. Type and Frequency of Inspections

1. Formal, periodic inspections of all County buildings and work sites, including work processes and procedures.

2. Unannounced observation inspections by the Safety Committee.

3. Periodic self-inspection by department heads, department safety coordinators, or other department staff. (Excludes other types of frequent inspections such as daily inspections of vehicles by designated drivers and operators, daily inspections of recreational facilities, etc.)

4. Required Safety Committee inspections in response to accidents, incidents, and near misses resulting in employee injury or property damage.

B. Inspection Procedures

1. Review previous inspection reports and any incident investigation reports prior to initiating an inspection to determine what items have been corrected, modified, and/or completed, etc.

2. Complete the new inspection, document findings, and make recommendations for corrective action if deficiencies are noted.

3. Discuss the inspection findings with the department/agency head and department safety coordinator; provide them with a copy of the completed inspection form(s).

4. Forward a copy of the completed inspection form(s) to the Safety Committee.

C. Inspection Follow-Up

1. Agency/Department heads will take immediate corrective action to eliminate or minimize hazards, and notify the safety committee of any action(s) taken.

2. Management will initiate permanent corrective action where possible.

3. The safety committee will address and report any lack of progress in corrective action.

4. Safety Committee will determine the frequency of additional inspections based upon the number and severity of hazards identified.

D. Inspection Forms

1. Inspection forms will be created and modified, as needed, to ensure thoroughness and accuracy.

2. Forms shall include descriptive observations of work methods, processes and behaviors that may contribute to hazards.

E. Inspector Training

1. Training on how to conduct effective self-inspections will be coordinated by the safety committee.

2. Training will include classroom and field instruction to ensure maximum competency.

6.1.7. Information and Training. The Safety Committee is responsible for identifying and establishing resources for employee safety training.

A. New Employee Orientation

1. In addition to information pertaining to benefits and other employee resources, all new employees will receive training on the Safety Management Program, Incident reporting and investigation, Emergency preparedness, and the County's Workplace Violence policy during New Employee Orientation with Human Resources.

2. New employees will be provided training and instruction on general and job-specific safety practices while onboarding in their home Department or Agency.

B. Annual Safety Training. All existing employees are required to complete annual safety training that meets regulatory requirements and addresses identified hazards for the specific position. Training requirements will be established through collaboration between the County Safety Committee, Department Head, and Department Safety Coordinator. Annual Safety Training a component of the County's established broad-based annual required training.

C. Annual Emergency Preparedness Training(s)

1. All employees are required to participate in annual emergency response drills, including but not limited to fire/evacuation, tornado/hurricane, and active assailant.

2. Participation in these drills ensures that County staff have hands-on training for emergency events, and that the County meets all regulatory requirements.

3. Emergency Preparedness training events will be planned and coordinated by the Safety Committee, Sheriff's Department, and Fire Department as appropriate.

6.1.8. Recordkeeping. Pursuant to the Library of Virginia Records Retention Schedule and OSHA/VOSH reporting requirements, the County will document and maintain all records as outlined in the Safety Management Program.

A. Injury, Incident, and Hazard Report (Form 6.2). This form serves as the County's official report for any type of incident or near miss that could result in injury, property damage, or vehicle damage. This report is the basis for launching any type of investigation or follow-up needed. All completed incident reports are submitted to and stored in Human Resources.

B. OSHA Form 300. This report is a running log of work-related injuries and illnesses that must be maintained each year, per OSHA/VOSH requirements. The Human Resource Manager is responsible for recording injuries on the OSHA Form 300. The Form must be retained for five (5) calendar years.

C. Safety Training Records. Any safety-related certifications will be retained in the employee file within Human Resources. General in-service training rosters will be maintained by Department Safety Coordinator or designated staff. Training rosters must be retained for five (5) calendar years.

6.1.9. Policy Review. This program shall be reviewed by the County Administrator, Constitutional Officers, Department and Agency Heads, and Safety Committee every three (3) years, at minimum. Updates shall be presented to the County's Board of Supervisors for approval.

06. SAFETY MANAGEMENT

6.2. Injury, Incident, and Hazard, Reporting

BOS Approved -

(“Procedures for Reporting an Employee Injury and/or Accident” of Nov 1, 2012, is superseded by this policy.)

6.2.1. Purpose. To maintain a safe and healthy workplace by implementing policies and procedures for timely reporting of injuries, incidents, or hazards, affecting County Personnel.

6.2.2. Policy. Employees are required to immediately report any work-related hazardous event or condition to a supervisor, regardless of severity or injury.

6.2.3. Definitions

A. Accident. An event that results in personal injury and/or property damage.

B. Incident. An event that may have caused or resulted in injury, but no obvious injury is present at the time of the report.

C. Hazard. An observable situation that could result in injury, property damage, and risk exposure to the County, or to an individual, if not addressed. Examples might include: slip, trip and fall hazards, potential for chemical spills, improper storage of hazardous substances, etc.

D. Safety Committee. An appointed cross-functional team, as outlined Policy 6.1 Safety Management Program, that investigates injuries, incidents, and near-misses with the purpose of identifying hazards and mitigating future accidents and injuries.

6.2.4. Emergency Procedure

A. If in need of emergency care, call 911 for EMS/Ambulance assistance.

B. Supervisor (or designee) calls “Company Nurse 24/7 Injury Hotline” (888-770-0925) to report injury, regardless of missing information. Information needed:

Information Needed	Information Provided
Employer Code	V032
Employer Name and Address	County of Fluvanna 132 Main Street, PO Box 540 Palmyra, VA 22963
Where the injury took place	
Date/time injury	
Name of witness(es)	
Employee Information	

Name	
Date of Birth	
Date of Hire (if known)	
Job Title/Occupation	
Marital Status	
Home Address	
Supervisor's Name and Phone Number	
When injury was reported to supervisor	

6.2.5. Non-Emergency Procedure

- A. Employee notifies supervisor of the incident.
- B. Employee calls "Company Nurse 24/7 Injury Hotline" (888-770-0925) to report injury, regardless of missing information. The list of information needed in subsection 6.2.3 above.

6.2.6. Medical Attention Required

The Company Nurse will:

- A. Refer the employee to one of the designated medical providers on the County's Panel of Physicians
- B. Send the First Report of Injury report to Human Resources.
- C. Send the designated medical provider an injury alert and clarify work status to employer.
- D. Send the First Report of Injury to the County's worker's compensation insurer.

6.2.7. Medical Attention Not Required

- A. The Company Nurse will advise of first aid procedure if it is determined that no other medical attention is needed.
- B. Send the injury report to Human Resources.
- C. If the situation worsens or does not improve, call back (888-770-0925) and get a referral to see one of the doctors on the County's Panel of Physicians.

6.2.8. Injury, Incident, and Hazard Report (Form 6.2)

- A. Complete County Form 6.2 for any injury, incident, or other hazard that did or could have resulted in personal injury and/or property damage when County land, equipment, and/or personnel were involved.

B. Includes events on County property and approved offsite events involving employees, contractors, visitors, and volunteers.

C. The senior staff person or supervisor most immediately involved is responsible for ensuring this form is completed and submitted to Human Resources within 24 hours of the event.

D. The Human Resources Manager is responsible for disseminating notice of reports to the Safety Committee, the relevant Department or Agency Head, and the County Administrator and ensuring compliance with HIPPA provisions.

6.2.9. Work Absence Procedure. If the employee misses work due to a work-related compensable injury:

A. County pays regular Leave time (classified as WC Leave) for the first 7 days of work missed.

B. On the eighth day of work missed, Workers Compensation insurance pays two-thirds of the injured employee's Average Weekly Wage.

1. The Average Weekly Wage is calculated by adding the total compensation paid (including overtime paid) for the previous 52 weeks before the injury date.

2. Workers Compensation pay is not taxable, therefore no taxes will be deducted for the weekly check.

C. Employee is responsible for keeping their supervisor apprised of the timeframe for the expected absence as indicated by a medical provider.

D. Medical authorization is required for returning to work, after any absence for a work-related injury.

1. If restrictions are required by the medical provider, the employee must discuss the request with their Supervisor and Human Resources Manager, before returning to work.

2. The County Administrator, Constitutional Officer, or Agency Director must approve any work related accommodations before the employee may return to work.

County of Fluvanna

Form 6.2 - INJURY, INCIDENT, AND HAZARD REPORT

See Instructions on Reverse

Section A – REPORT SUMMARY			
Event Date:	Event Time:	Location:	
Event Category:	<input type="checkbox"/> Injury	<input type="checkbox"/> Incident	<input type="checkbox"/> Hazard
Person(s) Involved:	<input type="checkbox"/> Employee(s)	<input type="checkbox"/> Non-Employee(s)	<input type="checkbox"/> None
Event Location:	<input type="checkbox"/> County Property <input type="checkbox"/> Not on County Property		
Event Type:	<input type="checkbox"/> Injury with Medical Attention	<input type="checkbox"/> First Aid Injury	<input type="checkbox"/> Near Miss
	<input type="checkbox"/> Damage to Equipment/Material	<input type="checkbox"/> Unsafe Condition/Situation	
Section B - EVENT DETAILS			
Briefly describe the event or condition:			
Describe any medical treatment sought or first aid required:			
Name the likely cause of the event. Could this happen again in the future?			
Name(s) and Phone Number(s) of all known witnesses:			
Section C – INJURED PERSON(S) DETAILS (If applicable)			
Name (Last, First MI)		Home Phone	Cell Phone
Address			
Status: <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Non-Employee <input type="checkbox"/> Volunteer		Department / Position <i>(if County employee/contractor/volunteer)</i>	
Section D – REPORT PREPARED BY			
Employee Name	Position Title	Department	Date Prepared

ACCIDENT, INCIDENT, AND HAZARD REPORT (cont.)**Section E – ADDITIONAL INFORMATION**

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Section F – SAFETY COMMITTEE

Review Comments:

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Recommended Actions:

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Section G – REVIEW AND SIGNATURE

Dept Head / Agency Head Signature and Date	Comments
Safety Committee Signature and Date	Comments
County Administrator Signature and Date	Comments

Event Reporting Requirements**Definitions:**

- Accident: An event that results in personal injury and/or property damage.
- Incident: An event that may have caused or resulted in injury, but no obvious injury is present at the time of the report.
- Hazard: An observable situation that could result in injury, property damage, and risk exposure to the County, or to an individual, if not addressed. Examples might include: slip, trip and fall hazards, potential for chemical spills, improper storage of hazardous substances, etc.

Instructions:

- Complete this form for any accident, incident, or other hazard that did or could have resulted in personal injury and/or property damage when County land, equipment, and/or personnel were involved.
- Includes events on County property and approved off-county property events involving employees, contractors, visitors, and volunteers.
- The senior staff person most immediately involved is responsible for ensuring this form is completed and submitted to Human Resources within 24 hours of the event.

Distribution:*Original* – Human Resources*Copies* – Safety Committee, Dept/Agency Head, and County Administrator

06. SAFETY MANAGEMENT

6.3. Vehicle Accident Procedures

BOS approved - _____

6.3.1. Policy. All incidents involving a Fluvanna County owned or insured vehicle that result in County property or third-party damage shall be classified as County vehicle accidents and are required to be reported to the Public Works Director, the Safety Committee, and the County Administrator.

6.3.2. Scope. This policy applies to any County employee or volunteer involved in a motor vehicle accident while operating a County-owned or County-insured vehicle.

6.3.3. Procedures

A. Stop immediately to investigate and exchange information, even when the accident seems minor.

B. If an emergency exists (bodily injury, chance of fire, etc.), call 911 for emergency assistance.

C. Notify the local law enforcement agency, regardless of the extent of damage.

D. Do not issue a statement, explanation, or expression of apology to anyone at the scene other than a Law Enforcement Officer or County Leader.

E. Provide the County vehicle and insurance card to Law Enforcement and the third-party driver, if applicable.

F. Make written notes of the details of the accident while at the scene. Include description of other vehicles involved and property damaged. Obtain names, addresses, and phone numbers of all persons involved and witnesses. In addition, write down the tag number of all involved vehicles or witnesses.

G. Complete County Form 7.3, Vehicle Accident Report, with your supervisor and forward to Human Resources within **24 hours** after the accident.

6.3.4. Accident Review. All vehicle accidents will be reviewed by the County Safety Committee to determine preventability and may make recommendations, including counseling, driver training, or other corrective measures as necessary.

See also County Policy 7.3 - Motor Vehicle Use.

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

MEETING DATE:	September 19, 2018				
AGENDA TITLE:	Phone System Agreement				
MOTION(s):	I move the Board of Supervisors approve the agreement between Fluvanna County, and the Fulton Communications, Inc., in the amount of \$114,891.66 for a new VOIP phone system and associated support, and further authorize the County Administrator to execute the agreement subject to the County Attorney approval as to form.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	recommend approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • CIP funding approved in FY16 - \$144,925.00 • This project replaces a 15 year old phone system used by County government offices with a modern voice over IP (VoIP) phone system. • Offices served by this system include the Administration Building, Courthouse, Sheriff's Office, Treasurer, Commissioner, Commonwealth Attorney, Registrar, CSA, IT, Public Works, Cooperative Extension, Health Department, Fork Union, Community Center, FUSD, Pleasant Grove House. • Currently maintenance is done on a time and materials basis making budgeting difficult. Hardware failures in the existing phone system and the difficulty in obtaining parts for repairs are all key indicators that major outages of the system will continue and increase in frequency and severity. <ul style="list-style-type: none"> ○ FY18- \$6,347.80 ○ FY17- \$1,692.55 ○ FY16- \$24,079.11 ○ FY15- \$1,803.40 ○ FY14- \$12,456.71 • An RFP was issued in June 2018 • Fulton Communications, Inc., (sometimes doing business as Vertical Communications, Inc.) was chosen as the highest scoring proposal by the committee • One time cost for design, equipment and installation is \$114,891.66 • Ongoing Maintenance <ul style="list-style-type: none"> ○ Year 1: \$0.00 ○ Year 2: \$7,925.00 ○ Year 3: \$8,025.00 ○ Year 4: \$8,125.00 ○ Year 5: \$8,225.00 				

FISCAL IMPACT:	CIP Budget: \$144,925.00 One time cost: \$114,891.66 Set annual fees for maintenance				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	CONTRACT FOR PHONE SYSTEM				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X	X		IT

COUNTY OF FLUVANNA, VIRGINIA

CONTRACT FOR PHONE SYSTEM

This **Contract for Phone System** (the “**Contract**”), is made this 11 day of September, 2018 between the Fluvanna County, a political subdivision of the Commonwealth of Virginia (“**County**”), and Fulton Communications, Inc., sometimes doing business as Vertical Communications, Inc., a Georgia corporation authorized to transact business in Virginia (“**Contractor**”). The Contractor and the County, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

I. EXHIBITS: The following exhibits are attached hereto and incorporated herein as material parts of this Contract:

Exhibit A – Business Associate Agreement

Exhibit 1 – the Contractor’s Response dated July 30, 2018, including all attachments and exhibits thereto (collectively the “Response”); and

Exhibit 2 – The County of Fluvanna’s Request for Proposals RFP# 2018-07 dated June 4, 2018, as amended by Addendum #1 dated June 15, 2018, and as amended that Addendum #2 dated July 17, 2018, (collectively as amended the “RFP”) including all attachments and exhibits thereto including without limitation the County of Fluvanna’s General Terms, Conditions and Instructions to Bidders and Contractors (the “General Terms”).

The Contractor affirms, ratifies, adopts, approves, certifies, agrees and consents to, as applicable, the documents making up its Response and agrees in accordance with Section 1.3 of the RFP that it has made a reasonable inspection of the proposed sites and is satisfied with the same.

All references to “Candlewood Suites Aberdeen MD” in the Response are in error and shall be replaced with “Fluvanna County”.

The Response requires the County to recite the foregoing:

- This is a Contractor order under Prime Sourcewell (formerly NJPA) Contract number #040314-MBS.
- The County and its offices and departments and employees, officers, and authorized agents thereof are the end users of the Telephone System.

II. SCOPE OF SERVICES: The Contractor shall provide all equipment, products, items, installation, labor, supervision, training, maintenance, support, warranties, tools, services and materials to complete the Project, which shall include, but is not limited to, the following: (i) delivering to the County all the equipment, software, hardware, wiring, cords, and products listed

in the Response (collectively the "Telephone System") with the equipment being more specifically detailed in the Response including without limitation Section 3.1, 3.2 and 3.3, the Cost Worksheet, the Mitel Pricing Summary and the Mitel Sourcewell Quote; (ii) preparation of the sites for, installation, burn-in, testing, and cut-over of the Telephone System at the locations so designated in the RFP and Response or as directed by the County so the Telephone System is fully functional and operative; (iii) configuration of the Telephone System and insuring all functional requirements are met including those required by the RFP and those set forth as included functionalities of the Telephone System in the Response (including, without limitation, the functionalities set forth in Section 3.3 of the Response and the Attachment E "IP Phone System Requirements Document" completed by the Contractor); (iv) setup, training and instruction of how to use the Telephone System at time(s) to be designated by the County in its sole discretion; (v) communication in advance and coordination with the County and each department and office thereof, on the Telephone System installation, configuration, training, and cut-over; (vi) the Telephone System and services must meet or exceed all requirements of the RFP including, without limitation, all requirements of Article 2 "Scope of Work" of the RFP, and the Contractor confirms the transition to the new Telephone System will be seamless with no downtime (except that Contractor is not responsible for downtime when the downtime is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances including acts of third parties which are beyond the reasonable control of the Contractor) and shall include redundancies; (vii) the Telephone System and services must meet or exceed all requirements and provisions of the Response including, without limitation, any and all services and work required to complete the Telephone System in accordance with the proposed system description in Section 3.1, the system support and maintenance in Section 3.2, and the functionalities described in Section 3.3; (viii) Total Protection Plan services including system support and maintenance as required under the RFP and the Response including without Section 3.2, Software Assurance, and those services shown on the Cost Worksheet; (ix) at all times that the County is under a recurring maintenance plan hereunder the Contractor shall provide, install, maintain, support, train the County on use of and insure the functionality of all upgrades, enhancements, patches, updates or other software services related to the Telephone System and the software, licenses and other items associated therewith at no additional cost to the County and such shall become a part of the Telephone System (the above collectively referred to as the "Project"). All materials and work on the Project must meet or exceed all requirements and provisions of this Contract, the RFP, the General Terms and the Response. In addition, the Contractor shall provide a warranty on the work on the Project, for at minimum one (1) year from the Completion Date (as defined below) or longer if so required by the Response or this Contract. All of the equipment being a part of the Telephone System is owned by the County and any and all manufacturer's warranties shall be assigned to or otherwise granted to the County.

The work on the Project must be furnished by Contractor in a good and workmanlike manner using the highest quality new materials and so as to pass without exception in the industry.

The County is not providing open access to its Telephone System for support, but may from time to time in its sole discretion grant the Contractor remote access to the Telephone System for purposes of maintenance, repairs, upgrades or other proper purposes under this Contract provided any such access will be overseen by the County's IT Department.

III. COMPENSATION: The Contractor shall be paid a total not-to-exceed flat fee of **ONE HUNDRED FOURTEEN THOUSAND EIGHT HUNDRED NINETY-ONE AND 66/100 DOLLARS (\$114,891.66)** (the "One Time Costs") for the Telephone System and related work on the Project payable in two (2) installments. The 1st installment shall be in the amount of **EIGHTY-SEVEN THOUSAND EIGHT HUNDRED NINETY-ONE AND 66/100 DOLLARS (\$87,891.66)** and shall be due and payable forty-five (45) days after receipt by the County of a valid Equipment Invoice from the Contractor which may be sent only after delivery to the County as required by this Contract of all of the equipment, items, and tangible personal property being a part of the Telephone System (a valid Equipment Invoice shall be an invoice sent on or after delivery of all equipment required for the Project including without limitation all that equipment included in the Response being a part of the Telephone System or relating thereto, with specific reference to the equipment listed on the Mitel Sourcewell Quote, the and all those items on the "Mitel Pricing Summary" and excepting only those services described as the "Engineering Labor, Project Management, and Training" line item). The 2nd installment shall be in the amount of **TWENTY-SEVEN THOUSAND AND NO/100 DOLLARS (\$27,000.00)** and shall be due and payable forty-five (45) days after receipt by the County of a valid invoice from the Contractor therefor (a valid invoice cannot be sent until on or after the Completion Date as defined in Article V). Both installment payments shall be made in accordance with Section 47 "Payment" of the General Terms, and in no event shall Contractor be paid prior to the Completion Date of the Project, as defined below in Section V. Notwithstanding the foregoing, the annual cost of recurring and scheduled maintenance is additional and shall be due and payable only as described in the following paragraphs.

The County is also purchasing the recurring maintenance, support and upgrade services described in the Response and specifically including, without limitation, those services described in Article II's description of the Project in (vii), (viii) and (ix) (the "Recurring Maintenance and Support") for the Term. The fee for the Recurring Maintenance and Support shall be a flat annual fee as set forth below. Year 1 of the Recurring Maintenance and Support shall begin on the Completion Date and shall continue for a full calendar year. The County shall have the option in its sole discretion to renew the Recurring Maintenance and Support annually for four (4) additional one-year terms. The Recurring Annual Maintenance and Support services shall automatically renew for each renewal year unless the County provides written notice to the Contractor before the end of the current annual term that it does not elect to renew the Recurring Maintenance and Support. The fee for Recurring maintenance and Support for each year shall be as follows:

Year 1: \$0.00

Year 2: \$7,925.00
 Year 3: \$8,025.00
 Year 4: \$8,125.00
 Year 5: \$8,225.00

The County shall only pay for Recurring Maintenance and Support services actually provided by the Contractor. Should this Contract terminate, be cancelled or for any other reason should the Contractor not be providing the Recurring Maintenance and Support for a full annual term, then such annual fee above is to be prorated based on the portion of the annual term that services were actually provided to the satisfaction of the County. The initial term (Year 1) and any renewals are collectively referred to as the "Term". The Contractor shall invoice the County annually during the Term in advance for the Recurring Maintenance and Support services. Such invoice for the Recurring Maintenance and Support shall be due and payable within forty-five (45) days of receipt of a proper invoice by the County or within 45 days' of the start of the annual term, whichever is later.

Notwithstanding any provision to the contrary contained in the Response or any other exhibit hereto: (i) the Contractor agrees to complete all work on the Project and perform all services related thereto for the costs described in this Article III; and (ii) no other fees, charges or costs of any kind shall be due or owing from the County to the Contractor related to the Project except as set forth in this Article III.

IV. OTHER CONTRACT TERMS: The General Terms are specifically incorporated herein by reference as a material part of this Contract. Where any of the provisions this Contract and any exhibit hereto directly conflict the following shall be the order of preference in resolving such contract, with (i) controlling over (ii), (iii) and (iv), (ii) controlling over (iii) and (iv), and so forth: (i) this Contract; (ii) the General Terms; (iii) the Response; and (iv) the RFP. Whenever possible the Contract and exhibits shall be read together.

V. PERIOD OF PERFORMANCE: All work on the Project is to be installed, operational and in compliance with this Contract, the Response, the RFP and the General Terms to the sole satisfaction of the County and all training completed no later than December 31, 2018, time being of the essence. The date that all work on the Project is installed, operational and in full compliance with this Contract, the General Terms and the Response to the sole satisfaction of the County is the "**Completion Date**". The Contractor shall provide the Recurring Maintenance and Support services for the Term. The initial term for providing the Recurring Maintenance and Support shall begin on the Completion Date and continue for one full year thereafter. The Recurring Maintenance and Support service can be renewed by the County annually in its sole discretion.

VI. MISCELLANEOUS. The headings of the sections of this Contract are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several

persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This contract may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Contract. This Contract may be executed in duplicate originals, any of which shall be equally authentic. In addition to allowing electronic signatures upon an electronic copy of this Contract, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Contract, together with exhibits hereto, contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Contract. The legal address for the County and for the Contractor and the addresses for delivery of Notices and other documents related to the administration of this Contract are as follows:

County:

Fluvanna County

ATTN: Cyndi Toler, Purchasing Officer

P.O. Box 540

Palmyra, VA 22963

Telephone (434) 591-1930

FAX (434) 591-1911

With a copy to:

Mr. Frederick W. Payne, Fluvanna County Attorney

414 East Jefferson Street

Charlottesville, VA 22902; and

Contractor:

Fulton Communications, Inc.

Db a Vertical Communications Inc.

1000 Holcomb Woods Parkway

Building 300 Suite 300

Roswell, GA 30076

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5th) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

[SIGNATURE PAGE TO FOLLOW.]

Witness the following duly authorized signatures and seals:

Fulton Communications, Inc.
dba Vertical Communications, Inc.
a Georgia Corporation

Fluvanna County,
a political subdivision of the
Commonwealth of Virginia

BY: *Benny M. Treanor*

BY: _____

Print Name: *Benny M. Treanor*

Print Name: _____

Title: *President*

Title: _____

Date: *9/11/18*

Date: _____

Approved as to Form:

Fluvanna County Attorney, by Kristina M. Hofmann, Assistant County Attorney

Exhibit A
BUSINESS ASSOCIATE, CONFIDENTIALITY AND NON-DISCLOSURE
AGREEMENT

This BUSINESS ASSOCIATE, CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT (the “Agreement”) is entered into by and between **FULTON COMMUNICATIONS, INC.**, doing business as **VERTICAL COMMUNICATIONS INC.**, a Georgia corporation authorized to transact business in Virginia (hereinafter the “Business Associate”), and **FLUVANNA COUNTY**, a political subdivision of the Commonwealth of Virginia, (hereinafter the “County”) effective as of the date of the Contract for Phone System (the “Contract”) between the County and the Business Associate to which this Agreement is attached.

Any capitalized terms shall have the same meaning as in the Contract, unless otherwise defined in this Agreement. For valuable consideration, the parties agree as follows:

I. GENERAL PROVISIONS

- A. Purpose.** Business Associate has been retained by the County to perform certain activities, or services (collectively, “Services”) as described in the Contract. This Agreement is intended to ensure that the Business Associate will establish and implement appropriate privacy and security safeguards with respect to “Protected Health Information” (as defined below) and Confidential Information (as defined below) that the Business Associate may affect, view, access, move, transmit, create, receive, or use in connection with the Services to be provided by Business Associate to the County, consistent with the standards set forth in this Agreement and the regulations and administrative guidance with respect to the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), including as amended by the Health Information Technology for Economic and Clinical Health Act as set forth in Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (“HITECH Act”). This Agreement is intended to protect the County and its PHI and Confidential Information and the Agreement is a material term to the County’s acceptance of and desire to enter into the Contract. **Any notification to the County hereunder to be made shall be directed to the County of Fluvanna, Attention Steven Nichols, 132 Main Street, Palmyra, VA 22963 with a copy to the County Attorney, Frederick W. Payne, 414 East Jefferson Street, Charlottesville, VA 22902.**
- B. Effective Date.** The provisions of this Agreement shall take effect on the date the Contract takes effect and shall continue in full force and effect for the Term of the Contract, including any and all renewals or extensions thereof or until the Business Associate has returned all PHI and Confidential Information as defined herein, whichever is later.
- C. Definitions.** Capitalized terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the HIPAA Privacy and Security Rules. Other defined terms include:

1. "Breach" shall have the meaning given such term in 45 C.F.R. §164.402.
2. "Confidential Information" shall include any and all employee information, personal information, social security numbers, data, materials, products, technology, computer programs, specifications, manuals, business plans, software, records, information, videos, electronic recordings of any kind, case information, marketing plans, financial information, statistical information, trade secrets, technical or test data, scientific data, graphic communication, "know-how", drawings, in any format whatsoever, including, but not limited to electronic documentation or files of any kind, and other information disclosed or submitted, orally, in writing, or by any other media of the County; and shall also include, but is not limited to, PHI as defined below.
3. "Designated Record Set" shall have the meaning given such term in 45 C.F.R. §164.501.
4. "Electronic Protected Health Information" shall have the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103.
5. "Individual" shall have the same meaning given such term under 45 C.F.R. §160.103, and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. §164.502(g).
6. "Privacy Rules" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Part 160 and Part 164, subparts A and E.
7. "Protected Health Information" (or "PHI") shall have the meaning given to such term in 45 C.F.R. §160.103, limited to the information created or received by Business Associate from or on behalf of County.
8. "Required by Law" shall include any requirements or protections under applicable federal, state, local or other law, regulation or ordinance and shall include, but not be limited to, 45 C.F.R. §164.103.
9. "Secretary" shall mean the Secretary of the United States Department of Health and Human Services ("HHS") or his designee.
10. "Security Incident" shall have the same meaning given to such term in 45 C.F.R. §164.304.
11. "Security Rules" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 160 and Part 164, subpart C.
12. "Unsecured Protected Health Information" shall have the same meaning given to such term in 45 CFR §164.402.

II. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

- A. Scope of Use and Disclosure of Protected Health Information.** Business Associate agrees to not use or further disclose PHI and Confidential Information other than as permitted or required by this Agreement or as Required by Law. Business Associate understands and agrees that the PHI and Confidential Information includes sensitive and personal data maintained by the County and that its disclosure could cause irreparable damage to the County and potentially to on-going cases. This Agreement is being entered into so as to protect the disclosure and confidentiality of all PHI and Confidential Information and is material to the award of the Contract to the Business Associate.

Business Associate shall be responsible under the Contract for the Services for the new System as described in the Contract.

- B. Safeguards Against Misuse of Information.** Business Associate agrees to use appropriate safeguards to prevent any and all use or disclosure of the PHI and Confidential Information. Business Associate agrees that its access to and use of any PHI or Confidential Information shall be limited to access and use of such information only as necessary and required under the Contract. Furthermore, Business Associate will implement administrative, physical, and technical safeguards (including written policies and procedures) that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information that it creates, receives, maintains, or transmits on behalf of the County as required by the Security Rules. To the extent practicable, Business Associate will secure all Protected Health Information by technological means that render such information unusable, unreadable, or indecipherable to unauthorized individuals and in accordance with any applicable guidance issued by the Department of Health and Human Services under Section 13402 of the HITECH Act.
- C. Duty to Mitigate.** Business Associate agrees to cure or mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI or Confidential Information by Business Associate or its agents or subcontractors in violation of the requirements of this Agreement.
- D. Reporting of Violations.** Business Associate agrees to notify the County, in writing, of any use or disclosure of the PHI and Confidential Information, any Security Incident, and any Breach of County's Unsecured Protected Health Information. This notification will be made as soon as possible, but no more than within one (1) day after the discovery of the use, disclosure, Security Incident, or Breach. In the event of a Breach, if a delay is requested by law enforcement under 45 CFR §164.412, Business Associate may delay notifying the County for the applicable timeframe. This notification will include, to the extent possible, the identification of each individual whose Unsecured Protected Health Information has been, or is reasonably believed by the Business Associate to have been, accessed, acquired used or disclosed during the Breach. Business Associate will also provide the County with any other available information that the County is required to include in its notification to the individual under 45 CFR §164.404(c) at the time of the initial notification or promptly thereafter as the information becomes available.
- E. Use or Disclosure to Subcontractors.** Business Associate shall not use subcontractors. To the extent that Business Associate does use subcontractors, Business Associate shall ensure that any subcontractor or agent to whom it provides PHI or Confidential Information agrees to be bound under this Agreement and shall be liable to the County for the subcontractor's compliance with this Agreement.
- F. Access, Amendment, and Accounting Responsibilities.** Business Associate shall not keep or retain, in any format, any PHI or Confidential Information.

- G. Electronic Data Interchange.** Solely in the event that Business Associate transmits or receives any Transactions (including, but not limited to, as that term is defined in 45 C.F.R. §160.103) on behalf of County, Business Associate shall comply with any applicable provisions of the Electronic Data Interchange Requirement (as set forth in 45 C.F.R. parts 160 and 162) and shall ensure that any subcontractors or agents that assist Business Associate in conducting Transactions on behalf of County agree in writing to comply with the Electronic Data Interchange Requirements.
- H. Availability of Books and Records.** For purposes of the Secretary determining the County's compliance with the Privacy Rules, Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of, the County available (i) to the County in a mutually agreeable time and manner, or (ii) to the Secretary in the manner designated by the Secretary.
- I. HITECH Act Business Associate Agreement Requirements.** The parties intended for this Agreement to satisfy the requirements of sections 13401(a) and 13404(a) of the HITECH Act that specified security and privacy provisions requirements be incorporated into business associate agreements. This Agreement shall be interpreted in a manner consistent with this intention.

III. NON-DISCLOSURE PROVISIONS

- A.** The Business Associate agrees that the PHI and Confidential Information is to be considered confidential and not to be disclosed and the Business Associate shall hold same in confidence, shall not use the PHI or Confidential Information other than for the purposes of the Contract, and shall disclose it only to the authorized agents of the County any PHI or Confidential Information. The Business Associate shall not disclose, publish or otherwise reveal any of the PHI or Confidential Information received from the County or under the Contract to any other party whatsoever except with the specific prior written authorization of the County.
- B.** PHI and Confidential Information furnished in tangible or electronic form shall not be duplicated by the Business Associate except for purposes of the Contract and consistent with the terms of this Agreement. Upon the request of the County, the Business Associate shall return all PHI and Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within five (5) days of such request.
- C.** The Business Associate shall not, without specific prior written authorization of the County, remove any PHI or Confidential Information from any County location, premises, vehicles, computer or equipment of any kind without limitation.

IV. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

- A. Limits on Use.** Business Associate may only use or access PHI and Confidential Information as necessary and required to perform functions, activities, or services required under the Contract. Business Associate cannot modify, alter or change, in any way, any PHI or Confidential Information of the County.
- B. Applicability.** This Agreement applies with respect to any aspect of the Services Agreement that involves the use or disclosure of PHI but only to the extent that the services or transactions of Business Associate are not exempt from HIPAA pursuant to 1179 of the Social Security Act (42 U.S.C. §1320d-8).

V. TERM AND TERMINATION

- A. Term.** The term of this Agreement shall commence as of the Effective Date set forth above in Section I.B, and shall terminate when Business Associate no longer has any access to PHI or Confidential Information of any kind and all of the PHI and Confidential Information provided by County to Business Associate, or created or received by Business Associate on behalf of County, is returned to County. Notwithstanding any other provision of this Agreement, the Business Associate shall be liable to the County for any and all damages and losses of any kind caused by any failure of Business Associate to abide by this Agreement, including, but not limited to, unauthorized access or loss of PHI or Confidential information, even if the damages caused thereby are occur after or are discovered after the termination of this agreement.
- B. Termination for Cause.** Upon County's knowledge of a material breach by Business Associate, County may in its sole discretion:
1. Provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement and the Service Agreement if Business Associate does not cure the breach or end the violation within the time specified by County; OR
 2. Immediately terminate this Agreement and the Contract if Business Associate has breached a material term of this Agreement, in which case the Business Associate shall be in default under the Contract and the default provisions shall apply.

In addition, the County may report the violation to the Secretary.

- C. Effect of Termination.** Except as provided in Section V.C.2, upon termination of the Agreement, for any reason, Business Associate shall return all PHI and Confidential received from County, or created or received by Business Associate on behalf of County and shall no longer access the County's PHI or Confidential Information for any reason.

Business Associate shall retain no copies of the PHI. This section shall also apply to PHI and Confidential Information that is in the possession of subcontractors or agents of Business Associate.

VI. ACKNOWLEDGEMENT AND SIGNATURES

The parties acknowledge that they have read this agreement, understand it, and agree to be bound by its terms. Accordingly, in witness whereof, this Agreement is executed by the parties, by their duly authorized representatives as of the date set forth above.

THE COUNTY: County of Fluvanna

Signature: _____

Printed Name of Officer: Steven M. Nichols

Title: County Administrator Date: _____

Approved as to form:

Fluvanna County Attorney

BUSINESS ASSOCIATE: Fulton Communications, Inc. dba Vertical Communications, Inc.

Signature: Benny M. Trethewey

Printed Name of Officer: Benny M Trethewey

Title: President Date: 9/11/18



Vertical Communications response to:

County of Fluvanna, Virginia
Request for Proposal #2018-07

July 30, 2018

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4. RFP responses to paragraph 3.3 Detail Functional Response
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5. Implementation
6. Vertical Employees and resumes
7. Pricing
 - a. Attachment G
8. Certificate of No Collusion
 - Offeror Statement
 - Proof of Authority to Transact Business in Virginia
 - Contractor Data Sheet
 - RFP Addendum #1 signed
 - RFP Addendum #2 signed

The Vertical Commitment

On behalf of Vertical Communications, I would like to thank you for the opportunity to partner with The County of Fluvanna in managing your business communications systems and services. For more than 50 years our success in serving companies like yours has been attributed to providing world-class solutions from top manufacturers and developers in the areas of Voice, Data, IP, SIP and Video Solutions; Security Provisions; Infrastructure Management; and Finance Management.

More than building phone systems, Vertical prides itself on building solid, long-lasting business relationships with our customers. Once we have developed a solid understanding of your individual business and its requirements, we continue to work with you to provide the best possible solutions tailored to your unique needs. Solutions designed to increase efficiency, productivity and revenue for your business, while at the same time saving you money by maximizing your current resources and cutting costs. Solutions that revolve around a proven track record of serving more than 10,000 customers, as well as long-standing partnerships with high-end service providers and leading equipment manufacturers to further benefit your business.

We know you have many options when it comes to selecting an experienced, knowledgeable, reliable partner in today's complex communications market, but I promise you won't find one more dedicated to your needs than Vertical Communications. We are committed to designing and implementing the best possible solutions to ensure your business remains competitive, grows and prospers for years to come.

Thank you again for your consideration. We look forward to a successful, long-term partnership with The County of Fluvanna.

Ben Treadway
Executive Vice President
Vertical Communications

About Vertical Communications³⁹

Vertical Communications, Inc. is a provider of unified communications (UC) and IP telephony solutions and services to enterprise and business customers throughout North America and Europe. On June 2, 2014, Vertical merged with Fulton Communications, a national systems integrator of voice, data and video communications technologies recognized as one of the Inc. 5000 “fastest growing companies in North America,” to form one of the largest vendor-direct communications provider organizations in the country. With headquarters in Santa Clara, CA, and Atlanta, GA, the Company offers business customers vendor-direct communications technology solutions, including cloud and premise-based enterprise telephony, unified communications, and vertical-market voice applications. It maintains local offices for direct sales, support and professional services in major markets and cities across the United States, , including Phoenix, AZ, Tucson, AZ, San Francisco, CA, , Denver, CO, Washington, DC, Ft. Lauderdale, FL, Orlando, FL, Tampa, FL, Atlanta, GA, Louisville, KY, Boston, MA, Springfield, MO, St. Louis, MO, Cincinnati, OH, Columbus, OH, Memphis, TN, Nashville, TN, Dallas, TX, Houston, TX, and San Antonio, TX.

The Vertical portfolio enables complete, turnkey deployment and management of voice infrastructure, software, enterprise integration and ongoing support. Vertical sells its products and services to business customers, with a focus on vertical markets including the Retail, Automotive, Hospitality and Health Care sectors, as well as Education, and state and local Governments.

Vertical has built a successful business by always putting the customer first. Our experienced, tenured management team and sophisticated communications consultants and technical support experts work together to provide every customer with leading technology solutions that drive value for their business. We are committed to offering an unparalleled level of quality service while supplying the latest in data and communications products.

For more information, visit www.vertical.com.

Why Choose Mitel?

Mitel is a leading global provider of enterprise voice, video and collaborative communications solutions and services for businesses of all sizes. Operating in over 90 countries, the company focuses on blending powerful infrastructure with an intuitive human interface to deliver the benefits of voice, video and data convergence to the user.

Mitel's broad portfolio of solutions provides advanced voice, video and data communications platforms, desktop phones and Internet appliances, intuitive applications for customer relationship management and mobility, messaging and multimedia collaboration. Building on a foundation of success in enterprise communications, the company now focuses its efforts

"...we continue to seek out new solutions, resources and alliances that enable us to empower enterprises to improve business processes time and time again."

on Internet Protocol (IP) and the benefits it enables through the convergence of voice, video and data over a single broadband network. These new IP-based communications platforms are designed to allow customers of all sizes to seamlessly implement and/or migrate in an evolutionary manner without sacrificing any of the features or functionality of traditional Private Branch Exchange ("PBX") and Key Telephone Systems ("KTS"). Through elite strategic relationships, Mitel offers businesses the choice and flexibility of an end-to-end converged Local Area Network or seamless interoperability with any existing infrastructure.

In 2007 Mitel purchased Inter-tel, a leading provider of: value-driven communications products; applications utilizing networks and server-based communications software; and a wide range of managed services that include voice and data network design and traffic provisioning, custom application development and financial solutions. The merger with Inter-Tel, which expanded Mitel's reach and continued investment in the research and

development of IP-based communications solutions, has helped move towards the multimedia & virtual enterprise environment, Presence Management applications, and VoIP/IP/SIP technologies development, reflecting their commitment to growth with their customers. The merger brings together two extensive product portfolios with strengths in unified communications, networking, management and applications such as messaging, contact centers, mobility and collaboration. Each company's commitment to open industry standards, such as SIP, XML and CSTA, will enable the accelerated introduction of new and innovative business solutions. The combined company, including Inter-Tel international subsidiaries such as Inter-Tel Europe, Swan Solutions and Lake Communications, will have solutions to address the needs of very small to large businesses globally. It will have market coverage in over 90 countries and customers in industries such as finance, healthcare, hospitality, retail, government and education. The merger strengthens Mitel in the IP communications market, providing increased scale to extend their leadership as the largest SMB provider in the world and expand into the large business IP communications market.

The development of numerous innovative and award-winning products has propelled Mitel into a market-leading position in the US and UK SMB IP communications industry. With a legacy of technological innovation and leadership, they continue to seek out new solutions, resources and alliances that enable enterprises to improve business processes time and time again.

3.1 Proposed System

We are proposing the Mitel MiVoice Business System. The current level of software is 8.0.

Mitel currently has two lines of IP phones the 6900 and the 5300 series phones. All phones come with a one year warranty from Mitel. The models are as follows:

<u>Model Number</u>	<u>List Price</u>	<u>NJPA Price</u>
5360	\$650.00	\$403.00
5340E (Qty. 14 incl)	\$520.00	\$322.00
5330E (Qty. 146 incl)	\$415.00	\$257.00
5320E	\$345.00	\$213.00
6920	\$295.00	\$183.00
6930	\$410.00	\$254.00
6940	\$550.00	\$341.00
112 Dect Handset (Qty 10)	\$300.00	\$186.00

All Mitel phones come with a one year manufactures warranty. In the event of a failure a new phone is sent out as an advance replacement and the broken one is returned. Through a series of key strokes on the phone, the new phone's MAC address is transferred to the system controller and the new phone is ready to go.

Mitel utilizes an Application Management Center to manage customers applications and licenses. The Application record is assigned to the county's dealer of choice and any additional licensing to the system must be acquired through that particular dealer. Phones may be acquired from other sources.

Mitel releases new software approximately once a year and is made available to customers that are covered under software assurance at no additional charge. There will be a charge for the labor to perform the upgrade.

Adhering to industry standards, MiVoice Business enables Fluvanna County to leverage existing business infrastructure, and provides a smooth transition to a network-centric communications model. The core call control features and functionality of MiVoice Business are the same regardless of the hardware platform or solution deployment model. The features operate virtually across any LAN / WAN infrastructure. With native support for legacy networking standards such as, Q.SIG and DPNSS, in addition to digital trunking protocols for central office (PSTN) access, MiVoice Business offers Fluvanna County the ability to retain existing investments while delivering the advantages of a converged communications infrastructure.

We are proposing a virtual instance of the Nupoint voice messaging which is an application on the Mitel MiCollab platform. The calls would be stored on a hard drive on your network and the capacity would only be limited by the size of the storage device. The system may be programmed to adjust the storage capacity of individual users.

Mitel MiVoice Business administrative screen:

The screenshot displays the Mitel MiVoice Business administrative interface. The top header includes the Mitel logo, 'MiVoice Business', and a 'SOS Distribution Error Status' indicator. The left sidebar contains a navigation menu with categories such as Licenses, LAN/WAN Configuration, Voice Network, System Properties, Hardware, Trunks, Users and Devices, and more. The main content area is titled 'User and Services Configuration on [Fuitati]'. It features a search bar with 'Last Name' selected and a search button. Below the search bar, there are search results for '1931, MiDemo1', listing 'UC Softphone (1931)' and 'MiCollab Services'. The right-hand pane shows the configuration details for '1931, MiDemo1', including 'Department: Sales Demo', 'Extension: Softphone', and 'Email: BSwartzel@fuitoncommunications.com'. It also displays 'Phone Services' hosted on 'Fuitati' and 'MiCollab Services' hosted on 'uca'.

Mitel MiVoice Business SOS Distribution Error Status

Fuitati

User and Services Configuration on [Fuitati]

Search By: Last Name

Search Results (4 matches)

- 1931, MiDemo1
 - UC Softphone (1931)
 - MiCollab Services
- 1932, MiDemo2
 - UC Softphone (1932)
 - MiCollab Services
- 1933, MiDemo3
 - UC Softphone (1933)
 - MiCollab Services
- 1934, MiDemo4
 - Phone Service (1934)
 - MiCollab Services

1931, MiDemo1

Department: Sales Demo
Extension: Softphone
Email: BSwartzel@fuitoncommunications.com

Phone Services
Hosted on 'Fuitati'.
UC Softphone (1931)
Does not have a secondary host.

MiCollab Services
Hosted on 'uca'.
MiCollab Client
1931 - Telework

Mitel MiCollab administrative screen shot:

Mitel | MiCollab <http://mgw.mitel.com> [Admin Center](#)

Applications
 Users and Services
 Audio, Web and Video Conferencing
 Mobile User Gateway
 Unified Web Console
 Unified Client Portal
 MiCollab Client Deployment

Services Link
 Data Administration
 Status

Administration
 Message Center
 Backup
 View Log Files
 Create User Set
 SDR Distribution Events
 System Information
 System Monitoring
 System Alerts
 Show/Hide or Hide/Show
 Virtualization

Configuration
 Integrated Directory Services
 MiCollab Client Integration
 WCCM
 Resource Wizard
 MiCollab Settings
 MiCollab Language
 Client Settings
 Network
 Email Settings
 Google Apps
 DHCP
 File and Time
 Hardware and Licenses
 Firmware
 IPv6 to IPv4 Tunnel
 SNMP
 Ethernet Cards
 System Configuration

Security
 Remote Access
 File Forwarding
 Spying
 Web Server
 HMG client certificates

Miscellaneous
 Support and Training
 Help

Licensing Information
 This page displays details about user licensing for your applications. "Currently used" totals displayed in red indicate that you have assigned some services for which you are not currently licensed. To purchase or upgrade licenses, please contact your authorized Reseller.

Unified Communications and Collaboration (UCC) Bundles

Bundle	User Licenses	Currently used
UCC Basic User for Enterprise (V4.0)	152	2
UCC Entry User for Enterprise (V4.0)	155	1
UCC Premium User for Enterprise (V4.0)	20	16
UCC Standard User for Enterprise (V4.0)	7	2

Application User Totals

Application	User Licenses	Currently used
Audio, Web and Video Conferencing	10000	79
Napalm Unified Messaging	259	13
Teleworker	177	54
MiCollab Client		
Console	2	2
Desktop	252	79
Mobile	215	64
Softphone (Mobile)	212	28
Softphone (PC)	157	24

Mitel MiCollab
 Version: 4.0.0.0
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For the call accounting we have included the Hanson Call accounting for Cities and Government.

Station Detail Report

Site: Hanson
 Date = 7/27/2017
 AND Department List = Administration

This report provides all call details by each individual station.

Station: 810

Kelina Doroschuk

Date	Time	Duration	Dir	Phone Number	Location	Account	Cost
07/27/2017	7:26:00 AM	00:00:57	O	1-(306)-421-4625	ESTEVAN, SK		\$0.03
07/27/2017	7:50:00 AM	00:02:06	O	1-(309)-695-1068	PEORIA BLUFFS, IL		\$0.09
07/27/2017	8:32:00 AM	00:00:10	I	1-(407)-394-2703	WINTER PARK, FL		\$0.00
07/27/2017	8:35:00 AM	00:01:10	O	1-(508)-228-7260	NANTUCKET, MA		\$0.06
07/27/2017	9:12:00 AM	00:00:07	O	1-(418)-890-7700	QUEBEC, QC		\$0.03
07/27/2017	9:12:00 AM	00:02:02	O	1-(418)-380-2700	QUEBEC, QC		\$0.09
07/27/2017	9:55:00 AM	00:02:23	I	1-(504)-671-0935	NEW ORLEANS, LA		\$0.00
07/27/2017	10:32:00 AM	00:01:01	O	1-(504)-671-0935	NEW ORLEANS, LA		\$0.03
07/27/2017	11:03:00 AM	00:00:40	I	1-(603)-868-3282	LACONIA, NH		\$0.00
07/27/2017	11:07:00 AM	00:00:31	O	(250)-862-4829	KELOWNA, BC		\$0.00
07/27/2017	11:15:00 AM	00:00:18	I	1-(631)-531-5525	ROCKONKOMA, NY		\$0.00
07/27/2017	11:22:00 AM	00:01:18	O	1-(305)-694-7232	MIAMI, FL		\$0.06
07/27/2017	12:47:00 PM	00:00:18	O	1-(309)-694-3311	PEORIA BARTONVILLE, IL		\$0.00
07/27/2017	12:48:00 PM	00:00:05	O	1-(309)-697-6220	PEORIA BARTONVILLE, IL		\$0.03
07/27/2017	1:55:00 PM	00:01:13	I	1-(519)-904-0004	COLLINSVILLE, IL		\$0.00
07/27/2017	2:01:00 PM	00:01:15	I	(250)-260-9919	KELOWNA, BC		\$0.00

	00:15:42		Cost:	\$0.48
Incoming Calls	6			
Outgoing Calls	10		GST	\$0.02
Extension Calls	0		Total	\$0.50
Total Calls:	16			

All reports can be generated to include details for any or all stations.

Department Summary

Date Between 08/17 AND 01/14/17



Administration	Number of Calls	Duration of Calls	Cost of Calls
1-800	24	01:11:30	\$0.00
Incoming	60	20:40:28	\$0.00
Local	14	00:07:18	\$0.00
Long Distance	154	11:55:02	\$105.41
Totals	272	33:54:18	\$105.41

Cost: \$105.41

Total \$105.41

Sales	Number of Calls	Duration of Calls	Cost of Calls
1-800	36	04:21:46	\$0.00
Incoming	250	16:13:42	\$0.00
Local	00	01:15:06	\$0.00
Missed Calls	10	00:02:48	\$0.00
Long Distance	446	21:09:38	\$239.82
Totals	808	43:03:00	\$239.82

Cost: \$239.82

Total \$239.82

Technical Support	Number of Calls	Duration of Calls	Cost of Calls
1-800	22	04:37:26	\$0.00
Incoming	160	32:35:42	\$0.00
Local	20	00:55:50	\$0.00
Long Distance	150	13:17:22	\$152.34
Totals	358	51:26:22	\$152.34

Cost: \$152.34

Total \$152.34

All reports can be generated to display only chosen departments or all.

Company Overview By Department

Date Between 6/08/17 AND 6/14/17



	Number of Calls	Duration of Calls	Cost of Calls
Sales	803	43:03:00	\$230.82
Technical Support	359	51:20:22	\$152.34
Administration	272	33:54:18	\$105.41
	1438	128:23:40	\$497.57

All reports can be produced to provide a summary for a specific department or all departments.

The Mitel software model provides for a one time upfront cost for the license and the first year software assurance. Software assurance entitles the county to future software releases and provides Mitel Technical support if needed. After the first year the software assurance is optional but strongly recommended to be renewed to keep your system operating with all the latest features. The software assurance can be purchased in yearly or up to five years with up to a 40% discount on multiple years.

The maximum number of incoming calls to the proposed system is only limited by the number of trunk lines coming. A PRI circuit may have hundreds of Direct Inward Dial phones associated with it, but it only has 23 speech paths.

3.2 System Support and Maintenance

Our support center is staffed 24 hours a day for 365 days per year. With your permission we will have remote access into your system and may diagnose and provide support as needed. We can also insert a remote monitoring probe (not included in this proposal) that will actively monitor the system and report errors or issues directly to our call center and many times resolving any issues before you are aware of something that has gone wrong.

Our service level agreement is as follows:

VERTICAL COMMUNICATIONS SLA (Standard 24 x 7 x 365)

Hours of Coverage

24x7x365 (24 hours per day, seven days per week, 365 days per year) remote and onsite and support for a Major and/or Minor Failure.

Response

Objectives

Major

Equipment

Failure

Response within two (2) hours upon receipt of a trouble report of a Major Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.

Onsite response within two (2) hours upon receipt of a trouble report of a Major Failure which cannot be resolved by a remote engineer.

Minor Equipment Failure

Response within eight (8) business hours (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Vertical's locally-observed holidays) upon receipt of a trouble report of a Minor Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.

Onsite response within the next business day (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Vertical's locally-observed holidays) upon receipt of a trouble report of a Minor Failure which cannot be resolved by a remote engineer.

DEFINITION OF MAJOR AND MINOR FAILURES.

A Major System Failure is defined as one of the following: a complete system failure; major system alarm; failure of an entire trunk group; more than twenty percent (20%) of stations totally inoperative; attendant position failure; inability to receive incoming calls; inability to call outside of the facility; or system failure that substantially interferes with the Customer's normal use of the System. A Major System Failure for voice processing System is defined as one of the following: an inability to access system through the system manager terminal or through at least seventy-five percent (75%) of all telephone ports; inability to access one or more disk drives that store messages or data; loss of system integration; continual system restarts; unscheduled total system outage; reboot failure; or inability of the System to collect CDR data (if applicable). All other failures shall be deemed a Minor System Failure.

SOFTWARE ASSURANCE: Software assurance is required by Mitel to give The Company technicians access to Mitel 2nd level support when needed. Coverage allows The Company to complete upgrades for major and minor software releases when required to return the system to good working order. Update releases provide patches / fixes for issues, and may include minor feature enhancements. Upgrade releases are major releases which include new features and capabilities, and may also include patches or fixes. Note that optional software capabilities, which are purchased separately, are not included in the upgrade release.

Training Guarantee

Vertical believes training is a vital element in the success of any new technology solution and will work with Candlewood Suites Aberdeen MD to make certain all users and administrators are comfortable with our products. Our training delivery methods and schedules are flexible, allowing Candlewood Suites Aberdeen MD to determine what works best according to your timelines and resources.

Our training offers sessions for the following users:

- System administrator. Courses help those responsible for configuring, monitoring and managing the system and user extensions.
- Operator. Classes teach call handling and familiarize operators with the consoles.
- End user. Interactive classes help familiarize users with your communication devices and technology.

Prior to system installation, the Project Manager (PM) assigned to your account will contact you to create a customized system and station program, as well as to discuss specific training requirements. The PM will create a comprehensive and targeted learning experience for your staff. Training consists of small groups of employees who share similar responsibilities or roles within your organization, or will be utilizing similar types of phones.

In some cases, pre-training classes are conducted with special attention and focus on system use by key attendants, as well as individuals charged with administrative responsibilities. During general training, all relevant system features are demonstrated to provide your end users with real world experiences, and all attendees are provided with support material for reference after training.

Additional training sessions may be scheduled on an ongoing basis as needed to accommodate changes in staffing. Vertical is committed to providing continual training as an important aspect of high-quality support.

Carrier Interface Guarantee

Vertical's Carrier Services Division functions with two major goals in mind:

- (1) Analyze client network requirements.
- (2) Design the most cost effective and appropriate network.

Vertical can act as a carrier-neutral advocate and representative to ensure that your local, long distance and Internet needs are met with quality and reliability. If you've purchased a Total Protection Plan (TPP), included at no additional charge is an annual carrier audit to ensure that your organization has the correct quantity and appropriate type of services as your business needs and technologies change.

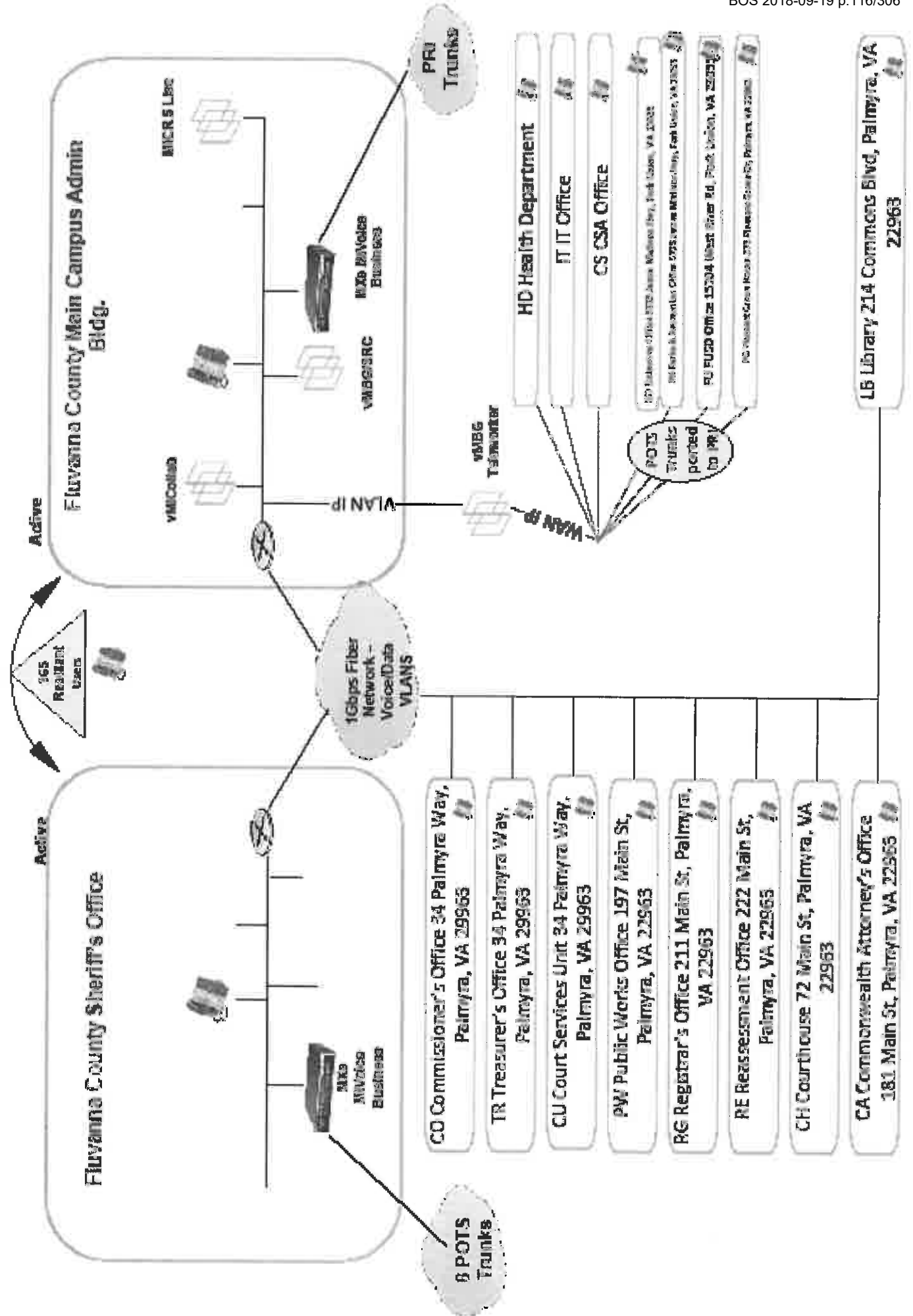
Voice/Data Integration Guarantee

Vertical has extensive capabilities in the areas of data, data security and networking. Upon request, we will analyze your current and future data requirements, including a thorough audit of all routers, switches and other network equipment.

System Audit Guarantee

If you've purchased a Total Protection Plan (TPP), included at no additional charge is an annual system audit to ensure you are aware of the latest technology developments and manufacturer updates to guarantee your system continues to perform at optimum levels and capacities. Based on your changing business objectives, we then make tailored recommendations to further enhance its functionality and your business processes.

Fluvanna County Mirrored Voice Network



3.3 Detailed Functional Response

Vertical Communications is pleased to present the Mitel MiVoice Business solution to the County of Fluvanna in response to the RFP #2018-07 for a new phone system.

The Mitel MiVoice Business system is presented with two separate physical controllers to be installed in the counties data center and the sheriff's office. We are proposing physical controllers (as opposed to virtual controllers in your Hyper V environment) due to the analog requirements and the PRI connectivity. Both systems are equipped with redundant power supplies and Raid II hard drives. For complete hardware redundancy, the Mitel system also has resiliency in the event of one of the controllers goes off line or is unreachable all the phones will automatically failover to the secondary controller. When the failed controller comes back on line the phones will revert back to their original controller.

We would recommend that the County explore the possibility of converting the existing PRI's to SIP trunks. If a system fails now with a PRI connected it will require manual intervention to contact the carrier and have the calls forwarded to the other system and this can take a couple of hours to accomplish. With a SIP trunk they are set up with to destination IP addresses, so if the trunk is not able to reach one controller it will automatically revert to the secondary address.

For the fax machines, we have configured the necessary terminal adapters to accommodate the fax requirements in the remote locations. The machines on the main campus and the sheriff's office will have analog connections to the Mitel servers. We would recommend a fax server to replace the analog fax machines. The proposed costs for the Terminal Adapters would be about the same as a fax server and give more reliability then the faxing over IP.

The MiVoice Call Recorder has been proposed to have the ability to record all calls for up to 5 stations. This is expandable by adding additional licenses. Calls will be stored on the Mitel server for a period to be determined by the county. Call records can then be moved to storage mediums on the County's network or removed from the server; it is all rules based on the County's record retention policy.

The Mitel Border Gateway acts a session border controller on your network. The two proposed will be installed in your Hyper V environment. For the phones that are remote this will provide a secure, encrypted voice connection to the County's internal network. If the County decides to convert to SIP trunking it will serve as a SIPaware firewall at the edge of the network and eliminates the need for third party firewall devices. For the station side recording for the MiVoice Call Recorder it allows secure connections for the call recording of IP endpoints.

MiCollab Solution Components Overview

MiCollab enables all employees to collaborate and communicate seamlessly from any location. The audio, web and video feature provides multiparty video, document sharing and collaboration. MiCollab provides a single, unified portal that incorporates all business communication features including contact management, click-to-call, presence and availability, application quick access, and secure instant messaging. The simplified interface allows employees to easily connect with others using the best method for the situation as

well as access leading business productivity tools such as Microsoft Exchange, Microsoft Outlook, and Microsoft Office.

MiCollab Client offers the following features:

UC Client – Desktop, Mac, Mobile, and Web

Team Collaboration

Audio, Web & Video Conferencing

Unified Messaging

MiVoice Border Gateway with Teleworker Service and SIP trunk proxy services

MiCollab Client: Basic Mode- 150 basic licenses included in the proposal

MiCollab provides access to basic set of UC services with the purchase of UCC license bundles. MiCollab in Basic Mode provides the following unified communications capabilities through MiCollab Web or desktop clients:

call management – auto-answer, call forward, DND

basic contact management

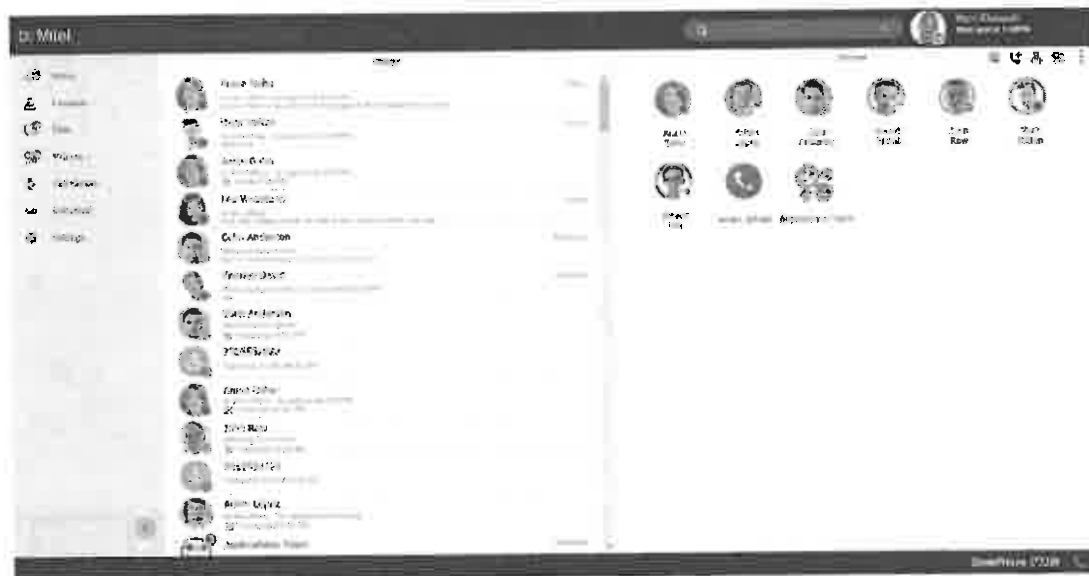
click-to-call from contacts

chat

missed call logs

visual voicemail

RSS feed (PC Desktop Client only)



MiCollab Client: Basic Mode- 10 Standard licenses included in the proposal

Besides the features listed above, the Standard licenses give the ability to integrate your mobile phone. The ability to push and pull calls from your desk phone to your mobile device and gives you mid-call features on your mobile device.

Req ID	Customer Need or Requirement	Functional Requirement	Req'ment	Vendor Response	Description of vendor solution	ATTACHMENT
H5	Digital to Analog device for legacy faxes and modems	Analog telephony adapters supporting T38 protocol	MUST	Y	TA7102 Analog Terminal Adapter - Industry-proven fax over IP, including T.38 fax with high quality and reliability Offers security features, such as SIP over TLS, SRTP, certificates management, and HTTPS, designed to bring enhanced security for the network management, SIP signaling and media transmission aspects Camp-on (Call Waiting) Allows you to notify a busy party that you are waiting. An attendant may also put a call through to a busy station to indicate that a call is waiting. Upon hearing the Call Waiting tone, the busy party can either respond or finish the current call. This is a COS (Class of Service) setting that defines a station or trunk's feature and timer options. A station or trunk may have three COSs (Day/Night/1/Night2 service). The COS may also be changed by using a Verified Account Code.	
H6	System has ability to provision call waiting for certain extensions	Call Waiting	MUST	Y		
H7	Hardware should be sufficiently scaled to be able to deliver services to 200 extensions with no more than 30 requiring Digital to Analog adapters, 100 direct inward dial numbers, 2 switchboard or administrative consoles, and up to 10 conference phones	Current Hardware requirements	MUST	Y	Currently configured to 165 IP Devices & 30 Analog with ATA Device - Scalable to 1400 IP Devices	
H8	Hardware should be scalable to be able to provide up to 400 extensions with no more than 30 requiring Digital to Analog adapters, 200 direct inward dial numbers, 3 switchboard or administrative consoles, and up to 20 conference phones	Future expansion requirements	MUST	Y	Currently configured to 165 IP Devices & 30 Analog with ATA Device - Scalable to 1400 IP Devices	
H9	Backup of System to include configurations and voice mail boxes is required. Backup utilizing existing network based backup server and tape library is preferred, however other options will be considered. Please specify method employed in your solution.	System Backup	MUST	Y	MCD Controllers can do a scheduled/individual local/FTP Backup to a FTP account - MiCollab can do a scheduled/individual local/file-sharing protocols SMB/CIFS & Secure File Transfer Protocol (SFTP) Each Mitel System has a WEB interface reachable via IP/DNS Name with a System Admin Username & Password - User access to the management tools is controlled by a login and password. Once a user logs into a MiVoice Business, the system displays a menu of the specific tools to which they have been granted access. - Depending on Data VLAN to Voice VLAN accessibility defined in the Network MiVoice Business includes a fully integrated set of management tools designed to install, manage, and administer MiVoice Business systems Three levels of access are provided in order to meet the needs of system technicians, group administrators, and the desktop telephony users themselves. All of these integral management tools use Secure Socket Layer (SSL) security for data encryption.	
H10	System administration console (For IT and supplier maintenance) accessible from any workstation or server on the LAN is preferred.	Remote administration from within the LAN	SHOULD	Y		
H11	System Administration access controlled via secure methods (Username, passwords, etc.)	Secure Administration Control Panel	MUST	Y		

Req ID	Customer Need or Requirement	Functional Requirement	Req'ment	Vendor Response	Description of vendor solution	ATTACHMENT
H12	System administration console must provide ability to reset voice mail passcodes	Voice mail reset	MUST	Y	If a high number of incorrect passcodes have been attempted, the system will notify the user at the next login. The system can also be configured to lock a mailbox after a configurable number of incorrect passcodes have been entered. Only the system administrator can then unlock the mailbox, set a new temporary passcode, reset the tutorial, and require re-initialization from the integrated telephone number.	
H13	Automated system updates, patches, releases available via internet. Ability to schedule or approve updates to system beneficial.	Internet and Console Updates and Patches	SHOULD	Y	System Upgrades are available Via Internet downloads from Mitel.com to address Upgrades/Patches You can schedule events to automate the process of upgrading and activating the system software. Both full software loads and software patches can be installed in this manner. To activate the new software, the system reboots and swaps the active and inactive partitions on the controller hard drive. You can choose between three different activation options: Immediate: Activation occurs as soon as the upgrade has completed. Specific Time: Activation occurs on the date and time you specify. Separate Event: Activation occurs as a result of a scheduled "activation" event. Bear in mind that activation takes the system out of service for a period of time, so it should be programmed to occur during off hours. Optional email notification is available to inform specified personnel when each event in the upgrade process (Software Download, Software Upgrade and Activation) is started and again when it ends. Email is also sent when an event in progress is canceled from the Scheduler.	

Req ID	Customer Need or Requirement	Functional Requirement	Req'ment	Vendor Response	ATTACHMENT
H14	System must be configurable to set size limits on voicemail boxes and to set message expiry time within the administrative system	Voice mail capacity and Limits	MUST	Y	<p>Description of vendor solution</p> <p>restricting message, greeting, and out-dialing digit lengths. These parameters allow the system administrator to control the use of the system resources. They are frequently used in conjunction with FCOS to build multiple tiers of service offerings. Like FCOS, they can be configured and changed online by the system administrator.</p> <p>Up to 640 LCOS can be programmed to quantify different categories of parameters.</p> <p>Voice messages can be purged automatically based on message age. These message retention limits may be configured system wide or on an individual mailbox basis for maximum flexibility. The NuPoint Unified Messaging server allows administrators to define different purge limits for each of the following types of messages:</p> <ul style="list-style-type: none"> • Unplayed voice messages; • Saved voice messages; • Urgent voice messages; • Voice message receipts; • Paging receipts. <p>It is important to have an understanding of the message storage requirements of your environment. The following factors affect this calculation:</p> <ul style="list-style-type: none"> • Maximum number of messages allotted per user • Maximum message length • Days to keep read messages • Days to keep unread messages • Message File Format used <p>The message file format determines the message storage capacity for the system because the file format determines the size of the actual messages.</p> <p>The 4 analog POTS runks are supported at the Sheriff's office & included a System Fail Transfer (SFT) relays that provide direct connection between an analog phone and a Loop Start trunk in the event of a system or power failure.</p> <p>UPS (uninterruptible power supplies) and redundant mains power for the ICP and the phones have been included.</p>
H15	Ability to retain at least four analog phones in sheriffs office which will ring should the IP Telephony system fail or there is a loss of power (SHERIFFS OFFICE ONLY)	Analog backup in Sheriffs Office (SHERIFFS OFFICE ONLY)	MUST	Y	
H16	HARDWARE USER HANDSETS Ability to use various phone type i.e. (Basic IP handset, Multi-line IP handset, Switchboard, Conference phones, Bluetooth phones, Wireless DECT handsets)	Multiple Phone types	MUST	Y	
H16.1	75 - Basic IP handset 70 - Multi-line IP handset 4 - Switchboard 10 - Conference phones 0 - Bluetooth phones 5 - Wireless DECT handsets	Handset Breakdown by type and quantity	MUST	Y	<p>135 - Basic IP Handset - 5330e IP Phone 14 - Multi-line IP Handsets 5340e IP Phones 10 - Conference Phones Polycom IP 5000 SIP 5- Mitel 612 DECT Phone - Wireless</p>

Req ID	Customer Need or Requirement	Functional Requirement	Requirement	Vendor Response	Description of vendor solution	ATTACHMENT
H17	Ability for end-user to move handset/terminal from one network drop to another (same network/same ip subnet) without requirement for configuration changes	User handset portability within network	SHOULD	Y	IP Phones are registered via their MAC Address & with DHCP on the Voice VLAN it will acquire the IP Address- thus moving the IP Phone within the same network subnet IP Phone will register with their MAC & acquire the IP Address from the L2 switch port configured on the same Voice VLAN	
H18	Ability to provision phones at off-site location and allow them to connect via internet to county phone system without a local PBX at off site location	IP handset with built in VPN capability (max 5 handsets). Current VPN connections are via Cisco Firewall appliance	SHOULD	Y	Using VMGBG TW - (Virtual Mitel Border Gateway Server - Teleworker) on the network edge will allow for IP Phones to register to the WAN interface & in turn register to the proper controller in the Voice Network for external phone functionality.	
H19	Handsets must be able to easily facilitate services offered and end user requirements	Handsets functionally sufficient to meet requirements	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H20	Handsets must display incoming call details for both internal and external call where the Calling Line ID (CLID) is available	Display CLID for incoming calls	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H21	Handset display must have configurable contrast settings	Handset Contrast adjustment	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H22	Handsets must have illuminated buttons or indicators for waiting voice mails	Illuminated voice mail indicator	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H23	Handsets must have line identification indicator for incoming or active calls or lines	Incoming / Active call identification	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H24	Handsets should have a redial button or configurable hot key	Redial	SHOULD	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H25	Handsets should have at least 12 configurable hot keys	Configurable hot keys	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H26	Handsets should have configurable volume controls for ringer and call volume	Volume controls	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H27	Handsets should have at least two ethernet ports for connection to wall jack and PC	Ethernet connectivity	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H28	Handsets must be power over ethernet (POE)	POE handsets	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H29	Compatible IP Phone power injectors must be available if/when required in the absence of POE switch capabilities	Optional compatible Power Injectors	SHOULD	Y	Included where needed.	
H30	Handsets must be speaker phone capable	Handset Speaker Phone	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
H31	Handsets should be capable fo supporting wired or wireless headsets for operators	Operator Headsets	MUST	Y	Proposed Mitel 5330e & 5340e IP Phones support this.	
	SERVICES					
S1	Ability to route calls (internal and external) to an internal group of phones	Hunt (Ring) Group functionality	MUST	Y	Call Rerouting - Redirects calls to alternate answering points or devices under specified conditions. May be used to redirect calls always (in Day, Night 1, and/or Night 2 mode) or under busy, no answer, or Do Not Disturb conditions	BOS 2018-09-19 p.12/306
S2	Ability to configure day/night mode for hunt groups	Hunt (Ring) Group configurability	MUST	Y	Day/Night Service Control - Allows you to redirect calls to alternate answer points for individual trunks. Answer points can vary according to the selected mode of operation (Day, Night 1, or Night 2).	
S3	Ability to add internal extensions to a hunt Group through an administrative console by internal administrators	Hunt Group modification (Admin)	MUST	Y	The WEB interface to the systems with a Administrators login allows for this.	

Req ID	Customer Need or Requirement	Functional Requirement	Req'ment	Vendor Response	Description of vendor solution
S4	Distinctive ring for incoming call to a hunt group versus normal incoming call to the extension	Distinctive ring for hunt (ring) group	SHOULD	Y	<p>Distinctive ringing allows station users to distinguish between an internal and an external call by identifying the associated ringing pattern. Similarly, calls carried across T1 or CEPT (T1/D4 is only T1) channels can be identified as being from an external trunk via a T1 or CEPT channel. A "Calling Line Category" indication is included in the messaging to allow the system to determine the audible ringing type to be given. One of these types of ringing pattern is given:</p> <ul style="list-style-type: none"> Internal, for incoming on-net calls (Industry standard or multiline sets, or dedicated analog or digital trunks). External, for off-net calls (CO trunk, DID trunk) and calls from the attendant. Programmable internal or external, for incoming calls from analog tie trunks (MSDN/DPNSS only). <p>See System Options form Ringing Cadence for Tie Line Calls Select "Internal" to use a single ringing cadence to simulate an internal call or "External" to use a double ringing cadence to simulate an external call. Enabling External Trunk Standard Ringback in the line's Class of Service overrides this setting. Default= External</p>
S5	Distinctive ring for internal and external phone calls IVR with auto attendant (touch tone preferred)	Distinctive ring Internal/External	SHOULD	Y	<p>Distinctive ringing allows station users to distinguish between an internal and an external call by identifying the associated ringing pattern. Similarly, calls carried across T1 or CEPT (T1/D4 is only T1) channels can be identified as being from an external trunk via a T1 or CEPT channel. A "Calling Line Category" indication is included in the messaging to allow the system to determine the audible ringing type to be given. One of these types of ringing pattern is given:</p> <ul style="list-style-type: none"> Internal, for incoming on-net calls (Industry standard or multiline sets, or dedicated analog or digital trunks). External, for off-net calls (CO trunk, DID trunk) and calls from the attendant. Programmable internal or external, for incoming calls from analog tie trunks (MSDN/DPNSS only). <p>See System Options form - Ringing Cadence for Tie Line Calls Select "Internal" to use a single ringing cadence to simulate an internal call or "External" to use a double ringing cadence to simulate an external call. Enabling External Trunk Standard Ringback in the line's Class of Service overrides this setting. Default= External</p>
S6	Ability for IT staff or administrators to be able to configure IVR options through a simple, well documented interface	IVR with auto attendant	MUST	Y	<p>MiCollab/NuPoint VM Server Call Director (Auto-Att) allows for Call Flow DTMF Tones to dial through the Auto-Att Tree</p>
S7		Administrative console/interface for configuring IVR options	MUST		<p>MiCollab/NuPoint Web Interface allows for a Graphical view/programming of the Call Director (Call Fow) dialing trees.</p>

Req ID	Customer Need or Requirement	Functional Requirement	Req'ment	Vendor Response	Description of vendor solution	ATTACHMENT E
S8	Ability to direct incoming calls to certain extensions into a call queue (up to 25 calls) when operators are engaged. Operators will need to sign into and out of the queue in order to take calls. When no operators are working the queue (out of hours) call should be directed to voice mail. If the queue is full, all lines busy and 25 callers in queue, calls should route to voicemail. If Call Queue is implemented, initial quantities anticipated are: 3 operators (up to 5 contingency) 1 Supervisor	Programmable call queue	COULD	Y	Directing incoming calls to Ring Groups (Does Queuing of the callers) to the Members - Members of the Ring Group can make their presence to the group available/unavailable or use Day/Nite Modes as needed - Ring Groups have flexible control of the callers Call Ringing Timer - Cascade Ring Timer - Call Queued Timer - Call Coverage Service Number - Predictive Overflow - Overflow Point to handle the required functionality to the members Phone and/or Key Extensions.	
S8.1	For certain extensions where there is a legal or other requirement, always on voice recording must be available. (NOTE: Minimum of two extensions, could increase up to 5 lines over next 5 years)	Call Queue licenses	COULD	Y	Using Ring Groups to do Queuing & handling of calls to the Members and thus the ACD Agent functionality is not required.	
S9	Ability to retrieve recorded calls at a later time from storage using boolean search criteria such as extension called, Caller ID, Time, Date, etc. Online retrieval should have 6 months available. storage medium to free space within active system. Offline archival should be for 18 months so that at On-demand call recording available by using key programmable keys.	Always On call recording	MUST	Y	MiCR (Call Recording) server is provided with 5 Licenses for specific extension to collect & store calls.	
S9.1		Call Recordings Retrieval	MUST	Y	MiCR (Call Recording) server is provided with 5 Licenses to accomplish this.	
S9.2		Call Recording Archival	MUST	Y	MiCR (Call Recording) server is provided with 5 Licenses to accomplish this.	
S10		On-Demand call recording	SHOULD	Y	Record-A-Call is provisioned for individual users to store call recording on demand to the users Voicemail Box.	
S11	Ability to integrate call recording with the existing NICE system (SHERIFFS OFFICE ONLY)	Call Recording integration to NICE (SHERIFFS OFFICE ONLY)	MUST			
S12	Ability to store, retrieve, and archive call recordings within the system	Call recording storage	MUST	Y	We can store up to 270,000 Hours of recordings.	
S13	Ability to archive call recording to external or off-line media	Call recording archival	MUST	Y	Yes this can be accomplished and searched by the administration tool.	
S14	Ability to block toll calls and other call numbers	Call Blocking (toll bar)	MUST	Y	MiCollab/NuPoint has provisioning to accomplish this.	
S15	Ability to block incoming nuisance calls	Auto reject	MUST	Y	MiCollab/NuPoint has provisioning to accomplish this.	
S16	Ability to make announcements over the IP Phones	VOIP Paging	MUST	Y	Direct Page allows you to page another telephone over its built-in speaker, even if the telephone is in use. Direct Page makes the prime line of the paged telephone busy. A tone is heard at both the paging telephone and the paged telephone before the Direct Page is established.	
S17	Ability to place calls on hold	Call holding	MUST	Y	You can page another telephone when the paged telephone has placed the prime line on hard hold. If Handsfree Answerback is enabled in the Class of Service of the paged telephone and the user has it turned on, the page will automatically establish a handsfree call.Account Codes - Verified and Non-verifiedOnce Handsfree Answerback is enabled, the user can toggle it on and off by pressing the Microphone or Mute key. The key LED is steadily lit when telephone is idle to indicate that Handsfree Answerback is on.	BOS 2018-09-19 124/306

Req ID	Customer Need or Requirement	Functional Requirement	Req'ment	Vendor Response	Description of vendor solution	ATTACHMENT
S18	for billable/toll numbers	Billable Number Restrictions	MUST	Y	Non-verified	
S19	Ability to make conference calls amongst internal extensions	Internal Conference Calls	SHOULD	Y	System Feature - Conference lets you join three or more people into a single multi-party call. While you are in a Conference, you can use any of the features that would normally be available during a two-party call. Up to eight people are allowed in a single conference call. System Feature - Conference lets you join three or more people into a single multi-party call. While you are in a Conference, you can use any of the features that would normally be available during a two-party call. Up to eight people are allowed in a single conference call. - Combination of Trunks & Extensions. All trunks with the Public Trunk COS option set to "Yes" are recognized as CO trunks and thus subject to the System Options value for Maximum CO Trunks in a Conference.	
S20	Ability to make conference calls amongst internal and external extensions	Mixed Int/Ext Conference calls	SHOULD	Y	System Feature - Conference lets you join three or more people into a single multi-party call. While you are in a Conference, you can use any of the features that would normally be available during a two-party call.	
S21	Ability to add extensions to conference call while in progress	Add extensions to conference calls	SHOULD	Y	System Feature - Conference Split lets you separate a 3-party conference so that you can speak privately with one of the parties. While you are speaking privately with one party, the other party is on Consultation Hold.	
S22	Ability to drop extensions from conference call while in progress	Drop extensions from conference calls	SHOULD	Y	MiCollab AWW (Audio Web Video) conference Function is controlled assess with a Passcode & there are 10 Licenses for Users to accomplish this.	
S23	Ability to apply a passcode to a conference call to preclude unauthorized callers from joining	Passcode conference calls	SHOULD	Y	All parties in the conference have this option enabled in their COS; and they all hear the tone when: conference is set up new member is transferred into a conference conference call is transferred conference is set up via the privacy release feature member in the conference is replaced. Disable Conference Join Tone - This COS option disables the tone that users hear when a conference call is established.	
S24	Audible tone to conference call member when someone joins or leaves a conference call	Conference Call tone alerts	SHOULD	Y	MiCollab Conferencing can provide this functionality	
S25	Conference Call attendees number list visible for conference organizer	Conference Call Member List	SHOULD	Y		
U1	Ability to lookup internal extensions by user name or office	Integrated Corporate Directory	SHOULD	Y	Dial by Name Directory - A digital phone directory that allows the user to look up entries and dial them by the person's name.	2018-06-19
U2	Calls divert to voice mail when users are unable to answer	Voice Mail	MUST	Y	IP Phones that have a Voicemail Box are Rerouted via the MIVB System Timer to the Voicemail Hunt Group - where the identity of the extension reaching VM is presented to reach the proper users Mailbox	

Req ID	Customer Need or Requirement	Functional Requirement	Requirement	Vendor Response	Description of vendor solution
U3	Ability for voice mail to annotate the time, date of call, extension or number of messages	Voice Mail general requirements	MUST	Y	After being notified of new messages (by MWI for example), a user calls into the system, logs into his or her mailbox, and verifies the number of new and saved messages. The user can then choose to listen to all, some or none of the messages, listen to a message multiple times, move forward/backward within the message, pause, or skip to the next or previous message in queue. By default, messages are played in order that they are received. Once played, any message can be kept or deleted. All messages contain a time and date stamp and the sender's name if the message is from an internal caller and they have recorded their name. Messages from outside callers contain the phone number of the caller if it was captured by CLI or input by the caller. Users can also skip a new message and have it remain in the unplayed queue. When the user logs out, the MWI lamp will turn off. The next time the user accesses their mailbox, any messages that were skipped in the previous session are announced as unplayed.
U4	Ability for users to save, delete, or forward voice mail to another extension	Voice mail handling	SHOULD	Y	After listening to a message, the user can answer the message automatically without having to hang up or dial another extension. The original message can be attached to the reply to remind the message sender of the subject matter. If the user chooses, he or she also can forward the original message to one or more recipients along with their own comments. All of these options can be customized by the user. With the dial-back feature, users may respond to a caller's voice message by initiating a re-turn phone call from the NuPoint telephone user interface (TUI). After message playback, NP-UM automatically dials the number of the caller (if available). This feature allows users to easily return calls with the option to either keep or delete the original message.
U5	Ability to forward/copy voice mail to email or text (SMS) notification to recipient cell phone	Voice mail integration	SHOULD	Y	After listening to a message, if the user chooses, he or she also can forward the original message to one or more recipients along with their own comments. Also with Voice Mail to e-Mail delivery the original Attached VM Message can be e-mailed to other users
U6	Ability to direct calls to voice mail out of hours	Out of hours modes for user extensions	MUST	Y	Under a normal system configuration (22 Seconds) all phones with a mailbox are rerouted to their own voice Mailbox after a Busy/No Answer condition. MIVB System Day/Nite Modes can also direct all defined users to their voice mailbox immediately. Call Director (Auto-ATT) Mailboxes can have a defined TOD/DOW/Holiday schedules defined - which automatically route the callers to the Day/Nite/Holiday Message and Tree dialing and prompts.

Req ID	Customer Need or Requirement	Functional Requirement	Req. ment	Vendor Response	Description of vendor solution	ATTACHMENT
U7	Ability to automatically forward a call from an extension to another extension when not answered in a set number of rings	Internal call forwarding - No answer	MUST	Y	Call forwarding (Ring and/or No Answer) Allows users to redirect incoming calls to another number if they do not answer, or do not answer in a specified number of rings. COS (Class of Service) Forwarding Timer = 17 sec. default timer (Can be set as needed) Call Forward-Forced - Allows you to manually redirect an incoming call on your prime or private line to another number	
U8	Ability to automatically forward a call to another extension when busy and voice mail is not configured for an extension	Internal call forwarding - Busy	MUST	Y	Call forwarding (Ring and/or No Answer) Allows users to redirect incoming calls to another number if they do not answer, or do not answer in a specified number of rings. COS (Class of Service) Forwarding Timer = 17 sec. default timer (Can be set as needed) Call forwarding (Self Directed) - Ensures that users can direct their own call forwarding settings, not only phone system administrators. another number. Call Forward Busy - Allows users to redirect incoming calls to another number if their line is busy. Call Forward No Answer - Allows users to redirect incoming calls to another number if they do not answer in a specified number of rings. Feature - Call Forward — Busy (external source) Forwards incoming external calls when the user is busy. Resiliency Support - Yes Feature - Call Forward — Busy (internal source) Forwards incoming internal calls when the user is busy. Resiliency Support - Yes Feature - Call Forward — No Answer (external source) Forwards incoming external calls when the user does not answer. Resiliency Support - Yes Feature - Call Forward — No Answer (internal source) Forwards incoming internal calls when the user does not answer. Resiliency Support - Yes Feature - Call Forward — Follow Me Forwards all incoming calls to a user-defined answer point. The answer point can be any extension, attendant or messaging system. Resiliency Support - Yes Feature - Call Forward — Follow Me Third Party Forwards all incoming calls and is activated from an alternate location. The answer point can be any valid number in the system (e.g., extension, speed dial, or attendant). Resiliency Support - Yes Feature - Call Forward — I Am Here Routes all calls to the user at the user's present location.	
U9	Ability to automatically forward all calls to another extension whether voice mail is configured or not	Internal call forwarding - ALL	MUST	Y	Users can program their own personal speed calls on unassigned Keys. Speed Call - User - Allows you to store external numbers under feature keys for faster dialing. You can press a Speed Call Key to dial a phone number or, during a call, to output DTMF tones	
U10	Ability to program speed dial on hot keys on end-user devices	End-user interface for configuring devices	MUST	Y		

Req ID	Customer Need or Requirement	Functional Requirement	Req'tment	Vendor Response	Description of vendor solution	ATTACHMENT
U11	Ability for internal users to dial other internal user using only the four digit internal extension	Four digit internal dialing	MUST	Y	4 Digit Dialing across multiple controllers in a Cluster - is accomplished via Local & Remote Telephone Directories to proper route the dialled digits. Telephone Directories & dialing in a Clustered Network is synchronized to update the Local & Remote Directories and is transparent to the user.	
U12	Handsets have Do Not Disturb (DND) capability where the device does not ring, but there are visual queues as to the incoming calls. Must be easily enabled from handset using menus or soft keys. Should display DND ring out on internal display when the dialled extension is in DND mode.	DND capability on handsets	MUST/SHOULD	Y	Do Not Disturb (DND) -Allows you to place your set in an apparent busy condition without affecting the outgoing functionality. If someone calls your set while DND is activated, they hear a special busy tone. Call Pickup - Allows you to answer an incoming call that is ringing at another station. Call Pickup - Clustered Provides Dialed Call Pickup functionality across a cluster.	
U13	Handsets have the ability to pick up calls on an extension enabled for that handset	Call Pickup from extension	MUST	Y	Call Pickup Group - Picking up calls in a pickup group will help provide better customer service. As a new option, users can preview the calling party name and/or number, and (if the set's display area allows it) the called group member's name and/or number. <input type="checkbox"/> From the Preview mode, user can choose to: <input type="checkbox"/> complete the pickup <input type="checkbox"/> ignore the call <input type="checkbox"/> cancel the pickup The preview capability applies to the 5300 and 6900 IP Phones.	
U14	Handsets have the ability to pick up calls from a hunt group to which they are a member	Call Pickup from Hunt Group	MUST	Y	Call Waiting - Indicates (and allows users to answer) an incoming call that rings while on another call. Call waiting Caller ID Name and Number - Displays call information including name and number on the phone screen about an incoming call that rings while on another call. Call Waiting Swap - When callers are in call waiting or on consultation hold, the switch hook/Phone Feature Display can be used to alternate between two calls.	
U15	Handsets have the ability to transfer calls easily to another extension using a programmed key, key sequence. Transfer can be either blind or consultative.	Handset call waiting functionality	MUST	Y	Transfer - Allows you to move a call from one phone to another. Before completing a transfer, you can consult privately with the third party and swap between private conversations with each party.	
U16	Ability for a user to work in another office, and direct their phones to the handset in that office simply by entering the follow me feature and entering their extension and passcode/password	Call Transfer	MUST	Y	Call Forward — Follow Me Forwards all incoming calls to a user-defined answer point. The answer point can be any extension, attendant or messaging system.	
U17		Extension Follow me	SHOULD	Y		

Req ID	Customer Need or Requirement	Functional Requirement	Req'ment	Vendor Response	Description of vendor solution	ATTACHMENT
U18	Ability to transfer an IP call to a cell phone	Unified Communications Mobility to cell phone	COULD	Y	(Personal Ring Groups, Multi-device User Groups) (PRGs) (MDUG) is a Single Directory Number with members (Desk & Twinned Cell) that are controlled with Presence setting for each device in the group (Present/Absent) that controls the Devices in the group availability to receive a call. Recommended but not required to run MiCollab Client Application on the Smart Device (Cell) for ease of use & functions presented during call processing	
U19	Ability to transfer a call from cell phone back to IP Phone	Unified Communications Mobility cell phone to IP Handset	COULD	Y	Handoff (Personal Ring Groups, Multi-device User Groups) - The Handoff feature for Personal Ring Groups (PRGs) (MDUG) allows calls to be "Pushed" or "Pulled" between group member devices. A Push passes the call to the group, where it can be answered by any other present group device. A Pull takes an in-progress call away from another member. Desk phone to Mobile & Mobile to Desk - Push/Pull Recommended but not required to run MiCollab Client Application on the Smart Device (Cell) for ease of use & functions presented during call processing	
U20	Ability to streamline communications by giving callers one number to dial, and re-directing incoming calls to either Desk phone or cell phone	Unified Communications Mobility Single number, multiple devices	COULD	Y	(Personal Ring Groups, Multi-device User Groups) (PRGs) (MDUG) is a Single Directory Number with members (Desk & Twinned Cell) that are controlled with Presence setting for each device in the group (Present/Absent) that controls the Devices in the group availability to receive a call. Recommended but not required to run MiCollab Client Application on the Smart Device (Cell) for ease of use & functions presented during call processing	
R1	REPORTING AND BILLING Reporting and billing customizable and based on extension, office, location or other reports as needed. Reports to include: - Tag/department/extension - Number of Incoming calls - Number of Outgoing calls - Billable (external) numbers dialled Call Queue reporting, built-in and customizable, to include: - Number of Incoming/outgoing calls - Time to Answer - Time on hold - Disposition of calls (answered or forwarded) - Extension (operator) handling call - Lost or abandoned calls Individual Extension Reporting to include: - Calls made and duration - Calls received and duration	Reporting and billing based on standard template system generated reports as well as fully customizable reporting	MUST COULD	Y	Yes reports can be set to include inbound and outbound calls. We can accommodate customizable billing based on extensions, departments etc..	
R2		Call Queue Reporting, standard and customizable	MUST COULD	C	With the proposed Solution we cannot accommodate the following reports-However an additional Call Center application can be added.	
R3		Outgoing call reporting	MUST COULD	Y	All our reports can provide this.	

Req ID	Customer Need or Requirement	Functional Requirement	Req'ment	Vendor Response	Description of vendor solution	ATTACHMENT
R4	Reporting based on incoming CLID to include: - Internal Extension reached - Any internal extensions transferred to - Call duration System generated reports must be exportable to print, PDF, CSV, or txt structured file.	Incoming call reporting	MUST COULD	Y	All our reports can provide this.	
R5		Report output	MUST COULD	Y	All Reports are exportable in PDF, CSV of TXT file structure.	

Implementation:

Vertical has a proven history of implementing communications solutions of all sizes and levels of complexity. Likewise, the engineer assigned to your project will have the familiarity, confidence and competence to install your solution properly and efficiently.

Vertical implementations follow a clear scope defined in the Statement of Work. Skilled specialists will install your new Mitel system and applications or assist where technology gaps or staff shortages may be affecting a timely and successful project deployment. Depending on your needs, they can assist remotely or be on site hourly, daily, weekly or longer.

In each deployment, Vertical builds a system that includes flexibility for change, assurance of a proper installation, an optimized system configuration to minimize the effect of failure and guarantee service ability, and rapid repair capabilities.

The Vertical implementation plan will cover installation and management activities in the following areas:

- installation management
- project meetings/project reports
- system design/engineering
- comprehensive testing
- training and user support
- cutover service coverage

To ensure proper programming and installation, Vertical will implement the project in four key phases:

Phase 1. Vertical system design specialists will conduct in-depth research for the purpose of developing project resource schedules.

Phase 2. Vertical will create a detailed system design in accordance with your requirements. The City of Springfield will place a common carrier service order for the required facilities to the telephone company.

Phase 3. Vertical will begin all aspects of the implementation including installation, configuration and testing.

Phase 4. Vertical will perform the final system test. Station user and operator training sessions will be conducted. Following this will be the cutover to the new system. During this phase, Vertical experts will also document the final system configuration and perform the remaining acceptance tests.

Essentially a systematic and detailed planning guide for your entire installation, the implementation plan will break the entire process into measurable components.

Burn-In

Vertical will subject solution components at each site to a high-stress test, or "burn-in" process. This will take place over a continuous 15-day period prior to system acceptance.

The burn-in test will begin only when the system, is fully implemented, thoroughly cut over and completely operational. Vertical will expect each site to be completed in accordance with its particular project governance and acceptance procedure.

Testing

In the planning phase, Vertical will develop a full project test schedule that covers users and sites.

Vertical will ensure testing specifications are at a level appropriate for system functionality in accordance with the manufacturer's recommendations. These specifications will include, but not be limited to, the following:

- testing of all module and sub-module functionality
- testing of defined features
- testing of a sample of reports
- call load simulation tests
- a schedule for a bulk upload of moves, adds and changes
- testing of integration with all ancillary systems (before contract acceptance)
- a complete technical checklist for all pre-processing implementation and testing

Cutover

Vertical will take complete responsibility for the cutover of the entire system. The cutover will take place outside of normal office hours. Vertical will provide on-site help desk assistance for the first three days of service.

Vertical will also track and share any post-cutover issues within a Post Cut Log ("punch list"), which will also include effective times and resolutions. As part of this, we will work with you to triage all ticket responses.

An example of the entire installation process including cutover is detailed below. (Note: T-10 refers to 10 days before cutover. The numbers count down accordingly.)

T-10 — Equipment delivered.

T-8 — Data network availability confirmed. Network services confirmed. Resources confirmed.

T-7 — Environment available. CDE available.

T-3 — Day 1 of installation. Unpack rack-mount, power-up, and license equipment.

T-2 — Program user profiles. Connect MiVoice Business to data network.

T-1 — Test site

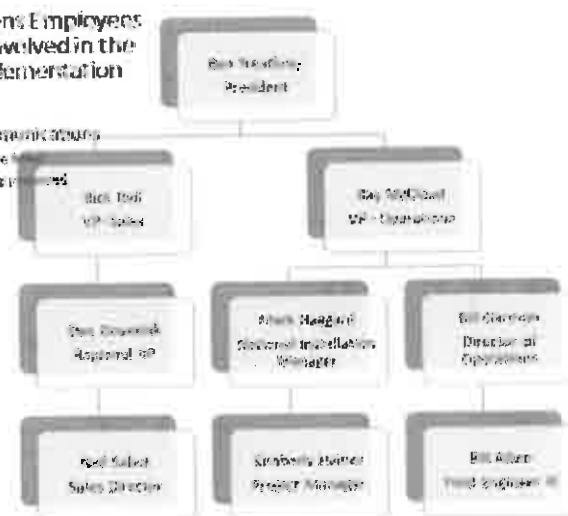
T-0 — Cutover. Deploy handsets, train users, cut over onto network services, and bring system into service.

T+1 — User support, floor walk, and training.

T+2 — Technical support and close.

Vertical Communications Employees that will be involved in the County's Implementation

- In addition, Vertical Communications employees are being provided to ensure that the implementation of the solution being provided



Summary

Vertical is primarily a technology company specializing in solutions and services. Aside from selling solutions built completely from Vertical hardware and software we also have award winning partnerships with Ericsson-LG and Mitel. As one of the largest communications systems integrators in North America Vertical is also one of largest Mitel Dealer/Reseller in North America. Vertical also offers our own VOIP services nationwide allowing us to act as a carrier giving our customers a true "one throat to choke" model. Our solutions and delivery teams have extensive expertise in designing, deploying and supporting Vertical, LG and Mitel products for Enterprise, Government, Non-Profit, Education and Hospitality markets.

Ben Treadway – President

Serving as Vertical's President Ben Treadway is responsible for Vertical's sales and service organizations. His long and distinguished career in telecommunications began in 1979 when he started as a sales representative with Dictaphone and quickly rose through the ranks to branch manager. He then joined Executone as a sales manager in 1982, where he spent the next decade in various sales, managerial and executive capacities. Ben ventured out on his own in 1993 when he opened American Telecom, an Atlanta-based systems integrator, which he sold to Inter-Tel in 1996 and became general manager of the company's Atlanta branch. Over the next 10 years with Inter-Tel, he rose to the position of senior vice president for the company's Eastern Region. After leaving Inter-Tel, Ben acquired Fulton Communications, an Atlanta-based systems integrator, and developed it into a market leading national communications solutions provider. Since spearheading a buyout of Fulton's ownership in 2006, he grew its annual revenue nearly 600 percent. He also paved the way for Fulton's partnership with Vertical, where it ranked first in sales for the past two years as a Vertical Diamond Dealer.

Rick Dell – Executive Vice President, Sales

Rick is responsible for leading and driving the sales organization at Vertical. Rick has been a leading executive in the telecommunications industry for more than 20 years. Prior to joining Vertical in 2011, he served as president of Mitel Networks USA, leading sales, marketing

and operations. During his time there, Mitel's operating profit improved from a net loss to a positive double-digit margin. Before Mitel, Rick was with former industry leader Inter-Tel, Inc. as executive vice president of sales. During his eight years there, he grew sales revenue almost 400% and delivered sales margins in excess of 20%. He also cultivated a successful and thriving dealer channel. In 2007, he was responsible for the successful integration of all US Sales and Operations when Mitel purchased Inter-Tel. Prior to joining Inter-Tel, Rick served in various sales roles with TIE Communications, Inc. and Executone of Ohio. He attended Ohio State University and holds an Engineering degree from DeVry.

Ray McCloud- Vice President of Operations

Ray McCloud has spent his entire career in the Telecom industry rising through the ranks of the Operations side of the business. In addition to the field experience he gained early in his 35 year career, Ray has held positions of Division President for Inter-Tel and Mitel, General Manager of Fulton Communications and his current position of Vice President of Operations for Vertical. Ray specializes in developing and delivering customer care initiatives and building industry leading support organizations.

Bill Garmon – Director of Operations

Bill Garmon has over 19 years' experience designing, implementing, and supporting multi-site VoIP solutions. He is focused on advancing our customer's data network and integrating telephony systems. His department creates practical solutions for business needs by using CTI applications, reporting packages and IVR/Multimedia applications. Bill graduated in 1998 from UGA with BS degree in Computer Science, since then he has completed many certifications including MCSE, CCNA, CompTIA A+ and Network+. He also holds many certifications on the specific application used by his department.

Bill's project responsibilities include; putting in place the proposed implementation timelines alongside our PMP certified PM (Angela), maintaining a smooth process for project execution, addressing the most in depth programming to ensure accurate deployment methods are met and exceeded by customer expectations, assist installation of core and peripheral nodes remotely and assisting in any configuration issues that may arise. Most of the work will be performed remotely with small amount of onsite work throughout the project.

Bill Aiken – Field Engineer III

19 years with Fulton Communications/Vertical Communications
Design and installation of LAN/WAN. Working with Customer and Carrier to make sure the Voice implementation is installed smoothly across the network.
Cisco and Microsoft Certified. Installation of application servers (VMware, HP, Dell, etc.)

Kimberly Haines- Project Manager

Over 20 years of experience with Mitel as a project manager. Has received certified training through Mitel manufacturing. These certifications include the knowledge of PBX, Call Center Applications, Voicemail, and the physical hardware equipment that accompanies each of these devices. Based in Richmond, has worked on many large enterprise installations in the State of Virginia.

Mark Haggard- National Installation Manager

Mark Haggard has over 30 years in the telecommunications industry. He started out in the warehouse with Inter-Tel (now Mitel) and moved up in the company becoming one of the top installers and service technicians. After 18 years in the field, he was promoted into Management. Mark has held many Operations Management positions from Service Manager to Operations Manager and now as National Installation Manager here at Vertical.

Cost Worksheet																		
Cost Worksheet Instructions: Provide a cost response for each cost area. The pricing should be based on the detailed functionality that the County requires for each functional area. All additional costs should be captured in the respective areas.																		
Cost Area (Functional and Technical Requirements Section 2.5)	General	VoiceMail	Per Extension	Administration Building	Courthouse	Treasurer Building	Former IT Building	Wearer Building	Registrar Office	Commonwealth's Attorney	Public Work Office	Community Center Building	Sheriff's Office	ESD Office	Library	Pleasant Grove House	Total	
One-Time Costs:																		
IP Phones Costs				16,465	7,878	3,088	1,287	257	257	1,287	1,544	1,801	11,992	515	1,029	1,286	48,686	
System Hardware Costs (switches, etc...)				10,021	2,844	278	139	139	139	139	139	278	7,075	139	139	139		
Software Licensing Costs (if any)				14,090	3,579	1,723	737	240	240	737	862	1,102	7,503	248	497	621		
Professional Service Costs				8,790	3,098	1,102	468	138	138	468	551	689	5,756	195	361	443	22,197	
Training Costs				1,980	698	248	105	31	31	105	124	155	1,296	44	81	100	4,998	
Expenses (miscellaneous)	-15,577			800	0												-14,777	
Total One-Time Costs	-15,577	0	0	52,146	18,097	6,439	2,736	805	805	2,736	3,220	4,025	33,622	1,141	2,107	2,589	114,891	
Recurring Maintenance Costs:																		
IP Phone Services (if any ongoing cost)																	0	
Annual Maintenance				1,999	693	248	104	31	31	104	123	154	1,289	44	81	99	5,000	
Additional Maintenance Fees				1,170	406	144	61	18	18	61	72	90	754	26	47	58	2,925	
Total Recurring Maintenance Costs	0	0	0	3,169	1,099	392	165	49	49	165	195	244	2,043	70	128	157	7,925	
Maintenance Schedule:	Year 1	Year 2	Year 3	Year 4	Year 5													
Rate of Increase over Prior Year (as a percentage)	0	0	0	0	0													
Maintenance Costs (as a dollar amount)	0	5,000	5,100	5,200	5,300													
Additional Costs:																		
Other Costs (if applicable; please specify the nature of these costs)	0																	

Mitel Pricing Summary

Mitel List Price	\$ 144,555.50
Less NJPA Discount	(53,958.29)
Less Public Sector Competitive Discount	(15,576.55)
Mitel Hardware, Software and License	\$ 75,020.66
Engineering Labor, Project Management, and Training	27,000.00
Polycom Conference Phones (Qty 10)	3,990.00
Dell Server for Call Recording	2,320.00
Battery Backup (Qty 2)	2,000.00
HP 48 port POE Switches (Qty 2)	2,551.00
Call Accounting -Cities and Government	1,410.00
Miscellaneous parts	600.00
Grand Total	\$ 114,891.66

End User Line Item Detail Report

Currency USD
 Partner FULTON COMMUNICATIONS TELEPHONE (FULTON COMMUNICATIONS TELEPHONE)
 ID Configuration not saved on Mitel Server
 Report Created 27-Jul-2018 09:23:18 CEST
 Quote Created 27-Jul-2018 09:23:16 CEST

This quote is based on the **Mitel Sourcewell (formerly NJPA) contract #040314-MBS** and Purchase Orders resulting from this quote may be written to an authorized Mitel Sourcewell (formerly NJPA) Selling Agent or Mitel Business Systems, Inc. directly per the ordering instructions below.

Membership and contract information is available at www.sourcewell-mn.gov

This quote is good for 90 days from date on file and must renewed thereafter.

End Customer Information

Address United States of America

Shipping Address
 Administration Building

Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext List
50005915	PKM KIT - 48 KEY (for 85xx/53xx Phones)	4	450.00	1,800.00	38.00	279.00	1,116.00
51304959	TA7102 (NA)	13	169.00	2,197.00	38.00	104.78	1,362.14
51304960	TA7104 (NA)	2	339.00	678.00	38.00	210.18	420.36
51304971	12VDC 1.5A PSU Univ FRU - TA7102/04	15	30.00	450.00	38.00	18.60	279.00
54005968	MiVBus Enterprise SW for 3300 (no users)	1	1,495.00	1,495.00	38.00	926.90	926.90
51303911	RFP 12 Single Cell Base Station (NA)	5	140.00	700.00	0.00	140.00	700.00
50006476	5330E IP Phone	146	415.00	60,590.00	38.00	257.30	37,565.80
50006478	5340E IP Phone	14	520.00	7,280.00	38.00	322.40	4,513.60
54005330	Enterprise License Group	1	1,000.00	1,000.00	38.00	620.00	620.00
54005442	MiCollab Virtual Appliance	1	995.00	995.00	38.00	616.90	616.90
54000297	MCD Mailbox license	1	50.00	50.00	38.00	31.00	31.00
54000303	MiVoice Business License - Digital Link	1	1,500.00	1,500.00	38.00	930.00	930.00
54001627	NPUM Record A Call	1	0.00	0.00	0.00	0.00	0.00
54002701	MiVoice Business License-SINGLE LINE EXT	4	75.00	300.00	38.00	46.50	186.00
54003522	MiVoice Business License -T38 Channel x4	1	550.00	550.00	38.00	341.00	341.00
54004762	MiCb NPUM Mailbox Calldir x1	3	40.00	120.00	38.00	24.80	74.40
54004975	MiVoice Bus License - Enterprise User	34	175.00	5,950.00	38.00	108.50	3,689.00
54004981	MiVoice Business License -App Connection	1	0.00	0.00	0.00	0.00	0.00
54005610	MiCollab NPUM MiVBus Mailbox Licensesx10	1	350.00	350.00	38.00	217.00	217.00
54006540	UCCv4.0 Entry User for MiVoice Bus x50	3	9,350.00	28,050.00	38.00	5,797.00	17,391.00
54006542	UCCv4.0 STND User for MiVoice Bus x1	10	325.00	3,250.00	38.00	201.50	2,015.00
54006696	MiCb Web/Aud MiVBus MXOne & 5000 User x1	1	500.00	500.00	38.00	310.00	310.00
54006699	MiCb,MX-One & 5000 HD-Codec License	1	60.00	60.00	38.00	37.20	37.20
54009186	SWA Std 1y	1	2,536.50	2,536.50	38.00	1,572.63	1,572.63
50003560	DUAL T1/E1 TRUNK MMC	1	1,500.00	1,500.00	38.00	930.00	930.00
50005084	MXe AC POWER SUPPLY	1	500.00	500.00	38.00	310.00	310.00
50005105	ASU II	1	700.00	700.00	38.00	434.00	434.00
50005731	24 port ONSp card	1	860.00	860.00	38.00	533.20	533.20
50005751	DSP II MMC	1	1,200.00	1,200.00	38.00	744.00	744.00
50006271	PIWR CRD C13 10A 125V - NA Plug	18	25.00	450.00	38.00	15.50	279.00
50006431	MXe III Raid Sub-System	1	1,500.00	1,500.00	38.00	930.00	930.00
50006731	3300 MXe III w/ 1GB RAM Controller	1	3,000.00	3,000.00	38.00	1,860.00	1,860.00

50006965	3300 MXeIII SATA SSD 2pk (Cntr-Server)	1	530.00	530.00	0.00	530.00	530.00
51303913	112 DECT Phone, Universal (w/Charger)	5	160.00	800.00	0.00	160.00	800.00
Total				131,441.50	37.41		82,265.13

Mitel N.Voice Call Recorder

Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext List
52002881	MIVoice Call Recording Base Pack x5	1	1,600.00	1,600.00	38.00	992.00	992.00
54009237	SWA Std 1y MIVCallRcd Sys w/30	1	210.00	210.00	38.00	130.20	130.20
Total				1,810.00	38.00		1,122.20

Sheriff Office

Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext List
54005968	MIVBus Enterprise SW for 3300 (no users)	1	1,495.00	1,495.00	38.00	926.90	926.90
54002701	MiVoice Business License-SINGLE LINE EXT	1	75.00	75.00	38.00	46.50	46.50
54003522	MIVoice Business License -T38 Channel x4	1	550.00	550.00	38.00	341.00	341.00
54009220	SWA Std 1y MIVBus System	1	125.00	125.00	38.00	77.50	77.50
54009225	SWA Std 1y MIVBus Analog Port	1	4.00	4.00	38.00	2.48	2.48
50005084	MXe AC POWER SUPPLY	1	500.00	500.00	38.00	310.00	310.00
50005104	4 PLUS 12 PORT COMBO	1	1,000.00	1,000.00	38.00	620.00	620.00
50005105	ASU II	1	700.00	700.00	38.00	434.00	434.00
50005751	DSP II MMC	1	1,200.00	1,200.00	38.00	744.00	744.00
50006271	PWR CRD C13 10A 125V - NA Plug	3	25.00	75.00	38.00	15.50	46.50
50006431	MXe III Raid Sub-System	1	1,500.00	1,500.00	38.00	930.00	930.00
50006731	3300 MXe III w/ 1GB RAM Controller	1	3,000.00	3,000.00	38.00	1,860.00	1,860.00
50006965	3300 MXeIII SATA SSD 2pk (Cntr-Server)	1	530.00	530.00	0.00	530.00	530.00
Total				10,754.00	36.13		6,868.88

MIBUS - Secure Recording Connection

Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext List
54005339	MIVoice Border Gateway Virtual	1	250.00	250.00	38.00	155.00	155.00
54009229	SWA Std 1y MIV BG System	1	25.00	25.00	38.00	15.50	15.50
Total				275.00	38.00		170.50

vM3G - 1 Year License

Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext List
54005339	MIVoice Border Gateway Virtual	1	250.00	250.00	38.00	155.00	155.00
54009229	SWA Std 1y MIV BG System	1	25.00	25.00	38.00	15.50	15.50
Total				275.00	38.00		170.50

Public Sector Competitive Discount

-15,576.55

Grand Total

Grand Total				144,555.50			75,020.66
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Purchase Order or Mitel Govt Credit Card Order Form can be faxed to **703-904-0568**
or emailed to **USGovernmentSales@mitel.com**

The PO should be made out to:
Mitel Business Systems, Inc.
1146 North Alma School Rd.
Mesa, AZ 85201

★ PLEASE NOTE OUR SEPARATE REMIT TO ADDRESS ★:

Mitel Business Systems, Inc.
PO Box 52688
Phoenix, AZ 85072-2688

★ PLEASE DO NOT SEND PAYMENT TO THE MESA ADDRESS ★

Please note the following order requirements:

- * Prime Sourcwell (formerly NJPA) **Contract number# 040314-MBS** must be referenced on the PO
- * The Sourcwell (formerly NJPA) End-User must be noted on PO
- * A copy of the End-user's PO or signed Sales Agreement noting the Sourcwell contract** (see note below)
- * If the PO is itemized, the Quantity and Pricing of products on PO must match the Quote
- * A copy of the Mitel quote must accompany the order
- * Shipping and billing instructions
- * Requested delivery dates

**** A copy of the End-User's PO or the signed Sales Agreement referencing the Sourcwell contract must be submitted at the time the order is placed...The total of the Sourcwell equipment portion must be broken out separately from the services portion and must match the Mitel Sourcwell quote provided to the Partner to ensure Sourcwell pricing has been passed along to the end-customer...Orders will not be processed if the Govt Order Desk cannot see the Sourcwell quote portion has been clearly broken out on the End-customer's PO or the signed Sales Agreement**

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ATTACHMENT C

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of VERTICAL COMMUNICATIONS, does hereby certify in connection with the procurement and bid to which this Certification of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 et seq.)

Signature of Company Representative

VERTICAL COMMUNICATIONS

Name of Company

7/27/18

Date



ACKNOWLEDGEMENT

STATE OF VIRGINIA

FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of West Sabot and dated July 27th 2018 was subscribed and sworn to before the undersigned notary public by Mohamed Tounkara on July 27 2018.

Notary Public



My commission expires: 05/01/2021

CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

B. Any person required to submit a certified statement as provided in paragraph A, above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

a false statement shall be guilty of a Class 6 felony. (1980, c.472)

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

ATTACHMENT D

OFFEROR STATEMENT

Undersigned Bidder hereby certifies that he/she has carefully examined all conditions and specifications of this invitation for Bid and hereby submits this bid pursuant to such instructions and instructions.

NEIL SABOT, SALES DIR

Type or Print Name & Title of Authorized Person

[Signature]
Signature of Authorized Person Submitting This Bid

7/27/18
Date

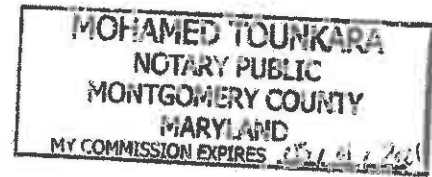
SUBSCRIBED AND SWORN to before me by the above named

Neil Sabot on the 27th day of July, 2018

[Signature]

Notary Public in and for the State of Maryland

My commission expires: 05/01/2021



PLEASE RETURN THIS PAGE WITH BID SUBMISSION

ATTACHMENT B

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.

A. ___ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Contractor's Identification Number issued to it by the SCC is

_____.

B. Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Contractor's Identification Number issued to it by the SCC is

F2079947.

C. ___ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such Contractor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Date 7/27/18

Authorized Signature

Print or Type Name and Title

VERTICAL COMMUNICATIONS
[Signature]
NE-SUB7 Sinc D.

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

ATTACHMENT A

CONTRACTOR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The Contractor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Contractor's Primary Contact:

Name: VERTICAL COMMUNICATIONS Phone: 877-837-8422

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service.
14 Years _____ Months

4. Contractor Information:

FIN or FEI Number: 86-5446453 If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company: OVATION TRAVEL
Phone: 214-561-7199
Dates of Service: 2012 - PRESENT

Contact: HAROLD LOSE
Email: HLOSE@OVATIONTRAVEL.COM
\$\$ Value: \$1,000,000 +

Company: AMIDEAST
Phone: 202-776-9600
Dates of Service: 2013 - PRESENT

Contact: NOHA ALKHATIB
Email: NALKHATIB@AMIDEAST.ORG
\$\$ Value: \$200,000.00

Company: THE TRAFFIC GROUP
Phone: 410-931-6600
Dates of Service: 2007 - PRESENT

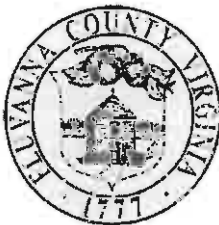
Contact: LISA KIELIAN
Email: LKIELIAN@TRAFFICGROUP.COM
\$\$ Value: \$40,000.00

Company: DAYTON OH TRAFFIC AUTHORITY
Phone: 937-425-8312
Dates of Service: 2016 - PRESENT

Contact: LINDA TIPPON
Email: LTIPPON@GREATERDAYTON.ORG
\$\$ Value: \$1,000,000.00

I certify the accuracy of this information.
Signed: [Signature] Title: Sales Director Date: 7/27/18

PLEASE RETURN THIS PAGE WITH BID SUBMISSION



COUNTY OF FLUVANNA, VIRGINIA

Request for Proposals (RFP) #2018-07

Phone System

ADDENDUM # 1:

Reference – Request for Proposal: RFP #2018-07
 Title of Request for Proposal: Phone System
 Issue Date: June 15, 2018
 Bid Due Date and Time: July 31, 2018 at 2 p.m. EST (Pursuant to this Addendum1)

The above RFP #2018-07 is hereby amended and modified as follows:

1. Page 1, Due Date shall be changed to “July 31, 2018 @ 2:00 p.m. local prevailing time”; Section 3.a.iv shall be changed to read:
 - a. **Due Date:** Sealed copies of the proposal must be received by the Purchasing Officer no later than 2:00 p.m. EST on July 31, 2018.
2. The following are clarifications as discussed in the Pre-Bid meeting on June 14, 2018:
 - a. Long Distance- Article 3.1
 1. Please remove following bullet point: “Provide a schedule of costs for long distance, including what areas, if any, are free.”
 - b. Cable assessments- Article 2.2
 1. The county is open to scheduled visits by offerors cabling technicians to assess the needs at specific sites. Those walkthroughs will only be scheduled July 2-3, by the Purchasing contact listed above. Times available are 10am, 1pm, and 3pm each day.
 2. A full assessment is not necessary or required under this IFB, the above visits are only offered to give proposers adequate access to all locations in order to provide the best possible pricing.
 - c. In the IFB where noted we are looking for Redundant and/or Backup server capabilities, we are in fact looking for a failover system between the Main Administration building and the Sheriff’s office sites.
 - d. Courthouse Cabling – Article 2.2.3
 1. After closer examination, the courthouse is sufficiently cabled with Cat5 or better. However, the Wall Jacks will need to be upgraded.

2. Added to this, we will need the same services in the Sheriff's office.

e. Connections to other sites- Article 2.3.5

1. There is a brand new fiber connection between many of the county buildings that did not exist when this RFP was originally written. The following sites now have a direct fiber connection to the Administration Building:

1. Sheriff's Office
2. County Library

2. There is also a hope to connect the Pleasant Grove House in the next few months. Pricing for this location should be OPTIONAL only as they will only be added to the phone system if/when this fiber connection is made.

f. There should be a unique DID for all locations for purposes of emergency calls.

3. The following are clarifications from questions received:

a. When are the anticipated selected vendor meetings/presentations?

1. While the county wants to get this project started as soon as possible, we will take an appropriate amount of time to carefully review all proposals received.

b. When is the anticipated award date?

1. While the county wants to get this project started as soon as possible, we will take an appropriate amount of time to carefully review all proposals received.

c. When is the anticipated project start date?

1. While the county wants to get this project started as soon as possible, we will take an appropriate amount of time to carefully review all proposals received.

d. Is 2 years the required roll out time frame?

1. We would expect the chosen offeror to take as much time as needed in order to give us the best system possible. The time from for roll out will be totally dependent on the chosen offeror and their schedule.

e. County is offering a P/T Project Manager. Will the PM be available as needed without limitation or delay?

1. The project manager for this project will be a full time county employee and will be available as much as necessary.

f. Do you wish to have a Lease price and if so what are your terms?

1. No

g. Is there a requirement to tie into an external paging system? If yes, please describe the system and location (s)

1. No

- h. Attachment G pricing table: The following Sites are not on the worksheet: Library, Court Services Unit, Extension Office & Health Department. How should these be accommodated on the price sheet? a) add columns or b) combine the totals in with Admin or another site?
- 1.A corrected Attachment G Version 2 is attached to this addendum and should be used in place of the original.
- i. Is the Extension Office on the campus LAN/WAN network with the other campus offices?
- 1.The extension office is located in the Parks and Rec Community center.
- j. Please confirm: The trunk interface requirements include 1 PRI with 124 DID's in the Admin Bldg.
- 1.Yes, this is correct
- k. Do you intend to keep the T1 for private networking between Admin and Sherriff's office?
- 1.Yes, the T1 trunk will be maintained
- l. Please confirm: You have PoE switches and VLAN capabilities at all offices including remotes.
- 1.There are PoE / VLAN capable switches in all offices. Currently the Sheriff's Office requires two 48port POE / VLAN capable switches to be added.
- m. Please confirm: The Sherriff's office will be on the new system.
- 1.Yes, the Sheriff's office administration phones will be on the new system. The E911 center located in the Sheriff's office will be separate and out of scope for this RFP / Project.
- n. Sherriff's Office POTS lines:
- 1.Do you wish to retain all 8 POTS lines at the for local access as well as for the Power Fail Transfer (PFT) phones?
 1. Yes, the Sheriff's office wishes to keep these as a fall back.
 - 2.Attachment E: H15 Are you supplying the analog phones for PFT?
 1. Yes, we intend to use the ones in place currently.
- o. How many users will require the Call Recording and Reporting features -2?
- 1.We would like all phones to have this capability, if there are licensing or cost thresholds, please elaborate and include those in your proposal so that we have the option to prioritize and implement as the budget and requirements permit.
- p. Page -3 Parag. 2.1: Listed under basic telephony
- 1.Call Recording as a basic feature generally refers to recording an outside call to your voicemail box? Referencing Page -10 Parag 3.1 Recorded call storage and Attachment E S9, 9.1 and 9.2 requires an advanced call recording application.

1. Yes, this requirement is to record an external call. If recording to voicemail requires an advanced application, please provide alternatives as separate options within your proposal and include costs and other factors for each option provided.
2. Do you wish, for Attachment E S10 to be classified as the basic requirement, for all users to have the ability, under system admin control, to record an outside call to voicemail?
 1. Yes, if at all possible this is a SHOULD requirement.
3. Attachment E S9 and Attachment E S11 integration with NICE for the Sheriff's office.
 1. No, we do not want any integration with the E911 or NICE. Both systems are out of scope for this RFP / Project.
4. Do you wish, for Attachment E S9 to be a new and separate system for 3 to 5 users to have the call recording application with reporting, search tools and archival capabilities? Is this in addition to the NICE System or as a function of the NICE system?
 1. This RFP's call recording is for this systems calls only. There is no integration or interconnection with the E911 or NICE system. Both systems are out of scope for this RFP / Project.
5. How are S12 and S13 different from the requirements of S9?
 1. They are the same.
6. IVR are you referring to automated attendant routing (e.g. dial the extension, dial 1 for this, dial 2 for that or dial 0 for assistance, etc.) or do you require a true Interactive Voice Response solution? If yes to IVR please describe the desired application, such as speech recognition, database lookup, digit routing (account code), CLID routing, etc.
 1. Yes, we are referring to automated attendant routing but we understand that some vendors may have IVR built-in and included as part of the offering. As a minimum we require automated attendant routing via touch tone. If true IVR with voice recognition is an option at little or no cost supplementing the automated routing; we would like that included in the proposal as an option.
- q. Page -8 How many different announcement-only lines do you require?
 1. We have no more than three at the moment but could foresee an expansion to no more than 10 in the next 5 to 10 years.
- r. Page -8 and Attachment E S8 "could have" and R2 "must have":
 1. Is ACD required or optional?

1. ACD is optional and all related requirements have been changed to "COULD HAVE"
2. Attachment E S8: to queue 25 calls would require 25 incoming phone lines. Are you adding a 2nd PRI or is this for future capabilities?
 1. This is to address future requirements, if your proposal includes this and there are price thresholds, please elaborate and show these as part of your proposal.
- s. Page -8 How many ACD Queues are required?
 1. There are up to four possible operators to answer call into our main extension.
- t. How many active logged-in agents are required - 3?
 1. We would have no more than four agents active at any one time. The usual number is three.
- u. How many total agents all shifts are required - 5?
 1. We would have no more than four agents active at any one time. The usual number is three. This is only manned 0730 to 1700, Monday through Friday. However, it could be operated at other hours if circumstances warranted (Crisis)
- v. Page -10 and Attachment E R1: Please explain the "billing" report requirement since this is not a Hosted VoIP solution
 1. The billing requirement is to track long distance or other phone charges incurred by individual extensions so that the office responsible for the charges can be billed by our finance personnel.
- w. Page -11 Price Proposal 3.4: Please explain the last paragraph and including what "... without mark-up of any kind" refer to?
 1. Per the Virginia Public Procurement Act:
 1. § 2.2-4331. Contract pricing arrangements.
 - a. Except as prohibited in this section, public contracts may be awarded on a fixed price or cost reimbursement basis, or on any other basis that is not prohibited.
 - b. Except in case of emergency affecting the public health, safety, or welfare, no public contract shall be awarded on the basis of cost plus a percentage of cost.
- x. Page -13 References: Please clarify List all public bodies, state agencies including all departments, etc. Are you asking for three government references or something far greater?
 1. While the county wants 3 references for similar size projects, we also would like confirmation the offeror has worked with other government agencies.

y. Attachment E: Should we add columns for Included, optional, etc. How would you like the response to be presented?

1. Please use the "Vendor Response Table" at the top of the document for coding the items.

z. Attachment E H5: For fax over IP T38 support is required. How many T38 channels for concurrent faxing is required? (Be advised the T38 fax may not as reliable as analog or efax)

1. We currently have 25 fax machines in use across our network.

aa. Attachment E: H16.1 Can you please describe the differences of the Basic and Multi-line IP Phones? If both models must support the features of H19-H31 with the exception of H17, 18 24 & 29 then what differences are required?

1. Basic phone- standard IP handset, 16 programmable keys, liquid crystal display, DND, transfer, hold, speaker phone,- majority of phones

2. Upgraded phone- larger display, more programmable keys, hooks to switchboard, headsets, "executive" only 10+

bb. Does H25 only apply to the multi-line IP Phone model?

1. No, we would like the basic handsets to include programmable keys at least 12 in quantity. This is to allow users to program frequently called extensions, or to provide shortcuts to commonly used phone functions such as DND, Call diversion, Voicemail, Call transfer, etc.

cc. Attachment E: H7 and H16.1 For the 2 switchboards, can you please describe the switchboard requirements and locations?

1. These would be in the main administration building on floors 1 and 2. These should allow the operators to receive incoming calls to our general county extension and route the calls based on the caller's request.

dd. Attachment E H7 do you wish to have the system equipped / licensed for 200 devices on day one?

1. We would require as a minimum approximately 165 extensions on day one. Please include licensing and costs associated with expansion of the system to support additional extensions.

ee. Attachment E: H16.1 The quantities do not match the quantities of Sec. 2.3.10 PP 6-8. Can you please indicate the requirements for each location?

1. This has been updated so that the quantities match.

ff. Attachment E: H19 Are there any operational requirements or feature requirements that are not clearly described in the RFP that must be addressed?

1. No

gg. Attachment E: H27 Should all IP Phones include a 1GB network port for the local PC?

1. Yes, this is required

hh. Attachment E: S19-25 Conferencing (PRI provides 23 outside channels)

1. How many internal & external parties in a conference?

1. Most conferences would be no more than 5 internal extensions and no more than 2 external parties.

2. How many total internal & external concurrent parties in all conferences?

1. No more than 7 parties (5 internal and up to 2 external)

ii. Attachment E: Is U1 a Handset feature or a Unified Communications Desktop feature or both? If it is a handset feature does it apply to Basic & Multi-line sets?

1. This is a requirement to have a lookup function. This could be a system database method where the end user looks up name associated with extensions within the phone system itself or it could be using an LDAP connection. Our preferred method is internal extension lookup.

jj. Attachment G Pricing table: Please explain "IP Phone Services" under recurring maintenance

1. This item is included so that vendors can provide a line item in the proposal to cover any recurring expenses which may occur annually in future years such as licensing fees, software assurance, etc. This ensures all proposal can be evaluated on an even playing field and that Fluvanna County can budget accordingly for these costs in future years. If there are NO recurring costs and the initial price includes all software licensing, upgrades, etc in future years, It is expected that vendors state this clearly in this section.

kk. For Courthouse Cabling:

1. How many floors?

1. Two floors

2. Type of ceiling (drywall or drop ceiling)

1. Drop ceiling

3. Type of walls (drywall, block etc.)

1. Mixed

4. Will the drop locations need raceway?

1. Current cabling is sufficient and would only require dropbox faceplate rewiring.

5. Plenum or CM cable?

1. Plenum is preferred in void spaces if required

6.Distance of drop to closet

- 1. farthest location would be no more than 100ft

7.Do you have a floor plans?

- 1. Floor plans may be made available, however since re-cabing has now been made unnecessary, they will not be attached to this addendum.

8.When can the work be done?

- 1. Preferred out of hours, if work is performed M-F 0700-1700, it would have to be scheduled in advance and not during times when court is in session

9.Do you have existing IDF's and / or a main central closet?

- 1. There are two main communications rooms one upstairs near the Circuit Court and one downstairs near the District Court.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Cyndi Toler, Purchasing Officer

Fluvanna County, Virginia

132 Main Street

Palmyra, VA 22963

(434) 591-1930

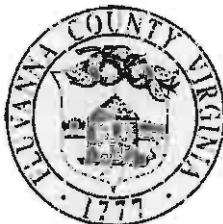
Name of Firm: VERTICAL COMMUNICATIONS

BY: [Signature]

Signature of duly authorized representative

Title: SALES DIR

Date: 7/30/18



COUNTY OF FLUVANNA, VIRGINIA

Request for Proposals (RFP) #2018-07

Phone System

ADDENDUM # 2:

Reference – Request for Proposal: RFP #2018-07
 Title of Request for Proposal: Phone System
 Issue Date: July 17, 2018
 Bid Due Date and Time: July 31, 2018 at 2 p.m. EST (Pursuant to Addendum 1)

The above RFP #2018-07 is hereby amended and modified as follows:

1. The following are clarifications from questions received:

- a. Another question – Section 3.2 on page 10 asks about down time. To what is that referring? How much time a typical phone system is down? How much time CodeBlue's help desk has been unavailable? How much time OUR phone system has been down? Or something else?
 1. We would be looking at the supplier's typical downtime in regards to their support and maintenance functions. This is to help us understand the support and service we can expect if/when our system experience difficulties and/or outages.
 2. We are primarily a 0700-1800 operation Monday through Friday excluding holidays, but may require support outside of these hours and would like to know your support hours also.
 3. The third part is around service levels agreements if any provided for the vendors support function providing assistance to Fluvanna as/when required.
- b. How many face plates are required for the Courthouse?
 - 1.26, one for each telephone being added to the courthouse
- c. In regards to the telephony system, does the County anticipate future growth? If yes, can the County provide an estimated projection?
 1. We would anticipate no more than 25% growth over the next 3 to 5 years. Please provide cost estimate, if any, for additional handsets, software, licenses, etc. as would be required to add additional internal extensions to accommodate future growth.
- d. At the bidders conference one bidder talked about the reliability limits to faxing over the IP telephone systems T38 Protocol channels. We concur with that assessment; in fact we have found that while analog phones work fine over IP, devices such as fax machines, modems,

credit card devices, etc. may not perform well over IP. In response we believe we heard that the county would be utilizing direct POTS lines for fax machines and not running them through the IP PBX.

Can you please clarify if the fax machines are to be connected to analog PBX extensions (running through the IP PBX) or connected to dedicated POTS lines (not running through the IP PBX)?

1. We intend to run the fax machine through the IP PBX and use ATA/DTA that supports T38.

- e. The following departments listed on RFP pages 6 through 8 do not match the columns on the Price Worksheet. Health, CSA, IT, Court Services Unit, Parks & Extension, Commissioner and Reassessment. Also the new Price Worksheet has columns labeled Former IT Building, Weaver Building and Community Center Building which are not on the RFP pages 6 – 8. Since we need to supply pricing data based on the Pricing Worksheet, can you please indicate in what columns the not listed departments belong?

1. Health Department – Main Administration Bldg., 132 Main Street

2. CSA – Main Administration Bldg., 132 Main Street

3. IT – Main Administration Bldg., 132 Main Street

4. Parks and Recreation – Community Center Bldg., 5725 James Madison Highway, Fork Union

5. Extension Office – Community Center Bldg., 5725 James Madison Highway, Fork Union

6. Court Services Unit – Treasurer/Commissioner Bldg., 34 Palmyra Way, Palmyra

7. Commissioner of Revenue – Treasurer/Commissioner Bldg., 34 Palmyra Way, Palmyra

8. Reassessment – Weaver Building, 196 Main St. Palmyra

- f. Addendum #1 aa 1 Describes Basic Phone as having 16 programmable keys while #1 bb 1 Describes Basic Phone as having “at least” 12 keys. Do you require 12 or 16 keys on the Basic Phone to be compliant with the requirements of the RFP?

1. 12 programmable key are sufficient to meet the requirements of this RFP.

- g. Addendum #1 aa 2 Describes an Upgraded Executive phone as having more keys and a larger display with a quantity of 10+. Attachment E H16.1 does not list an Executive phone but does list a requirement for 4 Switchboard phones.

Are the 10+ Upgraded /Executive phones the 4 Switchboard phones or a new category?

1. Executive phones are a separate requirement that will have more programmable keys and larger display than the basic ip telephony handset.

2. Four switchboard phones are a separate requirement and are for the four persons who answer the main county telephone extensions and route calls from the public to departments within the county.

- h. Can the County provide floorplans for both the Sheriff's Office and the Courthouse?

1. Yes, please see attached PDF files
- i. Only wall jacks to be replaced- how many at each site?
 1. 26 at Courthouse and 86 at Sheriff's Office
 - j. Any test results needed for existing cabling?
 1. Any changes to cabling or wall jacks should be fully tested as best practice
 - k. Is the cabling currently active?
 1. Yes, in some cases. Scheduled work to wall jacks can be accommodated though
 - l. Properly patched at the closet end? (I.e. Will patch panels be needed for the closet end.)
 1. All cables are terminated to a patch panel at the closet end.
 - m. If needed, would the County accept T&M to verify labeling and testing of existing cabling and/or to run new cabling if/where needed?
 1. Yes, please include your Time and Materials (T&M) quotation for cable testing as an individual line item in your cost submission.
 - n. For sites with less reliable connectivity, if the connection will not be altered to meet VOIP minimums, will the County accept call forwarding (i.e. to a cell phone) as a viable option?
 1. All sites included in this proposal meet the minimum VOIP requirement
 - o. What is the retention policy, by department, for call recordings? Please include estimated number of calls daily and average length of calls.
 1. Call recordings retention shall be no longer than three months for any and all departments; however, Fluvanna County may choose to delete calls sooner.
 2. Currently there is no historical data on call recording. We would envision this to be no more than a few calls per day for up to five minutes in duration.
 - p. For the basic versus multi-line phone requirement, you mention the basic phone must have 16 programmable keys and the multi-line phone must have more than that. Is this a MUST requirement? Is the County open to side car options or other solutions?
 1. Yes, the County would entertain sidecar options in order to provide programmable keys.
 - q. Will the Fork Union Sanitation District be upgraded to fiber or have a dedicated, leased line prior to the start of this project? Would a SD-WAN implementation be possible from that site to the core?
 1. FUSD current bandwidth is 10/3 and would only occasionally carry a single call and would rarely have two concurrent calls. If connectivity is not improved by implementation date or the bandwidth is not sufficient to delivery service, Fluvanna County will opt to exclude the FUSD office from the project and keep the current FUSD telephone service in place for that site.
 - r. Given the unreliable nature of VoIP through VPN over the public internet, is it a MUST that the FUSD site, with 10/3 cable internet be a part of this system?
 1. If connectivity is not improved by implementation date or the bandwidth is not sufficient to delivery service, Fluvanna County will opt to exclude the FUSD office from the project and keep the current FUSD telephone service in place for that site.
 - s. Will the fiber connection between the Sheriff's Department and the Palmyra campus be able to pass traffic on the voice vlan?

1. Yes, Voice VLAN will be available
- t. Are you open to altering the connectivity to the remote sites that use broadband (cable modems, DSL, etc.) to allow quality of service?
1. Yes
- u. Do your systems run SNMP read only strings?
1. No
- v. Can you keep the POTS trunks for the analog devices (i.e. faxes, postage meters, credit card machines, etc.)?
1. We would prefer to transfer these devices and use ATA/DTA adapters.
- w. Which sites would require an ACD queue beyond the capabilities of an Auto Attendant and what is their call flow?
1. Only the main administration building requires automated call distribution. Please see ACD Operator Call flow.pdf for call flow
- x. For H15 under telephony requirements, would the analog phones be through separate POTS lines with failover to those lines being controlled by the carrier?
1. Yes
- y. What SLA do you require for replacement of faulty equipment? 8x5 or 24x7?
1. We would require 8x5 replacements for critical IP PBX equipment. We anticipate keeping a small stock of IP handsets so replacements of those is not considered critical.
- z. During the bidder's conference you said one day of training with multiple "train the trainer" sessions would be adequate, but page 9 requires three sessions on different days. Please document that one day is the requirement.
1. If a provider can provide three user training sessions in a single day that would be acceptable as County IT Personnel could provide training to internal personnel not available on those dates as required. However, if a provider believes that the sessions would be too long in order to fit them into a single day, The County is happy with the provider completing the sessions over multiple days.
- aa. Most VoIP phones can be considered a conference phone either because they can create a conference bridging multiple lines or because it has a speakerphone which can be used with multiple people. However, conference phones can also be considered specific models like the ubiquitous Polycom three-legged model. Please describe your requirements for a conference phone (H16.1.)
1. Under requirement H16.1, we are looking for conference phones such as the Polycom three-legged model for use in conference rooms. Whilst we understand that most VOIP phone can use their speaker or bridge connections this is not conducive to a large conference room setting.
- bb. 2.3.2 requires "re-termination of services" (which we interpret as meaning moving the existing PRI to the new system.) During the walkthrough Andy said that an Ethernet cable from the phone room to the computer room exists. Please confirm that this cable is available for use with either the PRI or an Ethernet connection if SIP trunking is used.
1. There will be a cable available for re-terminating services as needed.

cc. Andy said that it was not necessary to have a call to a cell phone be able to be routed back to another extension. This is easily done if the cell phone has the manufacturer app running, but not standard without an app. Please document that this requirement is eliminated or agree that cell phone users will run app if needed.

1. Yes, the county understands that a vendor app would be required to provide this service.

dd. For maximum protection, we suggest a UPS for the phone appliance which has dual power supplies. Shall we expect two power receptacles and a USB port to be available on an existing UPS for the primary and failover appliances or shall we provide UPSes as options?

1. The vendor should quote for the provision of UPS as required by their solution.

ee. We understand that we will need to terminate existing cable in new Cat 5e jacks at the workstation end. Will you confirm that is for 27 locations in the Courthouse and 48 locations at the Sheriff's office?

ff. Yes, re-termination of wall jacks will be required in both the Courthouse and Sheriff's office.

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Very truly yours,

Cyndi Toler, Purchasing Officer

Fluvanna County, Virginia

132 Main Street

Palmyra, VA 22963

(434) 591-1930

Name of Firm: VERTICAL COMMUNICATIONS

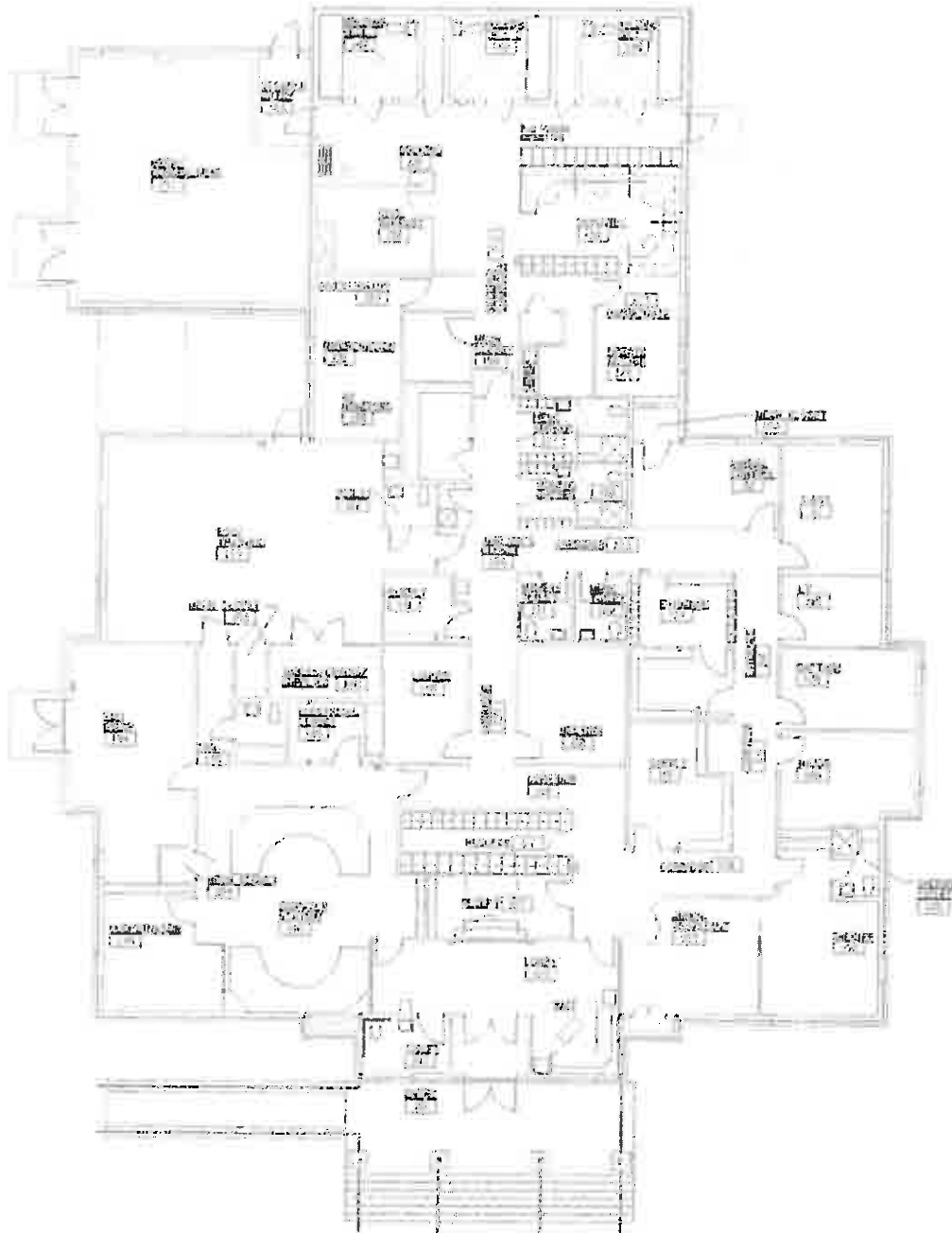
BY: [Signature]

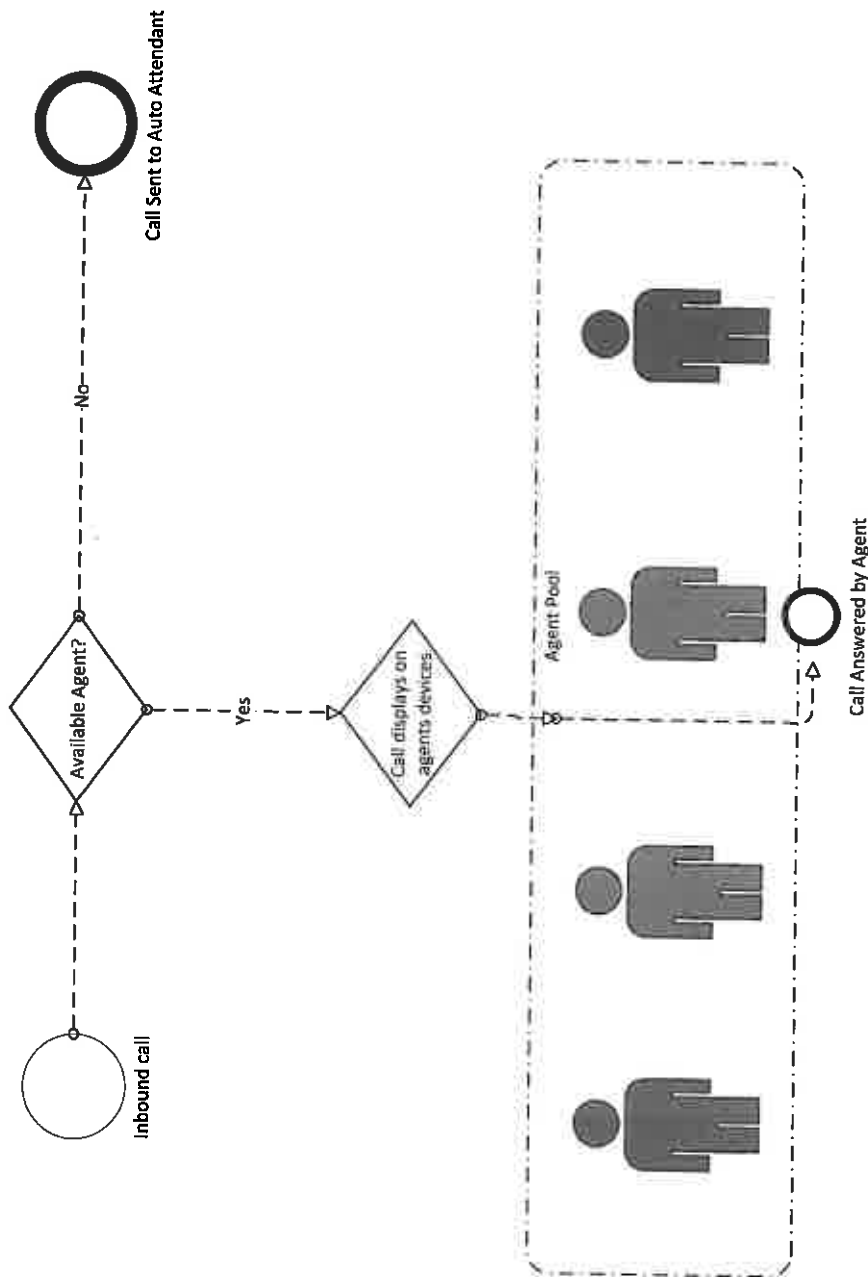
Signature of duly authorized representative

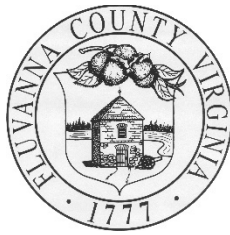
Title: SALES DIR

Date: 7/30/18

Fluvanna County Public Safety Building







COUNTY OF FLUVANNA, VIRGINIA
Request for Proposals (RFP) #2018-07
Phone System
Issue Date: June 4, 2018
Due Date: July 16, 2018 at 2 p.m. EST

Procurement Contact:

County of Fluvanna
Cyndi Toler, Purchasing Officer
132 Main Street
P.O. Box 540
Palmyra, VA 22963
Ph: (434) 591-1930 ext. 1124
Email: ctoler@fluvannaCounty.org

All sealed proposals shall be turned in no later than the due date and time noted above.

- All Proposals that are delivered via mail or are hand delivered must be addressed to the “Procurement Contact” listed above.
- Any Proposals sent in via facsimile, telephone, or email shall not be considered.
- Any Proposals that are turned in late will be rejected and returned unopened.

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 2nd floor, Palmyra, VA 22963 or by clicking on the following link: <https://www.fluvannaCounty.org/rfps>

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ARTICLE 1 INTRODUCTION AND BACKGROUND

1.1 Introduction. Fluvanna County (the “County”) is seeking qualified firms to submit proposals for a County-wide enterprise Voice Over Internet Protocol (referred to herein as “VoIP” or “IP”) telephone system and all necessary or related equipment of any kind (the “System”), as well as installation, training and support and maintenance of the System (collectively with the System, referred to as the “Work”). The County desires to replace its current legacy phone systems servicing its multiple buildings and locations with a modern IP Telephony solution being the System. In doing so, the County seeks to address several challenges in the current environment, including but not limited to: (i) limited or inadequate functionality in current systems; (ii) limited or inadequate support from Contractors (including technical, hardware & software support); and (iii) difficulties in servicing old equipment (obtaining replacement parts, lack of expertise, etc.). The proposed System must address these challenges and others and must adequately plan for, select, and implement an enterprise-wide VoIP telephone System as set forth in detail in the Scope of Work. The scope of Work under this Request for Proposals (RFP) includes, but is not limited to, IP Phones and related equipment, necessary network equipment (if required), IP Phone services, software (if any), installation of the System and training on use of the System. The Offerors will also include information on the cost and scope of System maintenance and support. The System will be implemented in a scheduled rollout by building set out in the Offeror’s Proposal. The rollout for final completion of the installation of the System, full System functionality, and all System training shall be not later than two (2) years from the signing of a contract. The County will consider the timeframe for completion of the System and training in evaluating Proposals.

1.2 Background. The County is located in the central Piedmont region of Virginia, approximately one hundred eighteen miles (118) miles southwest of Washington, DC, and sixty-five (65) miles west of Richmond, Virginia. The County encompasses a land area of approximately 290 square miles, with an estimated 2012 population of 25,967. Fluvanna County is surrounded by several other local jurisdictions including the Counties of Albemarle, Louisa, Buckingham, Cumberland, and Goochland.

1.3 Site Inspection and Mandatory Pre-Offer Conference. All potential offerors MUST attend a mandatory pre-offer conference at the County Office Building located at 132 Main Street, Palmyra, Virginia 22963 on the 14 day of June 2018 at 10 a.m., where the contractors will be allowed to inspect and analyze the current environment and collect further data in determination of their ability to perform the services required. Any Procurement and technical questions shall be directed to Cyndi Toler, Purchasing Officer at ctoler@fluvannaCounty.org during the course of this solicitation. The Contractor shall be presumed to have made a reasonable inspection of the premises before the time of proposal submission and shall be held responsible for all information available through such inspections; and submission of a proposal will be a confirmation that the Contractor did make a site inspection and is aware of all conditions and business practices of the County affecting the System, System performance and price(s) submitted. The County may determine in its sole discretion that a second mandatory pre-bid conference is necessary, the date and time of any such second mandatory pre-bid conference will be disclosed in an amendment to this RFP.

ARTICLE 2 SCOPE OF WORK

2.1 Project Overview and General Requirements. The County desires to establish a contractual relationship with Offeror(s) that has products and services best suited to meets the County’s needs and for a System upgrade. Offerors should also be equipped to perform the seamless migration of hardware and equipment from the current telephone system to the new one, facilitate the transition of the County’s operations to the new System and provide training and other support services, if necessary, and provide maintenance services. The Offeror must be prepared to coordinate with and educate the County’s IT Director as well as County Officers, staff and others who need to access or use the System. The System shall be broadly defined to include the VoIP telephone system, telephone, hardware, software, cabling, telephone, technology infrastructure, support and equipment of any kind as proposed by the Offeror. The County is seeking proposals for an IP Telephony solution that is scalable for future growth. The solution must contain basic telephony functions that include but are not limited to internal and external calling, voicemail, call forwarding, call transfer, call recording,

intercom, hunt groups, IVR, and a suite of management reports. The solution must be secure and provide adequate voice quality for all calls. The County is seeking an on-premise solution and does not wish to have a hybrid or cloud-based solution. The System should be easily adapted to the County's operation without requiring new cabling or switch infrastructure except as specifically laid out in the Offer's Proposal. The Cost of the System shall include all work and materials required to make the System fully functional and also shall include all training and maintenance of the System. If the Proposal requires replacing, upgrading, modifying or using existing equipment and resources of the County, such shall be specifically stated in the Proposal and the cost thereof shall be included in the cost of the System.

The System requested shall include at minimum: IP Phones, IP telephony network equipment/telephones, IP Phone services, software (if any is required), training and on-going maintenance of the System as more specifically set forth herein. The Offeror will also be required to provide ongoing maintenance and technical support and documentation to implement System updates as they become available for at least one-year from the Date of Completion of the Work on the System, with an option at the County's discretion to renew maintenance and support for four (4) additional one-year terms. The System will be implemented in a scheduled rollout by building not to exceed two (2) years from the signing of a contract.

The chosen Offeror will coordinate migration activities with Information Technology ("IT") Director and each County Office to minimize the disruption of normal operations. The chosen Offeror will perform all of the installation, migration, implementation, and other related project work and effort for the telephone upgrade to the new System. Training and availability of Offeror personnel for user support must be planned to assure a smooth transition to a new System. The Offeror should provide recommendations for County-staffing needs, upgrades, and overall roll out schedule.

2.2 Specific Project Requirements.

- 2.2.1 **Plan.** Contractors must submit a full written plan for updating and streamlining the County's telephone system; and such shall include the costs of all products, services, labor, materials or other items being a part of, or required for, the new System (the "Project" is broadly defined to include any work, services, training, materials, equipment, installation, products, data migration, or other item being a part of or related to the new System as defined under this RFP).
- 2.2.2 **Parts and Warranty.** The Contractor is to provide all telephones, hardware, software and related equipment and materials required to implement System plan for the Project. Contractors are to deliver, install all necessary software and hardware, lead the program and data migration to the new telephone platform and to provide all necessary service and support to implement the Telephone Project. Any and all materials, products or items being a part of the Telephone Project shall be new condition and not refurbished or of a similar nature and shall come with the manufacturer's warranty which will be assigned to the County. All manufacturer's warranties for the System, or any part thereof, shall be assigned to the County. The Contractor shall warrant all work relating to the Telephone Project for at minimum a period of one (1) year from the date of final completion (the date of final completion shall be the date all work is final on the Project is paid for, approved and accepted by the County in its sole discretion) except as specifically noted in the Proposal.
- 2.2.3 **Flexibility.** Requirements defined herein for the Telephone Project are only general in nature and the County is relying on the Offerors to present a System that adequately meets the County's needs as evidence by the mandatory pre-bid conference. The System must provide a high level of flexibility in meeting the County's varied current and future telephone system requirements.
- 2.2.4 **Redundancy.** The new telephones shall have built-in redundancies (such that if one office fails calls could be routed through another or other redundancy plan in the case of a line failure). The Proposal shall describe in detail the built-in redundancies and plans in cases of failures or other outages.
- 2.2.5 **Telephone and Hardware Requirements.** Proposals requiring replacement of any existing hardware/equipment must itemize the labor and material costs of installation, migration, and support issues, such as any licensing fees, annual maintenance fees, upgrade fees, and installation costs, problem determination, problem resolution, operator training, user training, administrator training, etc. All proposals must identify strategies, procedures, and expected recovery time for dealing with any telephone failures.

- 2.2.6 **Functional Requirements.** Proposals shall address the following functional and technical requirements in all four categories- Hardware, Services, End-User and Reporting/Billing. The System must meet or exceed each criterion listed as MUST or SHOULD in the IP Phone System Requirements Document, being **Attachment E** hereto. The Contractor must address each criterion, including specific descriptions or explanations of the process, for each of the System Requirements (including those listed in Attachment E). The IP Phone System Requirements Document may be referred to herein as “**Attachment E**”.
- 2.2.7 **County and Project Staffing.** The County intends to have a part-time Project Manager through roll-out. Additional County resource planning has not been completed and will be based on the resource estimates and/or any staffing plan provided by the Offeror. The County’s anticipated involvement in the System roll out should be detailed in the Proposal.
- 2.2.8 **Migration from Current Telephones to New Telephones.** The existing telephone system must be seamlessly transferred to the new Telephones as part of the Telephone Project with no down-time of the telephone system if practicable. If the Contractor anticipates any down time, such must be specifically indicated in the Proposal (included the projected amount of down time), and all such down-time must be only during times specifically approved by the County in advance.
- 2.3 **Current Network Environment, Assessment and Project Upgrades/Work.**
- 2.3.1 **Cable Assessment.** The Project includes a cable/network assessment and the cost to test existing network cabling since the installation is expected to be “in-line” with the handset/endpoint existing between the wall jack and the computer. Proposals should include costs for any new lines/cabling being a part of the proposal; and a cost per foot or line for replacement of any cabling/wiring that fails the assessment. The Contractor will be responsible for wiring connections from the VoIP System to any communications equipment utilizing the VoIP system. Notwithstanding the foregoing, the County may opt to add or replace any cabling outside of the contract prior to installation of the System.
- 2.3.2 The Contractor will be responsible for re-termination of services from existing system to the new VoIP system.
- 2.3.3 Most Fluvanna County facilities have adequate Cat5 or better cabling in sufficient quantities from communications cabinets to the offices. However, The Courthouse (72 Main Street, Palmyra) will require the existing two pair phone cable replaced with new Cat5 or better cable run from the communications cabinet to the wall jacks. The Contractor should quote for the Courthouse cable improvements to include manpower and associated cable and termination costs.
- 2.3.4 **Network Infrastructure Assessment.** The County’s main campus (the “Palmyra Campus” which is defined to include the County’s Administrative Offices, the Health Department, the IT Office, the CSA Office, the Courthouse, the Commonwealth’s Attorney’s Office, the Commissioner’s Office, the Treasurer’s Office, the Court Services Unit, the Public Works Office, the Registrar’s Office and the Reassessment Office) network consists of several buildings interconnected to the main municipal LAN via 100/1000MB fiber or 100/1000MB CAT5E based on size of the department and data needs. Each building has 1GB internal network connectivity between end-points. The County maintains a network switching infrastructure of Cisco Catalyst and Ubiquiti switches to support and manage the environment, all County switches have Power Over Ethernet (PoE) capability. All locations with switches are also equipped with surge protection on the infrastructure racks/switch support. The County currently uses virtualization technology (Microsoft Hyper-V) to support virtual servers.
- 2.3.5 **Other Sites being a part of the System Upgrade Project.** The sites not within the Palmyra Campus include the following sites:
- Fork Union Sanitation District, 10/3 Mbps CBL
 - Parks and Recreation / Extension Office, 40 Mbps DIA
 - Pleasant Grove House, 1.5/.5 Mbps ADSL
 - County Library, 100 Mbps Fiber EPL
 - Sheriff’s Office, 40/10 Mbps CBL

- 2.3.6 The County’s current provider of ALL PRI and POTS lines described below in System Description is Century Link. The County is flexible in the approach taken to the provision of services and has a preferred delivery of PRI or SIP and would like to explore ways to consolidate and achieve benefits in improved service, reliability and/or cost savings through consolidation.
- 2.3.7 Separate from the Palmyra Campus described above, the Fluvanna County Sheriff’s Office has its own standalone PBX and phone lines that operate independently of the County’s PBX and phone lines. However, Sheriff’s Office employees can call phones on the Palmyra campus (on the other PBX) utilizing a 4-digit extension in the same way two users on the Palmyra campus would call each other. It is the desire of the County to maintain the standalone nature of each PBX in their respective locations so that the failure of one system does not affect the operation of the other.
- 2.3.8 **NOTE: The Fluvanna County E911 system IS NOT in scope of this RFP and is a separate system.**
- 2.3.9 **County Telephone System Detail Specifications.** The County of Fluvanna currently utilizes a Comdial PBX, comprising of the following components:

- Comdial Vertical Business Phone System Fx/MP5000 Mp5-bch chassis with 6 Cards
 - Bay 1 - Comdial FXISTM-16, 16 port Analog extension card
 - Bay 2 - Empty
 - Bay 3 - Comdial FXLDS-16 Digital Station Card FX/MP5000
 - Bay 4 - Comdial FXLDS-16 Digital Station Card FX/MP5000
 - Bay 5 - Comdial FXSDS-16 16-Port Small Display Digital Station Card
 - Bay 6 – Comdial FXINT – FSRV Expansion Services Card
- Comdial Vertical Business Phone System Fx/MP5000 Mp5-bch chassis with 6 Cards
 - Bay 1 - Comdial FXLST-16, 16 port Loop start card
 - Bay 2 - Comdial FXSDS-16 16-Port Small Display Digital Station Card
 - Bay 3 - Comdial FXSDS-16 16-Port Small Display Digital Station Card
 - Bay 4 - Comdial FXSDS-16 16-Port Small Display Digital Station Card
 - Bay 5 - Comdial FXSDS-16 16-Port Small Display Digital Station Card
 - Bay 6 - Comdial FXSDS-16 16-Port Small Display Digital Station Card
- Comdial Vertical Business Phone System Fx/MP5000 Mp5-bch chassis with 6 Cards
 - Bay 1 - Comdial FXSDS-16 16-Port Small Display Digital Station Card
 - Bay 2 - Comdial FXISTM-16, 16 port Analog extension card
 - Bay 3 - Empty
 - Bay 4 – Comdial Interfaceline Card
 - Bay 5 - Comdial FXNET – T1 FXII Circuit Card
 - Bay 6 – Comdial FXINT – FSRV Expansion Services Card
 - Chassis – FXSRV2-II Services Card

Comdial KeyVoice System

2.3.10 Current Phone System Description.

The County desires that the Contractor implement the System by building. Specific requirements for each department within each building will be listed as a separate line item. A map showing some of the facilities below (with current phone and fax numbers) is included as “Attachment F: Public Facilities Map”. A network diagram detailing the connectivity between these facilities will be provided at the mandatory pre-bid conference.

ID#	DEPARMTENT/BUILDING	PHYSICAL LOCATION	NETWORK DETAILS
AD	County Administration Offices	132 Main St, Palmyra, VA 22963	1 Gbps municipal LAN, 40 Mbps fiber EDI (Ethernet Dedicated Internet)

Inward dialing – PRI with 124 lines

- AD **Administrative Offices**
- AD1 25 phones
- AD2 8 D2A devices (fax/postage machine)
- AD3 2 conference call phones
- HD **Health Department**
- HD1 12 phones

HD2	3 D2A devices (fax/credit card)		
IT	IT Office		
IT1	3 Phones		
IT3	1 conference call phone		
CS	CSA Office		
CS1	1 Phones		
CS2	1 D2A device (fax)		
CH	Courthouse	72 Main St, Palmyra, VA 22963	
CH1	26 phones (4 bailiff/courtroom, 9 General District Court Clerk, 13 Circuit Court Clerk)		
CH2	3 D2A devices (fax/credit card)		
CA	Commonwealth Attorney's Office	181 Main St, Palmyra, VA 22963	
CA1	5 Phones		
CA2	1 D2A devices (fax)		
CO	Commissioner's Office	34 Palmyra Way, Palmyra, VA 29963	
CO1	5 Phones		
CO2	1 D2A device (fax)		
TR	Treasurer's Office	34 Palmyra Way, Palmyra, VA 29963	
TR1	9 Phones		
TR2	1 D2A device (fax)		
CU	Court Services Unit	34 Palmyra Way, Palmyra, VA 29963	
CU1	3 Phones		
CU2	1 D2A device (fax)		
PW	Public Works Office	197 Main St, Palmyra, VA 22963	
PW1	6 Phones		
PW2	1 D2A device (fax)		
RG	Registrar's Office	211 Main St, Palmyra, VA 22963	
RG1	4 Phones		
RG2	1 D2A devices (fax)		
RE	Reassessment Office	222 Main St, Palmyra, VA 22963	
RE1	1 Phone		
RE2	1 D2A device (fax)		
EO	Extension Office	5725 James Madison Hwy, Fork Union, VA 23055	40 Mbps fiber EPL
EO1	5 phones		
EO2	1 D2A devices (fax)		
PR	Parks & Recreation Office	5725 James Madison Hwy, Fork Union, VA 23055	40 Mbps fiber EPL
	Inward dialing – POTS, 2 extensions and 1 fax		
PR1	2 Phones		
PR2	1 D2A device (fax)		
FU	FUSD Office	15704 West River Rd, Fork Union, VA 23055	10/3 Mbps Cable
	Inward dialing – POTS, 2 extensions and 1 fax		
FU1	2 Phones		
FU2	1 D2A devices (fax)		
LB	Library	214 Commons Blvd, Palmyra, VA 22963	1 Gbps fiber DIA
	Inward dialing – POTS, 2 extensions and 1 fax		
LB1	4 Phones		

LB2 1 D2A devices (fax)

PG	Pleasant Grove House	271 Pleasant Grove Dr, Palmyra, VA 22963	1.5 Mbps ADSL
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Inward dialing – POTS, 2 extensions and 1 DSL fax

PG1 5 Phones

PG2 1 D2A device (fax)

SO	Sheriff's Office	160 Commons Blvd, Palmyra, VA 22963	1Gbps fiber DIA PtP 1.54 Mbps T1 circuit to 132 Main St
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Inward dialing – 8 POTS, 10 lines PRI through T1 circuit from Palmyra Main campus to support 40 extensions and handsets.

SO1 43 Phones

SO2 5 D2A devices (fax)

- 2.4 Gap-Fit Analysis. **As part of the Proposal, the Contractor will analyze the Functional and Technical Requirements set forth in Section 2.2.6 and provide a detailed explanation, demonstrating how it intends to address each requirement. This gap-fit analysis will identify areas where the County may be required to change existing business processes to accommodate system functionality.** The County expects that The Contractor must review business and technical requirements with County staff at the mandatory pre-bid conference(s) so the Contractor can conduct the gap-fit analysis. The Contractor will review and confirm all requirements and update the requirements list with any necessary changes after such Pre-Bid Conference to ensure the Contractor understands all business and technical requirements. Then information gained at the pre-bid conference must be used by the Contractor in its Proposal to define Project expectations and specific any challenges involved in the system roll-out. The Proposal should clearly identify how the Contractor intends to address its specific system needs and determine if any additional resources are needed.

- 2.5 **Definitions.** Phones must have the following minimum features:

Term	Definition
Announcement Line	A phone number that is not tied to a physical extension, and simply plays a recorded message (e.g. job line)
Auto-Attendant	A process that answers calls to a Hunt Group, DID, or extension and provides an interactive menu of options for the caller
Auto-Dial	A process where an extension automatically calls another extension or phone number when the handset is picked up
Busy Redial	A process that allows an extension to repeatedly call another extension or phone number at regular intervals until it does not receive a busy signal
Call Flow	A process that controls what happens with an incoming call (e.g. calls that ring an extension or Hunt Group that do not get answered after 4 rings go to voicemail/auto-attendant)
Call Forwarding	The ability to present forward a call to another extension or phone number
Call Queue	A process by which, when all extensions in a hunt group or DID are busy, the system will place the caller in a queue to wait for the next available extension
Call Waiting	The ability to place a call on hold and take an incoming call
Digital to Analog (D2A) device	A device that allows an analog device to use an IP line
Day/Night Mode	A feature that turns off the Hunt Groups at a certain time and presents a separate call flow

Direct Inward Dialing (DID)	A single phone number that rings into the County system to a single extension
Do Not Disturb (DND)	A feature that prevents an extension from ringing; the call will follow the call flow designed for the extension
Extension monitoring	The ability for one extension to see whether another extension is currently on the line
Failover	A process which calls a backup number when an extension is not available, either through phone or network failure
Follow me	A process by which an incoming call is rolled to another extension or phone number after a certain number of rings or time segment (e.g. an incoming call to an extension will call a user-specified cell phone number after the main extension does not answer for 20 seconds); failed calls should go to the original extension's voicemail
Hunt Group	A single phone number that can ring multiple extensions. Each department may have multiple Hunt Groups depending on their configuration
Interactive Voice Response (IVR)	A process where a caller can use the phone keypad or verbal inputs to respond to or make selections in the phone system
On demand Call recording	The ability to press a button or sequence of buttons to allow the recording of certain phone calls
Paging	The ability to page through to a set of IP handsets using the in-built speaker phones
Soft phone	A program that runs on a computer or mobile device that simulates a phone extension
Speed Dial	A process that allows a sequence of buttons to call another phone number

Any additional features of the System should be defined in the Proposal.

2.6 Training Plan. As part of the Project, the selected Contractor will develop, provide, and manage a detailed plan for training. This Training Plan must include the information described below.

1. The role and responsibility of the Contractor in the design and implementation of the training plan (e.g., development of customized training materials, delivering training to County end-users).
2. The role and responsibility of the County staff in the design and implementation of the training plan.
3. Overview of proposed training plan/strategy, including options for on-site and/or off-site training services, for the core project team, end-users, and technology personnel.
4. Proposed training schedule for County personnel. This must include at least 3 training sessions on different days for general staff.
5. Descriptions of proposed training plan.
7. Detailed description of system documentation and resources that will be included as part of the training by the Contractor including, but not limited to, detailed system user manuals, "Quick Reference" guides, online support, telephone support/customer service, help desk support, user group community resources, and others as available.

It is the County's intention that the selected Contractor will coordinate the training of County personnel in the use of System. Documentation, including training manuals and agendas, will be provided by the offeror before each training session with County staff.

2.7 System Documentation. As part of the Project, the selected Contractor will develop and provide documentation that describes the features and functions of the System. The documentation shall be provided for both users and the technical personnel who will administer and maintain the system. It is desirable that differing levels of documentation (user documentation and technical documentation) exist. The selected Contractor shall provide documentation in electronic form. Specific elements of documentation, which must be available with the

System, include operations and technical manuals (on-line only is adequate), and technical mapping of the Telephones and how they interrelate.

Article 3 Proposal Preparation and Submittal Instructions

3.1 Proposed System.

The Proposal should include a textual description of the proposed System for providing the services described in Article 2, Scope of Work. This section must include a summary description of the System's capabilities to meet the requirements set forth in this RFP, Article 2, and specifically Section 2.2.6 (and Attachment E). The purpose of this summary is to ensure the County has a high-level understanding of the proposed system. The narrative should be written for an audience of the end-user community.

Additionally, this section must also more specifically address the following:

- What is the product name and version/level being supplied?
- List available phones and include price list.
- Include any warranty information for phones. If not, give a list of supported phone Contractors and models, and briefly explain the commissioning process for phones.
- Must phones be provided through the Contractor and only through the Contractor?
- How often is the software for the phone system upgraded? What is the cost of the upgrade(s)?
- Does the product require specialized equipment? If so, please include specifications and procurement options/sources and pricing.
- How and where is voicemail stored? How is it secured? What is the maximum storage capacity per user, and what is the maximum storage capacity of the system?
- How and where are recorded calls stored? How are the calls retrieved? How are they secured? What is the maximum storage capacity per user?
- Provide screen shots of administrative interface.
- Provide screen shots of end-user interface.
- Provide sample reports for departmental usage, billing invoices, and call queue reports.
- Ability to customize billing. Options to receive invoices by location or department. Would we have online billing options?
- Would we have a billing team assigned specifically to the County? What would our level of billing support look like?
- Does your solution provide for monitoring an extension (no parties can hear), coaching an extension (only the extension can hear you), or "barging in" on a call (all parties can hear)?
- Describe the software licensing model and projected up front licenses fees as well as any annual software assurance or license costs.
- Provide a schedule of costs for long distance, including what areas, if any, are free.
- What is the maximum number of incoming calls supported?

Marketing materials should not be submitted on the proposed functionality.

Offerors shall describe any assumptions made in proposals in detail. These should include any assumptions related to the current County technical environment, staffing, project management approach, and County resources available during roll-out and support phases.

3.2 System Support and Maintenance.

The Proposal should include a textual description of the support available for the proposed System. This section must include a summary description of the support System's operations and capabilities and any potential limitations. The purpose of this summary is to ensure the County has a high-level understanding of the support process. The narrative should be written for an audience of the end-user community.

This section must also more specifically address the following:

- What is your total downtime for the past 1 year? 2 Years?
- What are your technical support hours?
- Do you provide a Service Level Agreement? Please summarize and include.

- What is your average resolution time for incidents, events, and problems? Marketing materials should not be submitted on the system support.

Offerors shall describe any assumptions made in proposals in detail. These should include any assumptions related to the current County technical environment, staffing, project management approach, and County resources available during roll-out and support phases.

3.3 Detailed Functional and Technical Requirements Response.

The Proposal should include a textual description of the Contractor's capability to provide the County's requirements set forth in Section 2.2.6, Functional and Technical Requirements. This shall include a completed requirements matrix aligned with the specific requirements set forth in **Attachment E: IP Phone Systems Requirements Document**. The electronic version of this form shall accompany this proposal document and will be issued in Microsoft Excel format as **Attachment E**. Responses shall be provided utilizing the indicators in Table A below. Additional comments may be added in the "Description of Contractor Solution" column.

When providing responses to the requirements set forth in Section 2.2.6, offerors shall use the response indicators contained in the following table. This table can also be found in **Attachment E: IP Phone Systems Requirements Document.xlsx** on the "Contractor Submission TAB".

Indicator	Definition
Y	Feature/Function is included in the proposed system.
C	Feature/Function is not included in the proposed system. However, this feature can be provided with custom modifications.
T	Feature/Function is included in the proposed system via integration with a third-party system.
N	Feature/Function cannot be provided.

If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the offeror shall indicate the cost and details of such a modification. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the offeror shall identify this third-party system and include a cost proposal to secure this system.

3.4 Price Proposal.

The Proposal must include cost consisting of three sections:

1. The completed Cost Proposal Worksheet as contained in **Attachment G**. Offerors shall not modify the worksheets in any way. Contractors shall provide the completed cost worksheets in Microsoft Excel format;
2. The offeror's standard travel and expense policy, if applicable; and
3. The annual cost of maintenance.

Any travel expenses of any kind must be specific identified in the fee proposal. No administrative fees of any kind for clerical, copying or related work may be charged. In the event that any services or Project Agreement under the contract resulting from this RFP should require the purchase of any materials or equipment, such shall be at cost without mark-up of any kind.

3.5 Proposal Preparation & Submission Requirements Generally.

3.5.1 General Requirements

- 3.5.1.1 RFP Response. In order to be considered for selection, Offerors must submit a complete response to the RFP. One (1) original and three (3) copies of each proposal, along with one (1) electronic copy of its proposal on CD ROM, DVD, or USB flash drive/memory stick, must be submitted to the Issuing Department as stated on page one (1) of this Request for Proposal. The Offeror shall make no other distribution of the proposal.

- 3.5.1.2 An authorized representative of the Offeror shall sign proposal. All information requested should be submitted. Failure to submit all information requested may result in the Issuing Department requiring prompt submission of missing information and/or giving lowered evaluation of the proposal. Proposals which are substantially incomplete or lacking key information may be rejected by the Owner. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- 3.5.1.3 Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- 3.5.1.4 Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number and repeat the text of the requirement as it appears in the section of the RFP. If a response covers more than one page, the paragraph number should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed. The Offeror's proposal should provide all the information that it considers pertinent to its qualifications for the project and which respond to the Statement of Needs described.
- 3.5.1.5 Each copy of the proposal should be bound or contained in a single volume where practical. All documents submitted with the proposal should be contained in that single volume.
- 3.5.1.6 Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP will belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act (FOIA). Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia FOIA; however, the Offeror must invoke the protections of Section 2.2-4342(D) of the Code of Virginia specifically and in accordance with applicable law at the time the data or other material is submitted. The County reserves the right to ask for additional clarification prior to establishing protection.
- 3.5.1.7 The County will not be responsible for any expenses incurred by the Offeror in preparing and submitting a proposal.
- 3.5.1.8 Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the County. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation unless specified by the County. The Issuing Department will schedule the time and location of these presentations. Oral presentations are an option that may or may not be utilized.
- 3.5.1.9 All proposals shall include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration per the requirements in paragraph 64 of the General Conditions and Instructions to Bidders/Offerors. Use the form on page 47 to provide your State Corporation Commission Identification Number or justification for non-registration. The SCC may be reached at (804) 371-9733 or at www.scc.virginia.gov/default.aspx. Failure to include this form with your proposal submission may result in rejection of your proposal.
- 3.5.2 **SPECIFIC PROPOSAL REQUIREMENTS.** Proposals should be as thorough and detailed as possible so that the Owner may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

- 3.5.2.1 **Certification.** Certification page and the return of this completed RFP inclusive of all required forms and any Addenda, signed and completed.
- 3.5.2.2 **Organization Chart.** Organization chart depicting key personnel proposed for the contract by assigned area(s) of responsibility, resumes, corporate affiliation and job title. Include the name, qualifications, resumes and experience of the Project Manager proposed to handle this project. Include the same for additional personnel who may handle other aspects of the appraisal related services.
- 3.5.2.3 **Approach to Completion.** A written narrative detailing the approach to completing the Project including a timeline for competition/rollout. The Offeror shall outline all additional responsibilities it expects the County to assume related to the System upgrade.
- 3.5.2.4 **Timeline**
- 3.5.2.4.1 Offerors must be able to meet the 2-year deadline for completion of the Project or indicate specifically a deviation therefrom.
- 3.5.2.4.2 Estimated timelines or not to exceed times for roll out should be included.
- 3.5.2.5 **References.** Offeror shall include a list of a minimum of three references, for similar Projects only, who could attest to the Offeror's knowledge, quality of work/products, timeliness, diligence, flexibility, and ability to meet budget constraints. Include names, addresses, email addresses, contact persons, and phone numbers of all references. Offerors shall list as references all public bodies or state agencies of the Commonwealth of Virginia, including all departments or agencies thereof, including a point of contact, a summary of the work provided for such public body and the timeframe such services were rendered.
- 3.5.2.6 **Forms:**
- 3.5.2.6.1 All forms required to be submitted under this RFP must be included in the Proposal as an Appendix.
- 3.5.2.6.1.1 Certificate of No Collusion
- 3.5.2.6.1.2 Offeror Statement
- 3.5.2.6.1.3 Proof of Authority to Transact Business in Virginia
- 3.5.2.6.1.4 Contractor Data Sheet
- 3.5.2.6.2 The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside this format.
- 3.5.3 **EVALUATION CRITERIA.** An Evaluation Committee will evaluate the proposals using the following criteria.

Criteria	Description	Maximum Score
Functional & Technical	A clearly demonstrated understanding of the work to be performed and completeness and reasonableness of the proposing firm's plan for accomplishing the requested services	40 points
Experience	This criterion considers (1) the offeror's past performance on any County contracts, (2) the results of reference checks, and (3) the offeror's experience in providing the services solicited by this RFP as set forth in the offeror's response	20 points
Initial Cost	Phone types presented as well as the reasonableness of initial equipment pricing	20 points
Ongoing Costs	The cost of ongoing maintenance and service	20 points
	TOTAL POSSIBLE POINTS:	100 POINTS

ARTICLE 4 ADDITIONAL INFORMATION.

- 4.1. Any inquiries or requests for clarification or additional information must be delivered in writing (via email) to the County no later than June 28, 2018 by 2:00pm to the Procurement contact above.
- 4.2. All inquiries will be answered via an addendum, posted to eVA and the County website.

ARTICLE 5 AWARD OF CONTRACT

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria included in the Request for Proposals, including fees, if so stated in the Request for Proposals. Negotiations shall be conducted with the Offeror(s) so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror(s) which, in its opinion, has made the best proposal, and shall award the contract to those Offerors. The County may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Section 2.2-4359(D), Code of Virginia). Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

The County's General Terms, Conditions, and Instructions to Bidders and Contractors are attached hereto and incorporated herein by reference as Appendix I. These provisions bind all Offerors. Further, the conditions and requirements of this RFP, including, but not limited to, County's General Terms, Conditions, and Instructions to Bidders and Contractors, are a material part of any contract awarded between the County and the successful Offeror(s).

Awards shall be made to as many Offerors as deemed necessary to fulfill the anticipated requirements of the County. The County may award contracts to multiple Offerors and use their services for some or all of the services identified herein. The County may choose not to award a contract under this RFP.

ATTACHMENT A: CONTRACTOR DATA SHEET

ATTACHMENT B: PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

ATTACHMENT C: CERTIFICATION OF NO COLLUSION

ATTACHMENT D: OFFEROR STATEMENT

ATTACHMENT E: IP PHONE SYSTEM REQUIREMENTS DOCUMENT (Excel format)

ATTACHMENT F: PUBLIC FACILITIES MAP

ATTACHMENT G: COST WORKSHEET (Excel format)

Appendix I: GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS

GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS

These General Terms, Conditions and Instructions to Bidders and Contractor (hereinafter referred to as the “General Conditions”) shall apply to all purchases and be incorporated into and be a part of each Solicitation (as defined below) and every Contract (as defined below) awarded by Fluvanna County, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as the “County”) unless otherwise specified by the County in writing. Bidders, Offerors and Contractors or their authorized representatives are expected to inform themselves fully as to these General Conditions before submitting Bids or Proposals to and/or entering into any Contract with the County: failure to do so will be at the Bidder’s/Contractor’s own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, including the County’s Procurement Policies and Procedures, Bids or Proposals on all Solicitations issued by County will bind Bidders or Offerors, as applicable, and Contracts will bind Contractors, to all applicable terms, conditions, instructions, rules and requirements herein set forth unless otherwise SPECIFICALLY set forth by the County in writing in the Solicitation or Contract. All provisions of these General Conditions are material to any contract between the County and a Contractor.

INTRODUCTION

1. **VIRGINIA PUBLIC PROCUREMENT ACT AND ETHICS IN PUBLIC CONTRACTING:** The Virginia Public Procurement Act of Virginia Code §§ 2.2-4300 *et seq.* (hereinafter the “VPPA”) is incorporated herein by reference. Nothing in these General Conditions is intended to conflict with the VPPA and in case of any conflict, the VPPA controls. Specifically, the provisions of Article 6 of the VPPA (Virginia Code §§ 2.2-4367 through 2.2-4377) relating to ethics in contracting, shall be applicable to all Solicitations and Contracts solicited or entered into by the County. By submitting their Bids or signing any Contract, all Bidders and Contractors certify that they have not violated any of the provisions of Article 6 of the VPPA, including, but not limited to, that their Bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements.
2. **DEFINITIONS:** The definitions of Virginia Code § 2.2-4301 are specifically incorporated herein by reference and as used in these General Conditions, whether capitalized or not, any of such defined terms have the same meaning as such terms have under the VPPA: such defined terms include: “Affiliate”, “Best Value”, “Business”, “Competitive Negotiation”, “Competitive Sealed Bidding”, “Construction”, “Construction Management Contract”, “Design-Build Contract”, “Employment Services Organization”, “Goods”, “Informality”, “Multiphase Professional Services Contract”, “Nonprofessional Services”, “Potential Bidder or Offeror”, “Professional Services”, “Public Body”, “Public Contract”, “Responsible Bidder or Offeror”, “Responsive Bidder”, “Reverse Auctioning” and “Services”. Additionally, as used in these General Conditions, the following terms, whether capitalized or not, have the following meanings:
 - a. **Bid/Proposal:** The offer of a Bidder or Offeror to provide specific Goods or Services at specified prices and/or other conditions specified in the Solicitation. The term “Bid” is used throughout these General Conditions and where appropriate includes the term “Proposal” or any modifications or amendments to any Bid or Proposal.
 - b. **Bidder/Offeror/Contractor:** Any individual(s), company, firm, corporation, partnership or other organization bidding or offering on any Solicitation issued by the County and/or offering to enter into Contracts with the County. The term “Bidder” is used throughout these General Conditions and where appropriate includes the term “Offeror” and/or “Contractor”.
 - c. **Contract:** Any contract to which the County will be a party.
 - d. **Contractor:** Any individual(s), company, firm, corporation, partnership, or other organization to whom an award is made by the County or whom enters into any contract to which the County is a party.
 - e. **County:** The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, including where applicable all agencies and departments of the County.
 - f. **County Administrator:** The Fluvanna County Administrator.

- g. County Attorney: The Fluvanna County Attorney.
 - h. Purchasing Agent: The County Administrator is the County's Purchasing Agent and is responsible for the purchasing activity of Fluvanna County; and has signatory authority to bind the County to all contracts and purchases made lawfully under the Fluvanna County Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all other contracts and purchases only after the contracts or purchases have been approved by a vote of the Fluvanna County Board of Supervisors.
 - i. General Terms, Conditions and Instructions to Bidders and Contractors (also referred to herein as the "General Conditions"): These General Terms, Conditions and Instructions to Bidders and Contractors shall be attached to and made a part of all Solicitations by the County and all Contracts to which the County is party.
 - j. His: Any references to "his" shall include his, her, their, or its as appropriate.
 - k. Invitation to Bid (also referred to herein as an "IFB"): A request which is made to prospective Bidders for their quotation on Goods or Services desired by the County. The issuance of an IFB will contain or incorporate by reference the General Conditions and the other specifications and contractual terms and conditions applicable to the procurement.
 - l. Purchasing Officer: The Purchasing Officer employed by the County and to whom Bidders/Contractors can submit questions relating to any Bid or Contract.
 - m. Request for Proposal (also referred to herein as a "RFP"): A request for an offer from prospective Offerors which shall indicate the general terms which are sought to be procured from Offerors. The RFP will specify the evaluation factors to be used and will contain or incorporate by reference the General Conditions and other applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the Contractor.
 - n. Small Purchasing Procedures: The County's Small Purchasing Procedures, being Chapter 4 of the County's Procurement Policies and Procedures, a method of purchasing not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; and also allowing for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$50,000.
 - o. Solicitation: The process of notifying prospective Bidders or Offerors that the County wishes to receive Bids or Proposals on a set of requirements to provide Goods or Services. "Solicitation" includes any notification of the County requirements may consist of public advertising (newspaper, County's website, or other electronic notification), the mailing of notices of Solicitation, any Invitation for Quotes ("IFQ"), Initiations to Bid ("IFB"), or Requests for Proposal ("RFP"), the public posting of notices, issuance of an Open Market Procurement ("OMP"), or telephone calls to prospective Bidders or Offerors.
 - p. State: The Commonwealth of Virginia.
3. **AUTHORITY**: The Purchasing Agent shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of goods, services, insurance and construction in accordance with the County's Procurement Policies and Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every Solicitation, Contract and purchase order issued by the County under the County's Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all contracts and purchases made lawfully under the County's Small Purchasing Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every other Solicitation, Contract and purchase order issued by the County except that the Purchasing Agent has signatory authority to bind the County to all other contracts and purchases ONLY after the contracts or purchases have been adopted and approved by a vote of the Fluvanna County Board of Supervisors (the "Board").

Unless specifically delegated by the Board or the Purchasing Agent, and consistent with the limited authority granted thereto, no other County officer or employee is authorized to order supplies or Services, enter into purchase negotiations or Contracts, or in any way obligate the County for any indebtedness. Any

purchase or contract made which is contrary to such authority shall be of no effect and void and the County shall not be bound thereby.

For convenience, the County's Purchasing Officer shall serve as an intermediary between the Purchasing Agent and the Bidder or Contractor and any Bidder or Contractor may direct communications regarding any purchase, Solicitation or Contract to the Purchasing Officer; however as stated *supra* only the Board or County's Purchasing Agent can bind the County and only upon the conditions stated *supra*.

CONDITIONS OF BIDDING

4. **COMPETITION INTENDED:** It is the County's intent to encourage and permit open and competitive bidding in all Solicitations. It shall be the Bidder's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in a Solicitation to a single source. The County must receive such notification not later than seven (7) business days prior to the deadline set for acceptance of the Bids. In submitting a Bid, the Bidder guarantees that he or she has not been a party with other Bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render the Bid of any Bidder involved void.
5. **DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County does not discriminate against Bidders, Offerors or Contractors because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Whenever solicitations are made, the County shall include businesses selected from a list made available by the Department of Minority Business Enterprise. Pursuant to Virginia Code § 2.2-4343.1, the County does not discriminate against "faith-based organizations", being a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Reconciliation Act of 1996, P.L. 104-193.
6. **CLARIFICATION OF TERMS:** Pursuant to Virginia Code § 2.2-4316, if any Bidder has questions or comments about the specifications or other Solicitation documents, the prospective Bidder should contact the County no later than seven (7) business days prior to the date set for the opening of Bids or receipt of Proposals. Any revisions to the Solicitation will be made only by written addendum issued by the County. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for opening of Bids/receipt of Proposals.
7. **MANDATORY USE OF COUNTY FORM AND TERMS AND CONDITIONS:** Unless otherwise specified in the Solicitation, all Bids must be submitted on the forms provided by the County, including but not limited to, a Cover Sheet or Pricing Schedule, if applicable, properly signed in ink in the proper spaces and submitted in a sealed envelope or package. Unauthorized modification of or additions to any portion of the Solicitation may be cause for rejection of the Bid. However, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any Bid or Proposal which has been modified. These General Conditions are mandatory provisions of all Solicitations and all Contracts of the County.
8. **LATE BIDS & MODIFICATION OF BIDS:** Any Bid or modification thereto received at the office designated in the Solicitation after the exact time specified for receipt of the Bid is considered a late Bid or modification thereof. The County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder to ensure their Bid reaches County by the designated date and hour. The following rules apply to all Bids submitted to the County:
 - a. The official time used in the receipt of Bids/Proposals is that time on the automatic time stamp machine in the Finance Department;

- b. Late Bids or modifications thereof will be returned to the Bidder UNOPENED, if Solicitation number, due date and Bidder's return address is shown on the container;
- c. If a Bid is submitted on time, however a modification thereto is submitted after the due date and time, then the County in its sole discretion may choose to consider the original Bid except that the County may not consider such original Bid if the Bid is withdrawn by the Bidder pursuant to Section 9 below; and
- d. If an emergency or unanticipated event or closing interrupts or suspends the County's normal business operations so that Bids cannot be received by the exact time specified in the Solicitation, then the due date/time specified for receipt of Bids will be deemed to be extended to the same time of day specified in the Solicitation on the first work day on which normal County business operations resume.

9. WITHDRAWAL OF BIDS:

- a. Pursuant to Virginia Code § 2.2-4330, a Bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his Bid from consideration if the price bid was substantially lower than the other Bids due solely to a mistake in the Bid, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn.

If a Bid contains both clerical and judgment mistakes, a Bidder may withdraw his Bid from consideration if the price bid would have been substantially lower than the other Bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid that shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn. The Bidder shall give notice in writing to the County of his or her claim of right to withdraw his or her Bid within two (2) business days after the conclusion of the Bid opening procedure and shall submit original work papers with such notice.

- b. A Bidder for a Contract other than for public construction may request withdrawal of his or her Bid under the following circumstances:
 - i. Bids may be withdrawn on written request from the Bidder received at the address shown in the Solicitation prior to the time of opening.
 - ii. Requests for withdrawal of Bids after opening of such Bids but prior to award shall be transmitted to the County, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, Bidder work sheets, etc. If Bid bonds were tendered with the Bid, the County may exercise its right of collection.
- c. No Bid may be withdrawn under this Section 9 when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent (5%).
- d. If a Bid is withdrawn under the authority of this Section 9 the lowest remaining Bid shall be deemed to be the low Bid.

- e. No Bidder who, is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.
- f. The County shall notify the Bidder in writing within five (5) business days of its decision regarding the Bidder's request to withdraw its Bid. If the County denies the withdrawal of a Bid under the provisions of this Section 9, it shall State in such notice the reasons for its decision and award the Contract to such Bidder at the Bid price, provided such Bidder is a responsible and responsive Bidder. At the same time that the notice is provided, the County shall return all work papers and copies thereof that have been submitted by the Bidder.
- g. Under these procedures, a mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents and materials submitted by the bidder shall, at the bidder's request, be considered trade secrets or proprietary information subject to the conditions of subsection F of Virginia Code § 2.2-4342.

10. ERRORS IN BIDS: When an error is made in extending total prices, the unit Bid price will govern. Erasures in Bids must be initialed by the Bidder. Carelessness in quoting prices, or otherwise in preparation of the Bid, will not relieve the Bidder. Bidders/Offerors are cautioned to recheck their Bids for possible error. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if his or her Bid is accepted.

11. IDENTIFICATION ON BID ENVELOPE: All Bids, Proposals and requested copies thereof submitted to the County shall be in a separate envelope or package, sealed and identified with the following information clearly marked on the outside of the envelope or package:

- a. Addressed as indicated on page 1 of the solicitation;
- b. Solicitation number;
- c. Title;
- d. Bid due date and time;
- e. Bidder's name and complete mailing address (return address); and
- f. Pursuant to Virginia Code § 2.2-4311.2, the Bidder's identification number issued by the State Corporation Commission, or if the bidder is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bids or proposal a statement describing why the bidder or offeror is not required to be so authorized.

If a Bid is not addressed with the information as shown above, the Bidder takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the Bid to be disqualified. Bids may be hand delivered to the designated location in the County's offices. No other correspondence or other Proposals/Bids should be placed in the envelope. Any Bidder or Offeror that fails to provide the information required in (f) above shall not receive an award unless a waiver is specifically granted by the County Administrator.

12. ACCEPTANCE OF BIDS: Unless otherwise specified, all formal Bids or Proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for opening or receipt, respectively, unless extend by mutual agreement of the parties. At the end of the one hundred twenty (120) calendar days the Bid/Proposal may be withdrawn at the written request of the Bidder. Thereafter, unless and until the Proposal is withdrawn, it remains in effect until an award is made or the Solicitation is canceled by the County. The County may cancel any Solicitation at any time by notice of such cancelation to the Bidders.

13. COMPLETENESS: To be responsive, a Bid must include all information required by the Solicitation.

- 14. CONDITIONAL BIDS:** Conditional Bids are subject to rejection in whole or in part.
- 15. RESPONSE TO SOLICITATIONS:** In the event a Bidder cannot submit a Bid on a Solicitation, the Bidder is requested to return the Solicitation cover sheet with an explanation as to why the Bidder is unable to Bid on these requirements, or if there be no cover sheet for the Solicitation a letter to the County explaining the same.
- 16. BIDDER INTERESTED IN MORE THAN ONE BID AND COLLUSION:** More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids may be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. Each bidder, as a condition of submitting a bid, shall certify that he is not a party to any collusive action as herein defined. However, a party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or Contractors submitting a Bid directly for the work, materials or supplies.
- 17. BID OPENING:** Pursuant to Virginia Code § 2.2-4301, all Bids received in response to an IFB will be opened at the date, time and place specified, and announced publicly, and made available for inspection as provided in Section 21 of these General Conditions. Proposals received in response to an RFP will be made available for inspection as provided in Section 21 of these General Conditions.
- 18. TAX EXEMPTION:** The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder.
- 19. DEBARMENT STATUS:** By submitting their Bids, Bidders certify that they are not currently debarred from submitting Bids on Contracts by the County, nor are they an agent of any person or entity that is currently debarred from submitting Bids or Proposals on Contracts by the County or any agency, public entity/locality or authority of the State.
- 20. NO CONTACT POLICY:** No Bidder shall initiate or otherwise have contact related to the Solicitation with any County representative or employee, other than the Purchasing Officer or Purchasing Agent, after the date and time established for receipt of Bids. Any contact initiated by a Bidder with any County representative, other than the Purchasing Officer or Purchasing Agent, concerning this Solicitation is prohibited and may cause the disqualification of the Bidder.
- 21. VIRGINIA FREEDOM OF INFORMATION ACT:** As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 *et seq.*, except:
- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
 - b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect Bid records within a reasonable time after the opening of Bids but prior to award, except in the event that the County decides not to accept any of the Bids and to reopen the Contract. Otherwise, Bid records shall be open to public inspection only after award of the Contract;
 - c. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect Proposal records within a reasonable time after the evaluation and negotiations of Proposals are completed but prior to award except in the event that the County decides not to accept any of the Proposals and to reopen the Contract. Otherwise, Proposal records shall be open to the public inspection only after award of the Contract;

- d. Any inspection of procurement transaction records under this Section 21 shall be subject to reasonable restrictions to ensure the security and integrity of the records;
- e. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of this Section 21 prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and State the reasons why protection is necessary; and
- f. Nothing contained in this Section 21 shall be construed to require the County, when procuring by "competitive negotiation" (RFP), to furnish a Statement of reasons why a particular Proposal was not deemed to be the most advantageous to the County.

22. CONFLICT OF INTEREST: Bidder/Contractor certifies by signing any Bid/Contract to/with the County that no conflict of interest exists between Bidder/Contractor and County that interferes with fair competition and no conflict of interest exists between Bidder/Contractor and any other person or organization that constitutes a conflict of interest with respect to the Bid/Contract with the County.

SPECIFICATIONS

23. OMISSIONS OR DISCREPANCIES: Any items or parts of any equipment listed in a Solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications. Should a Bidder find a discrepancy or ambiguity in, or an omission from, the Solicitation, including the drawings and/or specifications, he or she shall so notify the County within twenty-four (24) hours of noting the discrepancy, ambiguity or omission and in any event no less than five (5) days prior to the date set for the opening of Bids. If necessary, the County will send a written addendum for clarification to all Bidders no later than three (3) days before the date set for opening of Bids. Any notification regarding specifications received less than five (5) days prior to the date set for the opening of Bids may or may not be considered by the County in its sole discretion. The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

24. BRAND NAME OR EQUAL ITEMS: Pursuant to Virginia Code § 2.2-4315, unless otherwise provided in the Solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the Solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive. Unless the Bidder clearly indicates in its Bid that the product offered is "equal" product, such Bid will be considered to offer the brand name product referenced in the Solicitation.

25. FORMAL SPECIFICATIONS: When a Solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the Bidder will be required to furnish articles in conformity with that specification.

26. CONDITION OF ITEMS: Unless otherwise specified in the Solicitation, all items shall be new, in first class condition.

AWARD

27. RESPONSIBLE BIDDERS: In determining whether a Bidder is a responsible Bidder as defined herein, at minimum, the following criteria will be considered:

- a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required under the Solicitation;
- b. Whether the Bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of previous Contracts or Services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or Services;
- f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
- g. The quality, availability and adaptability of the Goods or Services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract;
- i. The number and scope of the conditions attached to the Bid;
- j. Whether the Bidder is in arrears to the County on debt or Contract or is a defaulter on surety to the County or whether the Bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County, the Purchasing Agent or the Purchasing Officer having a bearing on the decision to award the Contract. If an apparent low Bidder is not awarded a Contract for reasons of nonresponsibility, the County shall so notify that Bidder and shall have recorded the reasons in the Solicitation or Contract file.

28. AWARD OR REJECTION OF BIDS; WAIVER OF INFORMALITIES: The County shall award the Contract to the lowest responsive and responsible Bidder complying with all provisions of the IFB, provided the Bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose Proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The County reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, or to reject any or all Bids and to waive any informality in Bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County. The County also reserves the right to reject the Bid if a Bidder is deemed to be a non-responsible Bidder. Pursuant to Virginia Code § 2.2-4319, an IFB, a RFP, any other solicitation, or any and all bids or proposals, may be canceled or rejected by the County at any time. The reasons for cancellation or rejection shall be made part of the contract file. The County shall not cancel or reject an IFB, a RFP, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror.

29. EXCLUSION OF INSURANCE BIDS PROHIBITED: Pursuant to Virginia Code § 2.2-4320, notwithstanding any other provision of law or these General Conditions, no insurer licensed to transact the business of insurance in the State or approved to issue surplus lines insurance in the State shall be excluded from presenting an insurance bid proposal to the County in response to a RFP or an IFB; excepting that the County may debar a prospective insurer pursuant to its Debarment Policy, see Chapter 2 of the County's Procurement Policies and Procedures.

30. ANNOUNCEMENT OF AWARD: Upon the award or announcement of the decision to award a Contract as a result of this Solicitation, the County will publicly post such notice on the County's bulletin board located at 72 Main Street, 2nd Floor, Palmyra, Virginia 22963. Award results may also be viewed on the County's website.

31. QUALIFICATIONS OF BIDDERS OR OFFERORS: The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any Bid or Proposal if the evidence submitted by or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

32. TIE BIDS AND PREFERENCE FOR VIRGINIA PRODUCTS WITH RECYCLED CONTENT AND FOR VIRGINIA CONTRACTORS:

- a. Pursuant to Virginia Code § 2.2-4328, in the case of a tie bid on an IFB only, the County may give preference to Goods, Services and construction produced in Fluvanna County or provided by persons, Contractors or corporations having principal places of business in Fluvanna County. If such choice is not available, preference shall then be given to Goods produced in Virginia, or for goods, services or construction provided by Virginia persons, Contractors, corporations, pursuant Virginia Code § 2.2-4324. If no County or State choice is available, the tie shall be decided publicly by lot. The decision by the County to make award to one or more such Bidders shall be final.
- b. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this Section 32, the County may rely upon the accuracy of the information posted on this website.
- c. Notwithstanding the provisions of subsections a and b, in the case of a tie bid in instances where goods are being offered, and existing price preferences have already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content.
- d. For the purposes of this Section 32, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

33. NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER: Pursuant to Virginia Code § 2.2-4318, unless cancelled or rejected, a responsive Bid from the lowest responsible Bidder shall be accepted as submitted, except that if the Bid from the lowest responsible Bidder exceeds available funds, the County may negotiate with the apparent low Bidder to obtain a Contract price within available funds. However, the negotiation may be undertaken only under conditions and procedures described in writing and approved by the County prior to issuance of the IFB and summarized therein.

CONTRACT PROVISIONS

34. APPLICABLE LAW AND COURTS: Any Bid or Contract resulting from a Solicitation and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that

would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.

35. PROVISION AND OWNERSHIP OF INFORMATION: The County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in the County’s possession which the County may lawfully release including, but not limited to Contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under any Contract. The County reserves its rights of ownership to all material given to the Contractor by the County and to all background information documents, and computer software and documentation developed by the Contractor in performing any Contract.

36. DOCUMENTS: All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Contractor pursuant to any Contract shall be the sole property of the County. At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties. The County shall be entitled to delivery of possession of all documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents.

37. CONFIDENTIALITY: Contractor shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by Contractor of its services hereunder, without prior written approval of the County. Contractor, cognizant of the sensitive nature of much of the data supplied by the County, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services hereunder without the prior written approval of the County, unless disclosure of such information by it is required by law, rule or regulation or the valid order of a court or administrative agency.

38. INDEPENDENT CONTRACTOR: The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.

39. INSURANCE: The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public Liability	\$1,000,000	
Professional Liability	\$1,000,000	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)

Worker’s Compensation Amount required by Virginia law

The Contract may specifically require the Contractor to carry higher minimum amounts of insurance.

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

- 40. KEY PERSONNEL:** For the duration of any Contract, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment, or as expressly approved by the County. The Contractor shall notify the County within five (5) calendar days after the occurrence of any of these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating any proposed substitution, complete resumes for the proposed substitute, and any additional information requested by the County. The proposed substitute should have comparable qualifications to those of the person being replaced. The County will notify the Contractor within fifteen (15) calendar days after receipt of all required information of its approval or disapproval of the proposed substitution.

- 41. SEVERABILITY:** If any term, covenant or provision of these General Conditions or any Contract shall be held to be invalid, illegal or unenforceable in any respect, these General Conditions and any Contract shall remain in effect and be construed without regard to such provision.

- 42. TITLES:** The titles and section headings herein and in any Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.

- 43. ATTORNEYS' FEES:** In the event of a dispute between the County and Contractor under any Contract which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.

- 44. NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by the County, nor any extension of time, shall operate as a waiver of any provision of any Contract, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of any Contract be held to be a waiver of any other or subsequent breach. Failure of the County to require compliance with any term or condition of any Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.

- 45. NO FINANCE CHARGES:** No finance charges shall be paid by the County.

- 46. ANTITRUST:** By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the County all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States or the State, relating to the particular Goods or Services purchased or acquired by the County under said Contract. Consistent and continued tie bidding could cause rejection of Bids by the County and/or investigation for antitrust violations.

- 47. PAYMENT:** Pursuant to Virginia Code § 2.2-4352, unless more time is provided in the Solicitation or Contract, payment will be made forty-five (45) days after receipt by the County of a proper invoice, or forty-five (45) days after receipt of all Goods or acceptance of work, whichever is later. The County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provision of the Contract or any modifications thereto. Within twenty (20) days of receipt of proper invoice or of goods or services, the County shall notify the Contractor if any defect or impropriety that would prevent payment by the payment date. The following provisions apply to such payments:

- a. Invoices for items/Services ordered, delivered/performed and accepted shall be submitted by the Contractor in duplicate directly to the payment address shown on the purchase order, Solicitation or Contract, as applicable. All invoices shall show the Contract number, purchase order number, or

Solicitation number, as applicable, and as required under Virginia Code § 2.2-4354, either the individual Contractor's social security number or the Contractor's federal employer identification number, whichever is applicable.

- b. Any payment terms requiring payment in less than forty-five (45) days will be regarded as requiring payment forty-five (45) days after receipt of proper invoice or receipt of all Goods or acceptance of work, whichever occurs later. Notwithstanding the foregoing, offers of discounts for payment in less than forty-five (45) days are valid and enforceable.
- c. Pursuant to Virginia Code § 2.2-4353, the date any payment shall be deemed the date of postmark in all cases where payment is made by mail.
- d. The County's fiscal year is July 1 to June 30. Contractors are advised to submit invoices, especially for Goods and/or Services provided in the month of June, for the entire month (i.e. June 1 - June 30), so that expenses are recognized in the appropriate fiscal year.
- e. Any payment made by the Contractor to the County shall only be made in U.S. Dollars. If payment is received in foreign currency the County may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.

48. SUBCONTRACTORS: Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by Contractor in connection with the work, Contractor shall:

- a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either:
 - i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the subcontractor under any Contract; or
 - ii. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
- c. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under any Contract, except for amounts withheld as allowed in subdivision (a)(II) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
- d. The Contractor shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
- e. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 48 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.

49. RETAINAGE ON CONSTRUCTION CONTRACTS: Pursuant to Virginia Code 2§ 2.2-4333, if a Contract for construction provides for progress payments in installments based upon an estimated percentage of completion, then the contractor shall be paid at least ninety-five percent (95%) of the earned sum when payment is due, with no more than five percent (5%) being retained to ensure faithful performance of the contract. All amounts withheld may be included in the final payment. Any subcontract

related to work on a Contract that provides for similar progress payments shall be subject to the provisions above and the Contractor agrees to include such provisions in every subcontract.

50. SUCCESSORS AND ASSIGNS: The County and the Contractor bind themselves and their respective successors and assigns to any Contract. The foregoing notwithstanding, the Contractor shall not assign, sublet or transfer its interest in any Contract without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. Nothing hereinafter mentioned shall be construed as creating any personal liability on the part of any officer, agent or employee of the County, nor shall it be construed as giving any benefits hereunder to anyone other than the County and the Contractor.

51. DEFAULT: Failure of a Contractor to deliver Goods or Services in accordance with Contract terms and conditions and/or within the time specified, or within reasonable time as interpreted by the County in its sole discretion, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the County, or failure of the Contractor to act in accordance with the Contract in any material respect, as reasonably determined by the County, shall constitute a "default" by the Contractor and shall further authority for the County to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the County, for any expense incurred in excess of Contract prices including, but not limited to, any purchase and administrative costs. Such purchases shall be deducted from the Contract quantities, if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the County. In case of any default, the County, after due oral or written notice if required in accordance with the Contract, may terminate the Contract at its option in its sole discretion effective immediately. These remedies shall be in addition to any other remedies which the County may have, including but not limited to, any remedies at law, under the Contract or in equity.

Notwithstanding the foregoing, the Contractor shall not be liable for damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the County's opinion, are beyond the control of the Contractor. Under such circumstances, however, the County may, at its sole discretion, terminate or cancel the Contract effective immediately.

52. NON-DISCRIMINATION ASSURANCES: The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act:

- a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and Solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section 52.
- b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Contractor.

53. MODIFICATION:

- a. Pursuant to Virginia Code § 2.2-4309, these General Conditions and any Contract entered into by the County and any Contractor shall not be subject to change, modification, or discharge except by

written instrument signed by the County and Contractor, but no fixed-price contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the County's Board. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its bid or offer.

- b. The County may, but is not obligated to, extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.
- c. Nothing in this Section 53 shall prevent the County from placing greater restrictions on contract modifications.

54. INDEMNIFICATION: Contractor agrees to indemnify, keep and save harmless the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with the Contractor's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of any Contract. The Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by any Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. Nothing contained in this Solicitation or the Contract shall be deemed to be a waiver of the County's sovereign immunity.

55. DRUG-FREE WORKPLACE: Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a Statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

For the purposes of this Section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this the VPPA and the County's Procurement Procedures, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

56. TERMINATION: Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire Contract requirements;
- b. Terminated by the County upon thirty (30) days written notice to the Contractor at the County's convenience in the County's sole discretion ("termination for convenience"), unless a termination for convenience is specifically and expressly prohibited by the Contract. Any Contract

cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the termination;

- c. Terminated by the County for cause, default or negligence on the part of the Contractor. However, pursuant to Section 51 of these General Conditions, the County may hold the Contractor responsible for any resulting additional purchase and administrative costs. There is no advance notice requirement in the event of Termination for Cause and termination is effective immediately upon notice to Contractor of the termination for cause;
- d. Extended upon written authorization of County and accepted by Contractor, to permit ordering of unordered balances or additional quantities at Contract prices and in accordance with Contract terms.

57. APPROPRIATIONS: Notwithstanding any other provision of any Contract, the payment of the County's obligations under any Contract shall be subject to annual appropriations by the Board of Supervisors of the County in each fiscal year of monies sufficient to satisfy the same.

58. REFERENCES TO VIRGINIA LAW: Any reference in these General Conditions to the Code of Virginia or other relevant Federal, State or local law is incorporated in whole herein by reference as in effect at the time of the Solicitation or Contract as such statutory provisions may be amended or replaced by any statute dealing with the same or similar subject matter.

59. COOPERATIVE PROCUREMENT: Except as prohibited by the current Code of Virginia, all resultant Contracts will be extended to other Public Bodies of the Commonwealth of Virginia, to permit their ordering of Goods, supplies and/or Services at the prices and terms of the resulting Contract (“cooperative procurement”). By submitting any Bid or entering into any Contract with the County a Bidder/Contractor expressly authorizes cooperative procurement under Virginia Code § 2.2-4304 to the full extent permitted by law. If any other public body decides to use any Contract, the Contractor must deal directly with that public body concerning all matters relating thereto, including but not limited to, the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. The County acts only as the “Contracting Agent” for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor’s responsibility to notify the public bodies of the availability of the Contract. Fluvanna County shall not be held liable for any direct or indirect costs, damages or other claim of any kind incurred by another public body or any Contractor as a result of any cooperative procurement.

60. AUDIT: The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period.

61. GUARANTIES AND WARRANTIES: All guarantees, representations and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on any Contract is made. In addition to any guarantees, representations and warranties required under the Contract, the Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or owner;
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery;

- c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to the Contractor's own work or to the work of other contractors, for which the Contractor's workers are responsible;
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County; and
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor;
- f. At minimum supply all Goods or Services with the manufacturer's standard warranty, if applicable; and
- g. For any Contract involving Services of any nature, the Contractor further agrees to:
 - i. Enter upon the performance of Services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence;
 - ii. Allow Services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County;
 - iii. Acknowledges that the County shall be under no obligation to compensate Contractor for any Services not rendered in strict conformity with the Contract; and
 - iv. Stipulates that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the Contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of any Contract. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

62. PRICE REDUCTIONS: If at any time after the date of the Bid/Contract the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to any Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this Solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract documents. The Contractor in addition will within ten (10) days of any general price reduction notify the County of such reduction by letter. **FAILURE TO DO SO IS A DEFAULT UNDER THE CONTRACT AND MAY RESULT IN TERMINATION OF THE CONTRACT IN THE COUNTY'S DISCRETION.** The Contractor, if requested, shall furnish, within ten (10) days after the end of the Contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid or Contract, or (2) if any such general price reductions were made, that as provided above, they were reported to the County within ten (10) days and the County was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the County was notified of any such reduction.

63. COMPLIANCE WITH IMMIGRATION LAW: Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of

the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

64. VIRGINIA STATE CORPORATION COMMISSION: Pursuant to Virginia Code § 2.2-4311.2, Any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.

65. CLAIMS PROCEDURE:

- a. The procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, *et seq.*
- b. In addition, pursuant to Virginia Code § 2.2-4364, contractual claims, whether for money or other relief, shall be submitted in writing to the County Administrator no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a Contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the Goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.
- c. No written decision denying a claim or addressing issues related to the claim shall be considered a denial of the claim unless the written decision is signed by the Board or the County Administrator. The contractor may not institute legal action prior to receipt of the final written decision on the claim unless the County fails to render a decision within ninety (90) days of submission of the claim. Failure of the County to render a decision within ninety (90) days shall not result in the contractor being awarded the relief claimed or in any other relief or penalty. The sole remedy for the County's failure to render a decision within 90 days shall be the contractor's right to institute immediate legal action.
- d. A Contractor may not institute legal action, prior to receipt of the County's decision on the claim, unless the County fails to render such decision within the time specified by law. A failure by the County to render a decision within the time provided by law shall be deemed a final decision denying the claim by the County.
- e. The decision of the Board or the County Administrator shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in Virginia Code § 2.2-4364.
- f. No administrative appeals procedure pursuant to Virginia Code § 2.2-4365 has been adopted for contractual claims by the County.
- g. Nothing herein shall be construed to prevent the County from instituting legal action against any Contractor or Bidder.

66. NOTICES: All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the

Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance with the terms of this Section 66; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed.

DELIVERY

- 67. SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the Solicitation or Contract, as applicable, each case, crate, barrel, package, etc., delivered under the Contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 3:00 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.
- 68. RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the Contract until they are delivered at the designated point. The Contractor shall additionally bear all risk on rejected materials or supplies after notice of rejection is tendered by the County. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at the Contractor's risk and expense or dispose of them as abandoned property.
- 69. INSPECTIONS:** The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and Services conform to the specification in the Solicitation, Bid or Contract, as applicable. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. Unless otherwise specified in the Contract, if inspection is made after delivery at the destination specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
- 70. COMPLIANCE:** Delivery must be made as ordered and in accordance with the Solicitation, Bid or Contract, as applicable, or as directed by the County when not in conflict with the Bid/Contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of Goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the County, such extension applying only to the particular item or shipment affected. Unless otherwise specified in the Contract, should the Contractor be unreasonably delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction Contracts.
- 71. POINT OF DESTINATION:** All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated specifically in the Solicitation, Bid or Contract, as applicable. The materials must be delivered to the "Ship To" address indicated on the purchase order or Solicitation, as applicable.

- 72. REPLACEMENT:** Materials or components that have been rejected by the County, in accordance with the terms of the Contract, shall be replaced by the Contractor at no cost to the County.
- 73. DAMAGES:** Any and all damages to property of the "County" that is the direct result of the Contractor, the employees of the Contractor and/or its subcontractors, agents, licensees, successors, or assigns, shall be the sole responsibility of the Contractor. The property shall be repaired to its last known condition prior to the damages and/or replaced at no cost to the County. The County shall approve any and all repairs/replacements prior to acceptance of the repairs/replacement.
- 74. PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:
- a. Purchase Order Number;
 - b. Name of Article and Stock Number;
 - c. Quantity Ordered;
 - d. Quantity Shipped;
 - e. Quantity Back Ordered; and
 - f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the Goods.

- 75. ADDITIONAL CHARGES:** No delivery charges of any kind shall be added to any invoice; except that (i) if Goods are expressly bought F.O.B. "shipping point" under the Contract and the Contractor prepays transportation, then delivery charges shall be added to invoices; and (ii) if express delivery is authorized and substituted by the County on orders for the method specified in the Contract, then the difference between freight or mail and express charges may be added to invoice.
- 76. METHOD AND CONTAINERS:** Unless otherwise specified, Goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.

CONTRACTOR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The Contractor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Contractor's Primary Contact:

Name: _____ Phone: _____

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:
_____ Years _____ Months

4. Contractor Information:

FIN or FEI Number: _____ If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

Signed: _____ Title: _____

Date: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. ***PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.***

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Contractor’s Identification Number issued to it by the SCC is
_____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Contractor’s Identification Number issued to it by the SCC is
_____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such Contractor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):
Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of _____, does hereby certify in connection with the procurement and bid to which this Certification of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 et seq.)

Signature of Company Representative

Name of Company

Date

ACKNOWLEDGEMENT

STATE OF VIRGINIA

FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of _____ and dated _____ was subscribed and sworn to before the undersigned notary public by _____ on _____.

Notary Public

My commission expires: _____

CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

B. Any person required to submit a certified statement as provided in paragraph A, above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

a false statement shall be guilty of a Class 6 felony. (1980, c.472)

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

OFFEROR STATEMENT

Undersigned Bidder hereby certifies that he/she has carefully examined all conditions and specifications of this invitation for Bid and hereby submits this bid pursuant to such instructions and instructions.

Type or Print Name & Title of Authorized Person

Signature of Authorized Person Submitting This Bid

Date

SUBSCRIBED AND SWORN to before me by the above named

_____ on the ____ day of _____, 2013

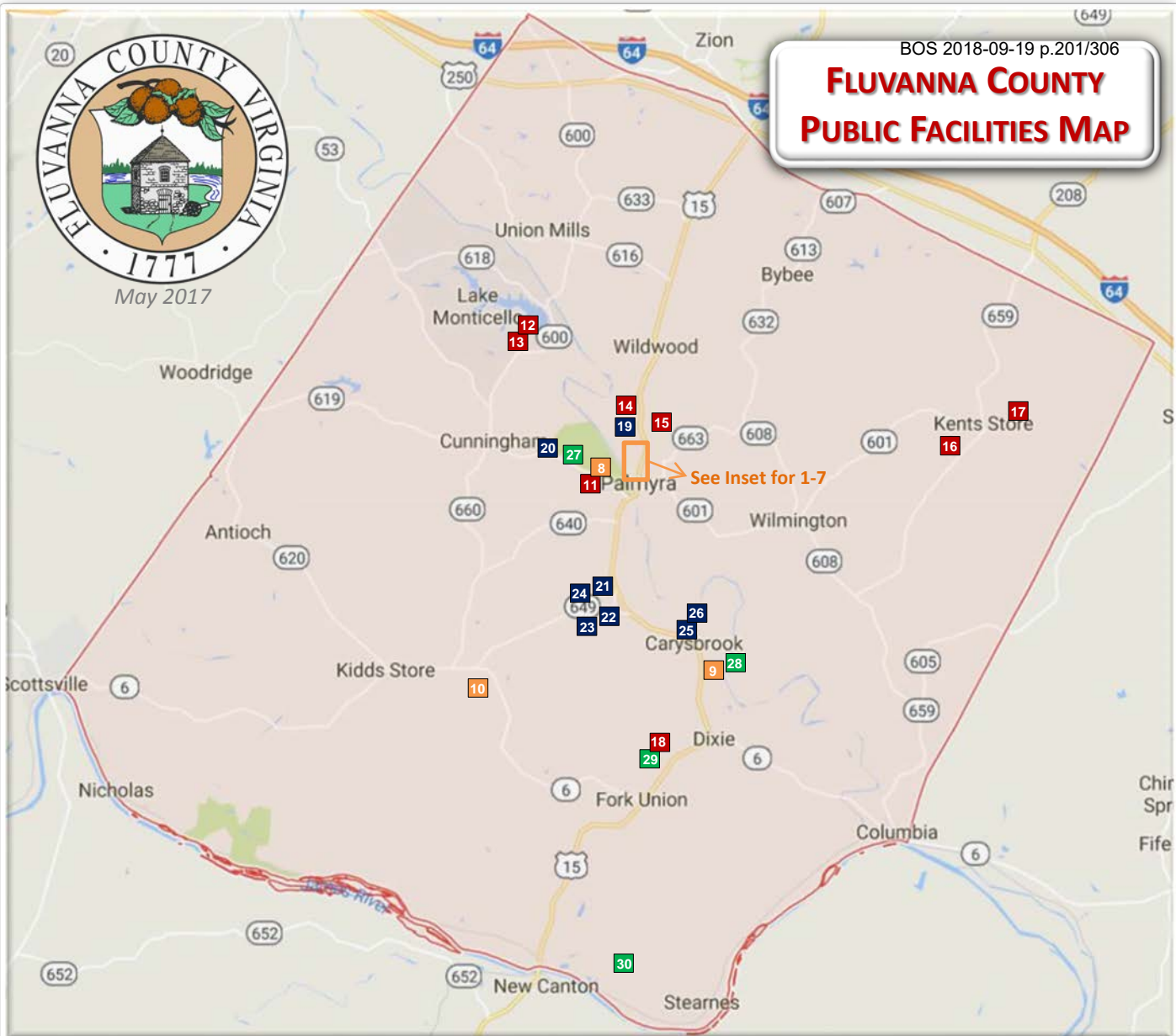
Notary Public in and for the State of _____

My commission expires: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION



FLUVANNA COUNTY PUBLIC FACILITIES MAP



COUNTY GOVERNMENT

- 1 Fluvanna County Courthouse
- 2 County Administration
- 3 Historic Courthouse
- 4 Commissioner of the Revenue
- 4 Treasurer
- 5 Voter Registrar
- 6 Public Works
- 7 Commonwealth's Attorney
- 8 Library
- 9 Social Services
- 10 Convenience Center

PUBLIC SAFETY

- 11 Sheriff's Office
- 12 Lake Monticello Fire
- 13 LM Rescue & Water Rescue
- 14 Palmyra Fire Station
- 15 Palmyra Rescue
- 16 Kents Store Fire Station
- 17 Kents Store Rescue
- 18 Fork Union Fire Station

SCHOOLS

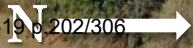
- 19 School Board Office
- 20 Fluvanna County High School
- 21 Fluvanna Middle School
- 22 Central Elementary
- 23 West Central Primary
- 24 Abrams Academy
- 25 Carysbrook Elementary
- 26 Maintenance Bldg & Bus Garage

PARKS & RECREATION

- 27 Pleasant Grove Park
- 28 Carysbrook Athletic Complex
- 29 Fork Union Community Center
- 30 Bremo Ballfield & Picnic Area

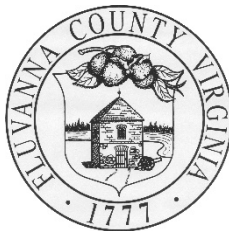
Palmyra Inset

BOS 2018-09-19 202/306



Historic Palmyra is located along U.S. Route 15, north of its intersection with State Route 53 and the Rivanna River bridge.

COUNTY GOVERNMENT			
	Address	Phone (434)	
1	Fluvanna County Courthouse (Circuit)	72 Main Street, Palmyra, VA 22963	591-1970
1	Fluvanna County Courthouse (District)	72 Main Street, Palmyra, VA 22963	591-1980
2	County Administration Building	132 Main Street, Palmyra, VA 22963	591-1910
3	Historic Courthouse	35 Court Square, Palmyra, VA 22963	591-1910
4	Commissioner of the Revenue	34 Palmyra Way, Palmyra, VA 22963	591-1940
4	Treasurer	34 Palmyra Way, Palmyra, VA 22963	591-1945
5	Voter Registrar	181 Main Street, Palmyra, VA 22963	589-3593
6	Public Works	197 Main Street, Palmyra, VA 22963	591-1925
7	Commonwealth's Attorney	181 Main Street, Palmyra, VA 22963	591-1985
8	Library	214 Commons Blvd., Palmyra, VA 22963	589-1400
9	Social Services	8880B James Madison Hwy., Fork Union, VA 23055	842-8221
10	Convenience Center	11206 W. River Road, Fork Union, VA 23055	842-3198
PUBLIC SAFETY			
11	Sheriff's Office	160 Commons Blvd., Palmyra, VA 22963	589-8211
12	Lake Monticello Fire	10 Slice Road, Palmyra, VA 22963	589-5650
13	Lake Monticello Rescue	14 Slice Road, Palmyra, VA 22963	589-4108
14	Palmyra Fire Station	14567 James Madison Hwy., Palmyra, VA 22963	589-5777
15	Palmyra Rescue	90 Rescue Lane, Palmyra, VA 22963	589-9659
16	Kents Store Fire Station	51 Kents Store Way, Kents Store, VA 23084	589-9584
17	Kents Store Rescue	4652 Cedar Lane Road, Kents Store, VA 23084	589-8200
18	Fork Union Fire Station	5753 James Madison Hwy, Fork Union, VA 23055	842-5302
SCHOOLS			
19	School Board Office	14455 James Madison Hwy., Palmyra, VA 22963	589-8208
20	Fluvanna County High School	1918 Thomas Jefferson Pkwy., Palmyra, VA 22963	589-3666
21	Fluvanna Middle School	3717 Central Plains Road, Palmyra, VA 22963	510-1000
22	Central Elementary	3340 Central Plains Road, Palmyra, VA 22963	589-8318
23	West Central Primary	3340 Central Plains Road, Palmyra, VA 22963	510-1016
24	Abrams Academy	3395 Central Plains Road, Palmyra, VA 22963	510-1008
25	Carysbrook Elementary	9172 James Madison Hwy., Fork Union, VA 23055	842-1241
26	Maintenance Building/Bus Garage	131 Carysbrook Road, Fork Union, VA 23055	842-3379
PARKS & RECREATION			
27	Pleasant Grove Park	271 Pleasant Grove Drive, Palmyra, VA 22963	589-2016
28	Carysbrook Athletic Complex	8878 James Madison Hwy., Fork Union, VA 23055	842-3150
29	Fork Union Community Center	5725 James Madison Hwy., Fork Union, VA 23055	842-3150
30	Bremo Ballfield & Picnic Area	1694 Bremo Road, Bremo Bluff, VA, VA 23022	842-3150



COUNTY OF FLUVANNA, VIRGINIA
Request for Proposals (RFP) #2018-07
Phone System

ADDENDUM # 1:

Reference – Request for Proposal: RFP #2018-07
 Title of Request for Proposal: Phone System
 Issue Date: June 15, 2018
 Bid Due Date and Time: July 31, 2018 at 2 p.m. EST (Pursuant to this Addendum1)

The above RFP #2018-07 is hereby amended and modified as follows:

1. Page 1, Due Date shall be changed to “July 31, 2018 @ 2:00 p.m. local prevailing time”; Section 3.a.iv shall be changed to read:
 - a. **Due Date:** Sealed copies of the proposal must be received by the Purchasing Officer no later than 2:00 p.m. EST on July 31, 2018.
2. The following are clarifications as discussed in the Pre-Bid meeting on June 14, 2018:
 - a. Long Distance- Article 3.1
 1. Please remove following bullet point: “Provide a schedule of costs for long distance, including what areas, if any, are free.”
 - b. Cable assessments- Article 2.2
 1. The county is open to scheduled visits by offerors cabling technicians to assess the needs at specific sites. Those walkthroughs will only be scheduled July 2-3, by the Purchasing contact listed above. Times available are 10am, 1pm, and 3pm each day.
 2. A full assessment is not necessary or required under this IFB, the above visits are only offered to give proposers adequate access to all locations in order to provide the best possible pricing.
 - c. In the IFB where noted we are looking for Redundant and/or Backup server capabilities, we are in fact looking for a failover system between the Main Administration building and the Sheriff’s office sites.
 - d. Courthouse Cabling – Article 2.2.3
 1. After closer examination, the courthouse is sufficiently cabled with Cat5 or better. However, the Wall Jacks will need to be upgraded.

2.Added to this, we will need the same services in the Sheriff's office.

e. Connections to other sites- Article 2.3.5

1. There is a brand new fiber connection between many of the county buildings that did not exist when this RFP was originally written. The following sites now have a direct fiber connection to the Administration Building:

1. Sheriff's Office
2. County Library

2. There is also a hope to connect the Pleasant Grove House in the next few months. Pricing for this location should be OPTIONAL only as they will only be added to the phone system if/when this fiber connection is made.

f. There should be a unique DID for all locations for purposes of emergency calls.

3. The following are clarifications from questions received:

a. When are the anticipated selected vendor meetings/presentations?

1. While the county wants to get this project started as soon as possible, we will take an appropriate amount of time to carefully review all proposals received.

b. When is the anticipated award date?

1. While the county wants to get this project started as soon as possible, we will take an appropriate amount of time to carefully review all proposals received.

c. When is the anticipated project start date?

1. While the county wants to get this project started as soon as possible, we will take an appropriate amount of time to carefully review all proposals received.

d. Is 2 years the required roll out time frame?

1. We would expect the chosen offeror to take as much time as needed in order to give us the best system possible. The time from for roll out will be totally dependent on the chosen offeror and their schedule.

e. County is offering a P/T Project Manager. Will the PM be available as needed without limitation or delay?

1. The project manager for this project will be a full time county employee and will be available as much as necessary.

f. Do you wish to have a Lease price and if so what are your terms?

1. No

g. Is there a requirement to tie into an external paging system? If yes, please describe the system and location (s)

1. No

- h. Attachment G pricing table: The following Sites are not on the worksheet: Library, Court Services Unit, Extension Office & Health Department. How should these be accommodated on the price sheet? a) add columns or b) combine the totals in with Admin or another site?
1. A corrected Attachment G Version 2 is attached to this addendum and should be used in place of the original.
- i. Is the Extension Office on the campus LAN/WAN network with the other campus offices?
1. The extension office is located in the Parks and Rec Community center.
- j. Please confirm: The trunk interface requirements include 1 PRI with 124 DID's in the Admin Bldg.
1. Yes, this is correct
- k. Do you intend to keep the T1 for private networking between Admin and Sherriff's office?
1. Yes, the T1 trunk will be maintained
- l. Please confirm: You have PoE switches and VLAN capabilities at all offices including remotes.
1. There are PoE / VLAN capable switches in all offices. Currently the Sheriff's Office requires two 48port POE / VLAN capable switches to be added.
- m. Please confirm: The Sherriff's office will be on the new system.
1. Yes, the Sheriff's office administration phones will be on the new system. The E911 center located in the Sheriff's office will be separate and out of scope for this RFP / Project.
- n. Sherriff's Office POTS lines:
1. Do you wish to retain all 8 POTS lines at the for local access as well as for the Power Fail Transfer (PFT) phones?
 1. Yes, the Sheriff's office wishes to keep these as a fall back.
 2. Attachment E: H15 Are you supplying the analog phones for PFT?
 1. Yes, we intend to use the ones in place currently.
- o. How many users will require the Call Recording and Reporting features -2?
1. We would like all phones to have this capability, if there are licensing or cost thresholds, please elaborate and include those in your proposal so that we have the option to prioritize and implement as the budget and requirements permit.
- p. Page -3 Parag. 2.1: Listed under basic telephony
1. Call Recording as a basic feature generally refers to recording an outside call to your voicemail box? Referencing Page -10 Parag 3.1 Recorded call storage and Attachment E S9, 9.1 and 9.2 requires an advanced call recording application.

1. Yes, this requirement is to record an external call. If recording to voicemail requires an advanced application, please provide alternatives as separate options within your proposal and include costs and other factors for each option provided.
2. Do you wish, for Attachment E S10 to be classified as the basic requirement, for all users to have the ability, under system admin control, to record an outside call to voicemail?
1. Yes, if at all possible this is a SHOULD requirement.
3. Attachment E S9 and Attachment E S11 integration with NICE for the Sherriff's office.
1. No, we do not want any integration with the E911 or NICE. Both systems are out of scope for this RFP / Project.
4. Do you wish, for Attachment E S9 to be a new and separate system for 3 to 5 users to have the call recording application with reporting, search tools and archival capabilities? Is this in addition to the NICE System or as a function of the NICE system?
1. This RFPs call recording is for this systems calls only. There is no integration or interconnection with the E911 or NICE system. Both systems are out of scope for this RFP / Project.
5. How are S12 and S13 different from the requirements of S9?
1. They are the same.
6. IVR are you referring to automated attendant routing (e.g. dial the extension, dial 1 for this, dial 2 for that or dial 0 for assistance, etc.) or do you require a true Interactive Voice Response solution? If yes to IVR please describe the desired application, such as speech recognition, database lookup, digit routing (account code), CLID routing, etc.
1. Yes, we are referring to automated attendant routing but we understand that some vendors may have IVR built-in and included as part of the offering. As a minimum we require automated attendant routing via touch tone. If true IVR with voice recognition is an option at little or no cost supplementing the automated routing; we would like that included in the proposal as an option.
- q. Page -8 How many different announcement-only lines do you require?
1. We have no more than three at the moment but could foresee an expansion to no more than 10 in the next 5 to 10 years.
- r. Page -8 and Attachment E S8 "could have" and R2 "must have":
1. Is ACD required or optional?

1. **ACD is optional and all related requirements have been changed to “COULD HAVE”**
- 2.Attachment E S8: to queue 25 calls would require 25 incoming phone lines. Are you adding a 2nd PRI or is this for future capabilities?
1. **This is to address future requirements, if your proposal includes this and there are price thresholds, please elaborate and show these as part of your proposal.**
- s. Page -8 How many ACD Queues are required?
- 1.**There are up to four possible operators to answer call into our main extension.**
- t. How many active logged-in agents are required - 3?
- 1.**We would have no more than four agents active at any one time. The usual number is three.**
- u. How many total agents all shifts are required - 5?
- 1.**We would have no more than four agents active at any one time. The usual number is three. This is only manned 0730 to 1700, Monday through Friday. However, it could be operated at other hours if circumstances warranted (Crisis)**
- v. Page -10 and Attachment E R1: Please explain the “billing” report requirement since this is not a Hosted VoIP solution
- 1.**The billing requirement is to track long distance or other phone charges incurred by individual extensions so that the office responsible for the changes can be billed by our finance personnel.**
- w. Page -11 Price Proposal 3.4: Please explain the last paragraph and including what “... without mark-up of any kind” refer to?
- 1.**Per the Virginia Public Procurement Act:**
 1. **§ 2.2-4331. Contract pricing arrangements.**
 - a. **Except as prohibited in this section, public contracts may be awarded on a fixed price or cost reimbursement basis, or on any other basis that is not prohibited.**
 - b. Except in case of emergency affecting the public health, safety, or welfare, no public contract shall be awarded on the basis of cost plus a percentage of cost.**
- x. Page -13 References: Please clarify List all public bodies, state agencies including all departments, etc. Are you asking for three government references or something far greater?
- 1.**While the county wants 3 references for **similar size** projects, we also would like confirmation the offeror has worked with other government agencies.**

- y. Attachment E: Should we add columns for Included, optional, etc. How would you like the response to be presented?
1. Please use the “Vendor Response Table” at the top of the document for coding the items.
- z. Attachment E H5: For fax over IP T38 support is required. How many T38 channels for concurrent faxing is required? (Be advised the T38 fax may not as reliable as analog or efax)
1. We currently have 25 fax machines in use across our network.
- aa. Attachment E: H16.1 Can you please describe the differences of the Basic and Multi-line IP Phones? If both models must support the features of H19-H31 with the exception of H17, 18 24 & 29 then what differences are required?
1. Basic phone- standard IP handset, 16 programmable keys, liquid crystal display, DND, transfer, hold, speaker phone,- majority of phones
 2. Upgraded phone- larger display, more programmable keys, hooks to switchboard, headsets, “executive” only 10+
- bb. Does H25 only apply to the multi-line IP Phone model?
1. No, we would like the basic handsets to include programmable keys at least 12 in quantity. This is to allow users to program frequently called extensions, or to provide shortcuts to commonly used phone functions such as DND, Call diversion. Voicemail, Call transfer, etc.
- cc. Attachment E: H7 and H16.1 For the 2 switchboards, can you please describe the switchboard requirements and locations?
1. These would be in the main administration building on floors 1 and 2. These should allow the operators to receive incoming calls to our general county extension and route the calls based on the caller’s request.
- dd. Attachment E H7 do you wish to have the system equipped / licensed for 200 devices on day one?
1. We would require as a minimum approximately 165 extensions on day one. Please include licensing and costs associated with expansion of the system to support additional extensions.
- ee. Attachment E: H16.1 The quantities do not match the quantities of Sec. 2.3.10 PP 6-8. Can you please indicate the requirements for each location?
1. This has been updated so that the quantities match.
- ff. Attachment E: H19 Are there any operational requirements or feature requirements that are not clearly described in the RFP that must be addressed?
1. No

gg. Attachment E: H27 Should all IP Phones include a 1GB network port for the local PC?

1. **Yes, this is required**

hh. Attachment E: S19-25 Conferencing (PRI provides 23 outside channels)

1. How many internal & external parties in a conference?

1. **Most conferences would be no more than 5 internal extensions and no more than 2 external parties.**

2. How many total internal & external concurrent parties in all conferences?

1. **No more than 7 parties (5 internal and up to 2 external)**

ii. Attachment E: Is U1 a Handset feature or a Unified Communications Desktop feature or both? If it is a handset feature does it apply to Basic & Multi-line sets?

1. **This is a requirement to have a lookup function. This could be a system database method where the end user looks up name associated with extensions within the phone system itself or it could be using an LDAP connection. Our preferred method is internal extension lookup.**

jj. Attachment G Pricing table: Please explain "IP Phone Services" under recurring maintenance

1. **This item is included so that vendors can provide a line item in the proposal to cover any recurring expenses which may occur annually in future years such as licensing fees, software assurance, etc. This ensures all proposal can be evaluated on an even playing field and that Fluvanna County can budget accordingly for these costs in future years. If there are NO recurring costs and the initial price includes all software licensing, upgrades, etc in future years, It is expected that vendors state this clearly in this section.**

kk. For Courthouse Cabling:

1. How many floors?

1. **Two floors**

2. Type of ceiling (drywall or drop ceiling)

1. **Drop ceiling**

3. Type of walls (drywall, block etc.)

1. **Mixed**

4. Will the drop locations need raceway?

1. **Current cabling is sufficient and would only require dropbox faceplate rewiring.**

5. Plenum or CM cable?

1. **Plenum is preferred in void spaces if required**

6.Distance of drop to closet

1. farthest location would be no more than 100ft

7.Do you have a floor plans?

1. Floor plans may be made available, however since re-cabling has now been made unnecessary, they will not be attached to this addendum.

8.When can the work be done?

1. Preferred out of hours, if work is performed M-F 0700-1700, it would have to be scheduled in advance and not during times when court is in session

9.Do you have existing IDF's and / or a main central closet?

1. There are two main communications rooms one upstairs near the Circuit Court and one downstairs near the District Court.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Cyndi Toler, Purchasing Officer

Fluvanna County, Virginia

132 Main Street

Palmyra, VA 22963

(434) 591-1930

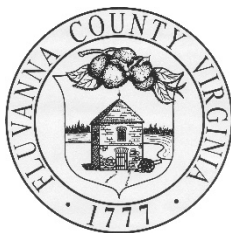
Name of Firm: _____

BY: _____

Signature of duly authorized representative

Title: _____

Date: _____



COUNTY OF FLUVANNA, VIRGINIA
Request for Proposals (RFP) #2018-07
Phone System

ADDENDUM # 2:

Reference – Request for Proposal: RFP #2018-07
 Title of Request for Proposal: Phone System
 Issue Date: July 17, 2018
 Bid Due Date and Time: July 31, 2018 at 2 p.m. EST (Pursuant to Addendum 1)

The above RFP #2018-07 is hereby amended and modified as follows:

1. The following are clarifications from questions received:
 - a. Another question – Section 3.2 on page 10 asks about down time. To what is that referring? How much time a typical phone system is down? How much time CodeBlue’s help desk has been unavailable? How much time OUR phone system has been down? Or something else?
 1. We would be looking at the supplier’s typical downtime in regards to their support and maintenance functions. This is to help us understand the support and service we can expect if/when our system experience difficulties and/or outages.
 2. We are primarily a 0700-1800 operation Monday through Friday excluding holidays, but may require support outside of these hours and would like to know your support hours also.
 3. The third part is around service levels agreements if any provided for the vendors support function providing assistance to Fluvanna as/when required.
 - b. How many face plates are required for the Courthouse?
 - 1.26, one for each telephone being added to the courthouse
 - c. In regards to the telephony system, does the County anticipate future growth? If yes, can the County provide an estimated projection?
 1. We would anticipate no more than 25% growth over the next 3 to 5 years. Please provide cost estimate, if any, for additional handsets, software, licenses, etc. as would be required to add additional internal extensions to accommodate future growth.
 - d. At the bidders conference one bidder talked about the reliability limits to faxing over the IP telephone systems T38 Protocol channels. We concur with that assessment; in fact we have found that while analog phones work fine over IP, devices such as fax machines, modems,

credit card devices, etc. may not perform well over IP. In response we believe we heard that the county would be utilizing direct POTS lines for fax machines and not running them through the IP PBX.

Can you please clarify if the fax machines are to be connected to analog PBX extensions (running through the IP PBX) or connected to dedicated POTS lines (not running through the IP PBX)?

1. **We intend to run the fax machine through the IP PBX and use ATA/DTA that supports T38.**

- e. The following departments listed on RFP pages 6 through 8 do not match the columns on the Price Worksheet. Health, CSA, IT, Court Services Unit, Parks & Extension, Commissioner and Reassessment. Also the new Price Worksheet has columns labeled Former IT Building, Weaver Building and Community Center Building which are not on the RFP pages 6 – 8. Since we need to supply pricing data based on the Pricing Worksheet, can you please indicate in what columns the not listed departments belong?

1. **Health Department – Main Administration Bldg., 132 Main Street**

2. **CSA – Main Administration Bldg., 132 Main Street**

3. **IT – Main Administration Bldg., 132 Main Street**

4. **Parks and Recreation – Community Center Bldg., 5725 James Madison Highway, Fork Union**

5. **Extension Office – Community Center Bldg., 5725 James Madison Highway, Fork Union**

6. **Court Services Unit – Treasurer/Commissioner Bldg., 34 Palmyra Way, Palmyra**

7. **Commissioner of Revenue – Treasurer/Commissioner Bldg., 34 Palmyra Way, Palmyra**

8. **Reassessment – Weaver Building, 196 Main St, Palmyra**

- f. Addendum #1 aa 1 Describes Basic Phone as having 16 programmable keys while #1 bb 1 Describes Basic Phone as having “at least” 12 keys.

Do you require 12 or 16 keys on the Basic Phone to be compliant with the requirements of the RFP?

1. **12 programmable key are sufficient to meet the requirements of this RFP.**

- g. Addendum #1 aa 2 Describes an Upgraded Executive phone as having more keys and a larger display with a quantity of 10+. Attachment E H16.1 does not list an Executive phone but does list a requirement for 4 Switchboard phones.

Are the 10+ Upgraded /Executive phones the 4 Switchboard phones or a new category?

1. **Executive phones are a separate requirement that will have more programmable keys and larger display than the basic ip telephony handset.**

2. **Four switchboard phones are a separate requirement and are for the four persons who answer the main county telephone extensions and route calls from the public to departments within the county.**

- h. Can the County provide floorplans for both the Sheriff’s Office and the Courthouse?

1. **Yes, please see attached PDF files**
- i. Only wall jacks to be replaced- how many at each site?
 1. **26 at Courthouse and 86 at Sheriff's Office**
- j. Any test results needed for existing cabling?
 1. **Any changes to cabling or wall jacks should be fully tested as best practice**
- k. Is the cabling currently active?
 1. **Yes, in some cases. Scheduled work to wall jacks can be accommodated though**
- l. Properly patched at the closet end? (I.e. Will patch panels be needed for the closet end.)
 1. **All cables are terminated to a patch panel at the closet end.**
- m. If needed, would the County accept T&M to verify labeling and testing of existing cabling and/or to run new cabling if/where needed?
 1. **Yes, please include your Time and Materials (T&M) quotation for cable testing as an individual line item in your cost submission.**
- n. For sites with less reliable connectivity, if the connection will not be altered to meet VOIP minimums, will the County accept call forwarding (i.e. to a cell phone) as a viable option?
 1. **All sites included in this proposal meet the minimum VOIP requirement**
- o. What is the retention policy, by department, for call recordings? Please include estimated number of calls daily and average length of calls.
 1. **Call recordings retention shall be no longer than three months for any and all departments; however, Fluvanna County may choose to delete calls sooner.**
 2. **Currently there is no historical data on call recording. We would envision this to be no more than a few calls per day for up to five minutes in duration.**
- p. For the basic versus multi-line phone requirement, you mention the basic phone must have 16 programmable keys and the multi-line phone must have more than that. Is this a MUST requirement? Is the County open to side car options or other solutions?
 1. **Yes, the County would entertain sidecar options in order to provide programmable keys.**
- q. Will the Fork Union Sanitation District be upgraded to fiber or have a dedicated, leased line prior to the start of this project? Would a SD-WAN implementation be possible from that site to the core?
 1. **FUSD current bandwidth is 10/3 and would only occasionally carry a single call and would rarely have two concurrent calls. If connectivity is not improved by implementation date or the bandwidth is not sufficient to delivery service, Fluvanna County will opt to exclude the FUSD office from the project and keep the current FUSD telephone service in place for that site.**
- r. Given the unreliable nature of VoIP through VPN over the public internet, is it a MUST that the FUSD site, with 10/3 cable internet be a part of this system?
 1. **If connectivity is not improved by implementation date or the bandwidth is not sufficient to delivery service, Fluvanna County will opt to exclude the FUSD office from the project and keep the current FUSD telephone service in place for that site.**
- s. Will the fiber connection between the Sheriff's Department and the Palmyra campus be able to pass traffic on the voice vlan?

1. **Yes, Voice VLAN will be available**
- t. Are you open to altering the connectivity to the remote sites that use broadband (cable modems, DSL, etc.) to allow quality of service?
1. **Yes**
- u. Do your systems run SNMP read only strings?
1. **No**
- v. Can you keep the POTS trunks for the analog devices (i.e. faxes, postage meters, credit card machines, etc.)?
1. **We would prefer to transfer these devices and use ATA/DTA adapters.**
- w. Which sites would require an ACD queue beyond the capabilities of an Auto Attendant and what is their call flow?
1. **Only the main administration building requires automated call distribution. Please see ACD Operator Call flow.pdf for call flow**
- x. For H15 under telephony requirements, would the analog phones be through separate POTS lines with failover to those lines being controlled by the carrier?
1. **Yes**
- y. What SLA do you require for replacement of faulty equipment? 8x5 or 24x7?
1. **We would require 8x5 replacements for critical IP PBX equipment. We anticipate keeping a small stock of IP handsets so replacements of those is not considered critical.**
- z. During the bidder's conference you said one day of training with multiple "train the trainer" sessions would be adequate, but page 9 requires three sessions on different days. Please document that one day is the requirement.
1. **If a provider can provide three user training sessions in a single day that would be acceptable as County IT Personnel could provide training to internal personnel not available on those dates as required. However, if a provider believes that the sessions would be too long in order to fit them into a single day, The County is happy with the provider completing the sessions over multiple days.**
- aa. Most VoIP phones can be considered a conference phone either because they can create a conference bridging multiple lines or because it has a speakerphone which can be used with multiple people. However, conference phones can also be considered specific models like the ubiquitous Polycom three-legged model. Please describe your requirements for a conference phone (H16.1.)
1. **Under requirement H16.1, we are looking for conference phones such as the Polycom three-legged model for use in conference rooms. Whilst we understand that most VOIP phone can use their speaker or bridge connections this is not conducive to a large conference room setting.**
- bb. 2.3.2 requires "re-termination of services" (which we interpret as meaning moving the existing PRI to the new system.) During the walkthrough Andy said that an Ethernet cable from the phone room to the computer room exists. Please confirm that this cable is available for use with either the PRI or an Ethernet connection if SIP trunking is used.
1. **There will be a cable available for re-terminating services as needed.**

cc. Andy said that it was not necessary to have a call to a cell phone be able to be routed back to another extension. This is easily done if the cell phone has the manufacturer app running, but not standard without an app. Please document that this requirement is eliminated or agree that cell phone users will run app if needed.

1. Yes, the county understands that a vendor app would be required to provide this service.

dd. For maximum protection, we suggest a UPS for the phone appliance which has dual power supplies. Shall we expect two power receptacles and a USB port to be available on an existing UPS for the primary and failover appliances or shall we provide UPSes as options?

1. The vendor should quote for the provision of UPS as required by their solution.

ee. We understand that we will need to terminate existing cable in new Cat 5e jacks at the workstation end. Will you confirm that is for 27 locations in the Courthouse and 48 locations at the Sheriff's office?

ff. Yes, re-termination of wall jacks will be required in both the Courthouse and Sheriff's office.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Cyndi Toler, Purchasing Officer

Fluvanna County, Virginia

132 Main Street

Palmyra, VA 22963

(434) 591-1930

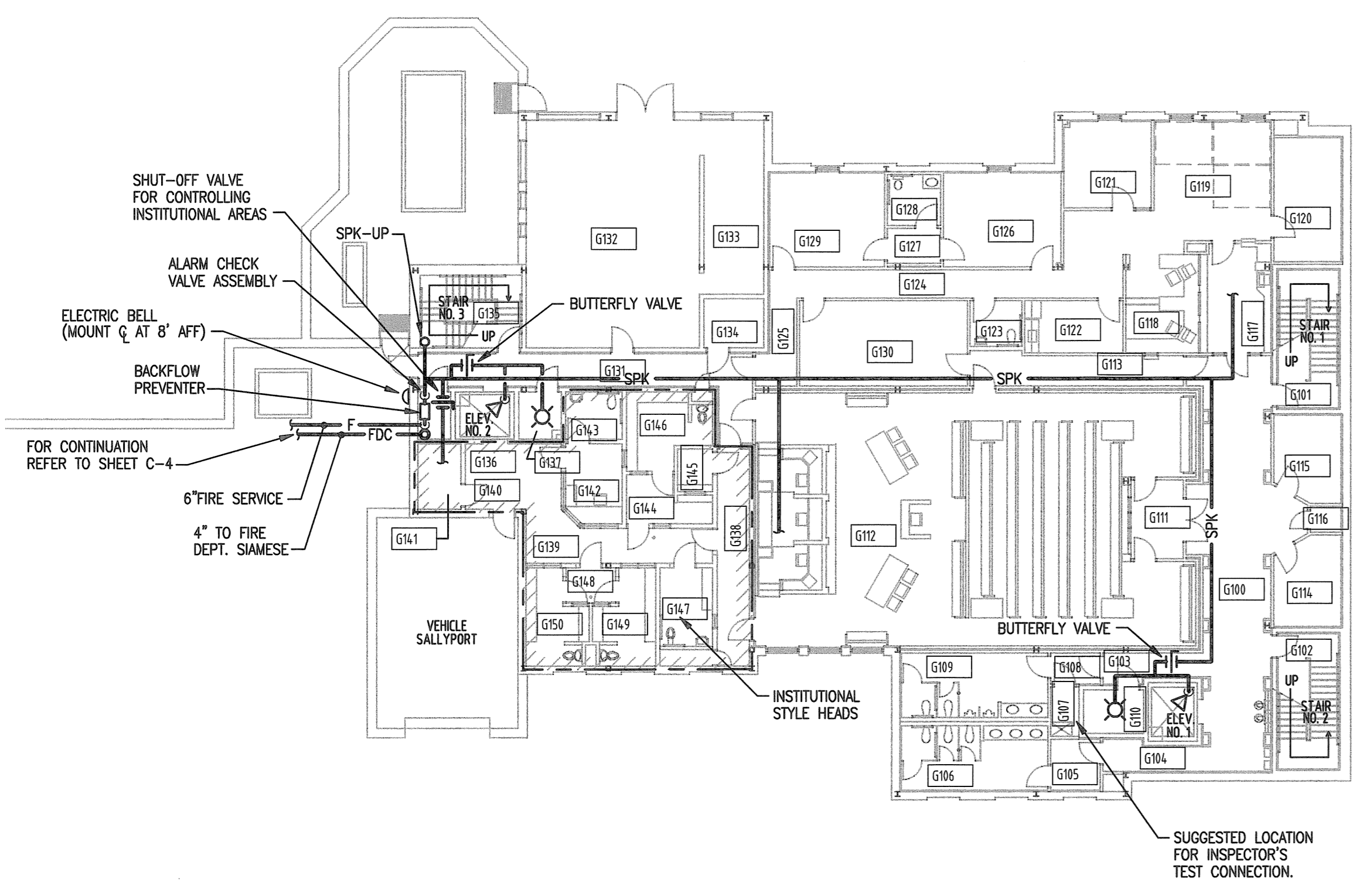
Name of Firm: _____

BY: _____

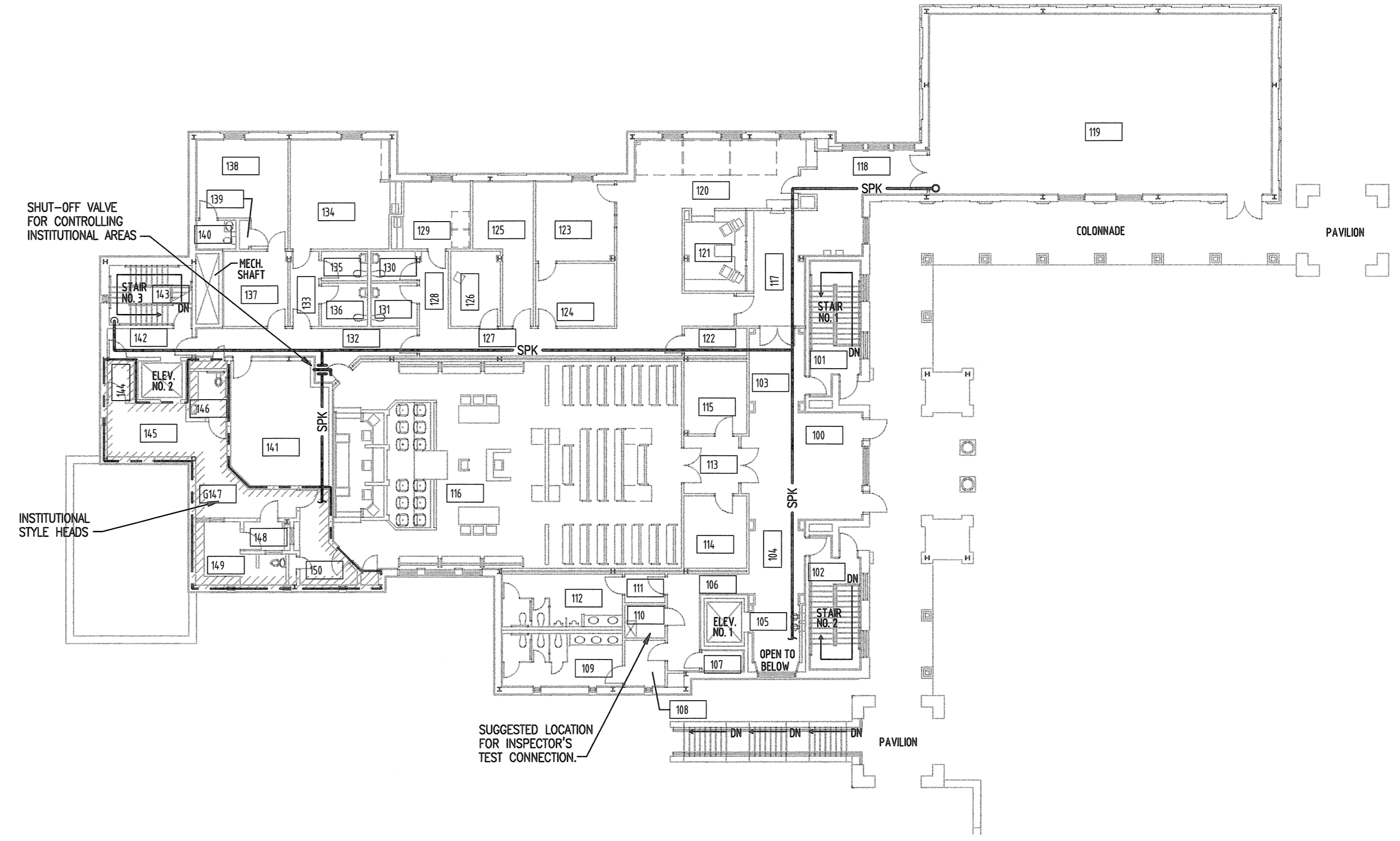
Signature of duly authorized representative

Title: _____

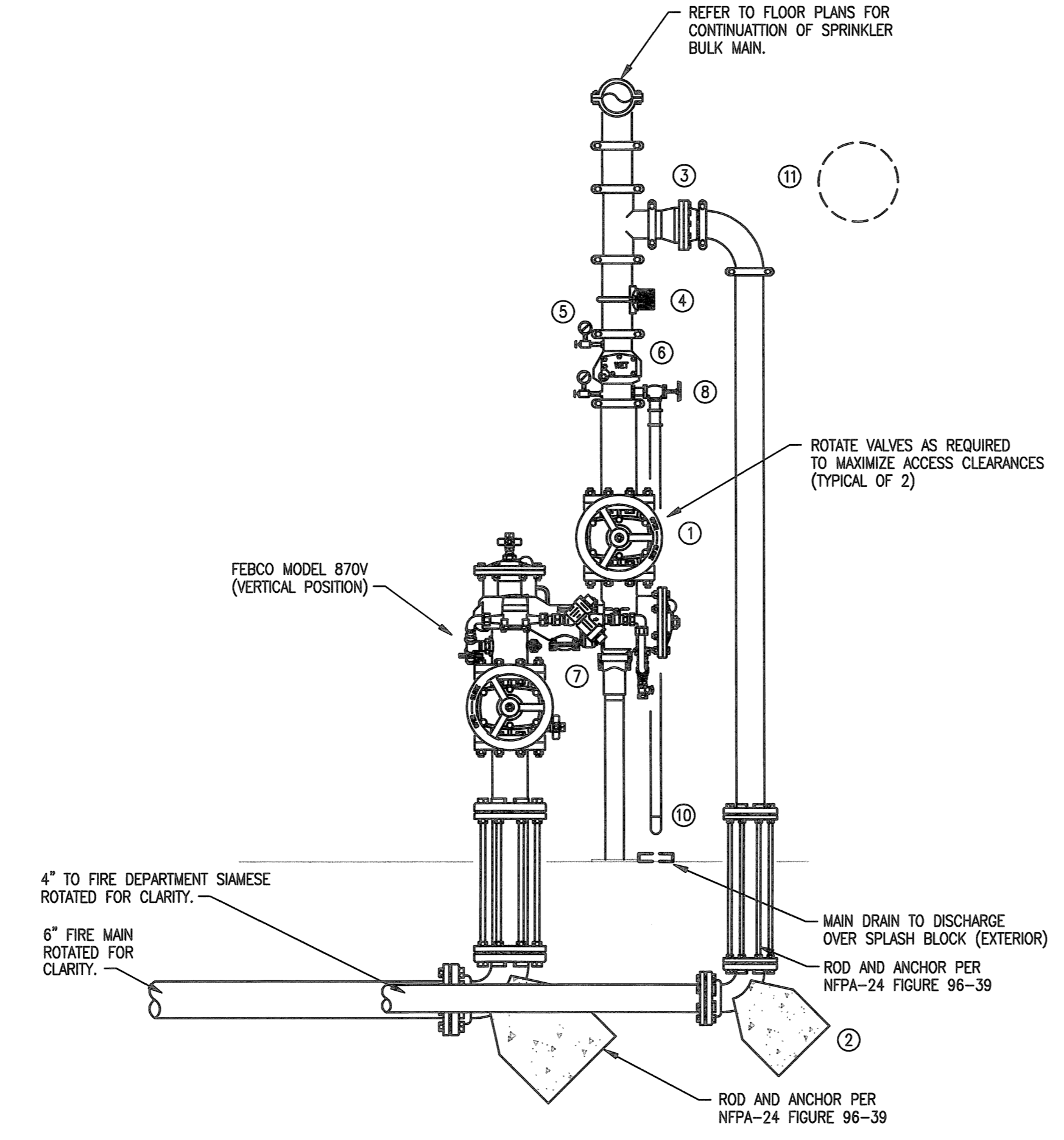
Date: _____



GROUND FLOOR PLAN
SCALE: 1/16"=1'-0"



FIRST FLOOR PLAN
SCALE: 1/16"=1'-0"



- EQUIPMENT LIST**
- ① SUPERVISED O.S. & Y. GATE VALVE (TYPICAL)
 - ② THRUST BLOCK
 - ③ GROOVED CHECK VALVE
 - ④ WATERFLOW SWITCH
 - ⑤ PRESSURE GAUGE
 - ⑥ ALARM CHECK VALVE ASSEMBLY
 - ⑦ DOUBLE CHECK BACKFLOW PREVENTER
 - ⑧ MAIN DRAIN ANGLE VALVE
 - ⑨ MAIN SYSTEM DRAIN (18" AFF)
 - ⑩ ELECTRIC BELL

FIRE SERVICE RISER
NO SCALE

FIRE FLOW DATA

- HYDRAULICALLY CALCULATE ALL FIRE PROTECTION SYSTEMS IN ACCORDANCE WITH NFPA 13, 1994, AS WELL AS THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND THE AUTHORITY HAVING JURISDICTION.
- WATER WILL BE SUPPLIED FROM THE NEW WATER SYSTEM. FLOW DATA IS NOT AVAILABLE AT THIS TIME. CONTRACTOR SHALL BASE THE DESIGN ON A RESIDUAL PRESSURE OF 80 PSI WITH 500 GPM AVAILABLE AT THE BASE OF THE RISER.
- PERFORM AN ACTUAL FLOW TEST TO CONFIRM THE ABOVE MENTIONED DATA PRIOR TO STARTING ANY DESIGN. ANY DISCREPANCIES FOUND IN THE TEST RESULTS WHICH AFFECT THE DESIGN OF THE SYSTEM SHALL BE REPORTED TO THE ARCHITECT AND /OR ENGINEER.

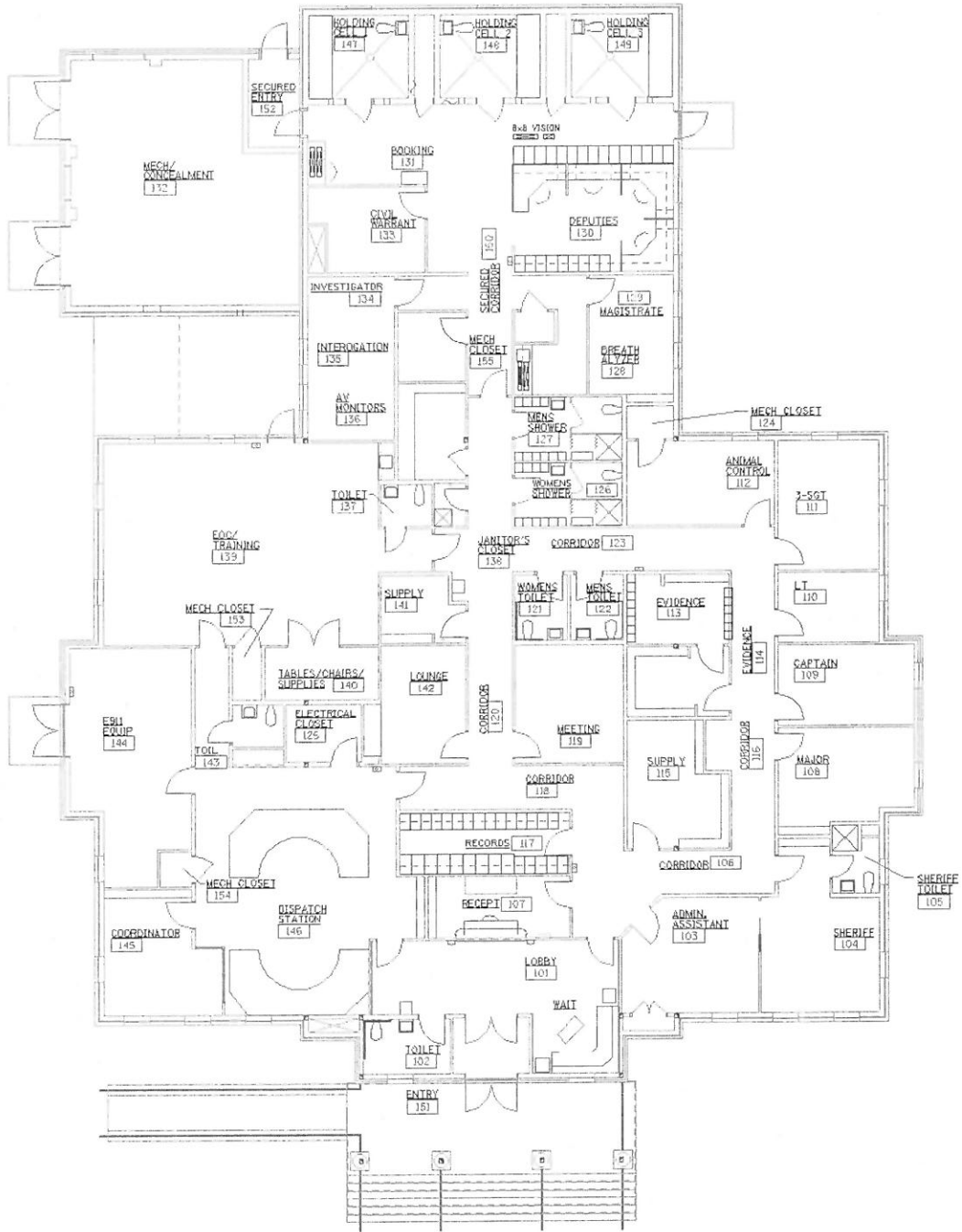
LEGEND

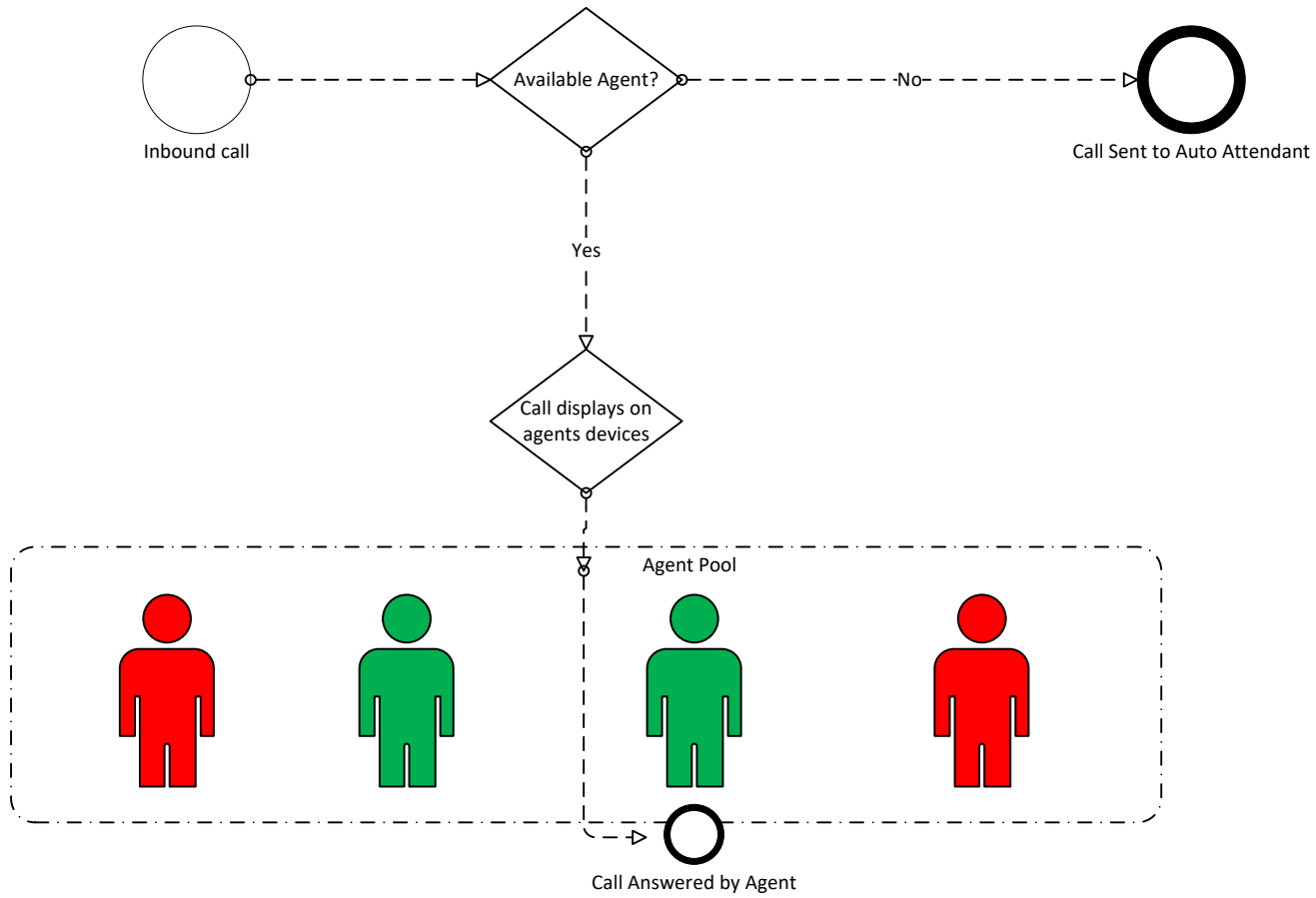
SPK	SPRINKLER PIPING
FDC	FIRE DEPT CONNECTION PIPING
[Symbol]	SUPERVISED BUTTERFLY VALVE
[Symbol]	FLOW SWITCH
[Symbol]	WATER-MOTOR GONG
[Symbol]	SIDEWALL SPRINKLER HEAD
[Symbol]	STANDARD UPRIGHT SPRINKLER HEAD
[Symbol]	ROOM NUMBER
AF	ABOVE FINISHED FLOOR

FIRE PROTECTION NOTES

- COORDINATE THE LOCATIONS OF ALL SPRINKLER HEADS WITH LIGHTS, DIFFUSERS, GRILLES, SPEAKERS, ETC. COORDINATE ALL PIPING WITH BUILDING STEEL, PIPING OF OTHER TRADES, DUCTWORK, LIGHTS, OTHER DEVICES AND EQUIPMENT LOCATED AT OR ABOVE CEILINGS.
- SPRINKLER HEADS:
 - A. GROUND FLOOR- CONCEALED HEADS: SPACE G100, G103, G104, G111, G112, G113, G117, G126, G127, G128, G129 & G130.
 - B. GROUND FLOOR- RECESSED HEADS: SPACE G101, G102, G105, G106, G107, G108, G109, G114, G115, G116, G118, G119, G120, G121, G122, G123, G124, G125, G131, G132 & 135.
 - C. GROUND FLOOR- UPRIGHT HEADS: SPACE G133, G134 & G136.
 - D. GROUND FLOOR- INSTITUTIONAL HEADS: SPACE G138, G139, G140, G141, G142, G143, G144, G145, G146, G147, G148, G149 & G150.
 - E. FIRST FLOOR- CONCEALED HEADS: SPACE 100, 103, 104, 105, 106, 113, 114, 115, 116, 117, 118, 119, 132, 133, 134, 137, 139 & 140.
 - F. FIRST FLOOR- RECESSED HEADS: SPACE 101, 102, 107, 108, 109, 110, 111, 112, 120, 121, 123, 124, 125, 126, 127, 128, 129, 130, 131, 135, 136, 139, 141, 142 & 143.
 - G. FIRST FLOOR- UPRIGHT HEADS: SPACE 122 & 126.
 - H. FIRST FLOOR- INSTITUTIONAL HEADS: SPACE 144, 145, 146, 147, 148, 149, & 150.

Fluvanna County Public Safety Building





**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

MEETING DATE:	September 19, 2018				
AGENDA TITLE:	County Staff Survey Brief 2018				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Steve Nichols, County Administrator				
PRESENTER(S):	Steve Nichols, County Administrator				
RECOMMENDATION:	Information				
TIMING:	Current				
DISCUSSION:	Presenting results of the 2018 County Staff Survey.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	County Staff Survey Brief 2018 - Results Summary				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	



2018 FLUVANNA COUNTY STAFF OPINION SURVEY RESULTS

The survey is used to assess the perceptions, views, and concerns of all Fluvanna County government staff members, as well as Constitutional Officers, agency heads, and their staff. The information gathered helps identify organizational strengths and opportunities for improvement. Your ideas and opinions are very important and we appreciate your participation

No. of Survey Responses

97

66%

Percent of Staff Responding

HIGHEST RATED RESPONSES



75%

Treated with courtesy and respect.



80%

Right supplies and equipment to do my job.



79%

Enjoy being part of this organization.



78%

Opportunity to attend training/conferences.



78%

I am happy with my job.

Strongly Positive Responses

68% say...

The training I receive here helps me do a better job.

71% say...

The County is dedicated to providing quality services.

63%

Free and open communication is encouraged.

72%

Appropriate attention is given to the safety of employees.

63%

My performance is judged as fairly as possible.

Areas for Continued Focus and Improvement

59%

Problems are handled fairly.

53%

Staff members are appropriately recognized for job accomplishments.

57%

I hear about changes to policies or procedures.

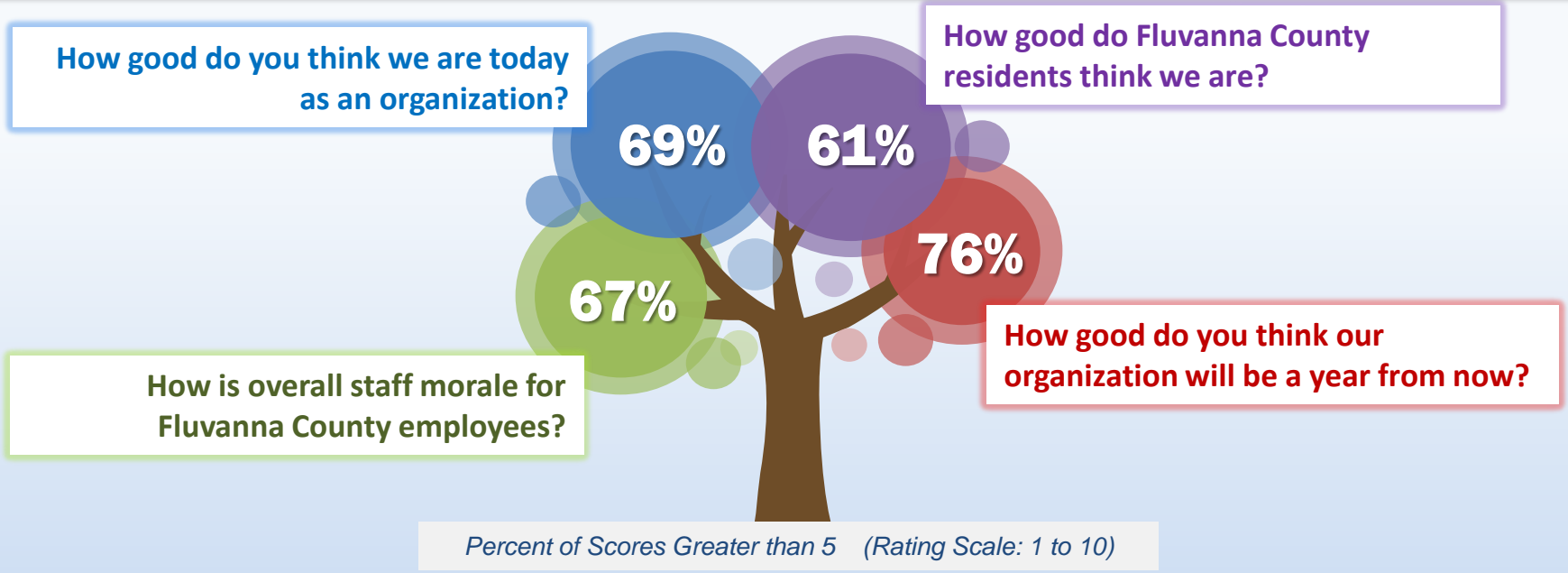
I have the opportunity to contribute to changes in policy or procedures.

51%

Fluvanna County promotes equal opportunity for all staff members.

59%

Rating Our Organization



Additional Questions

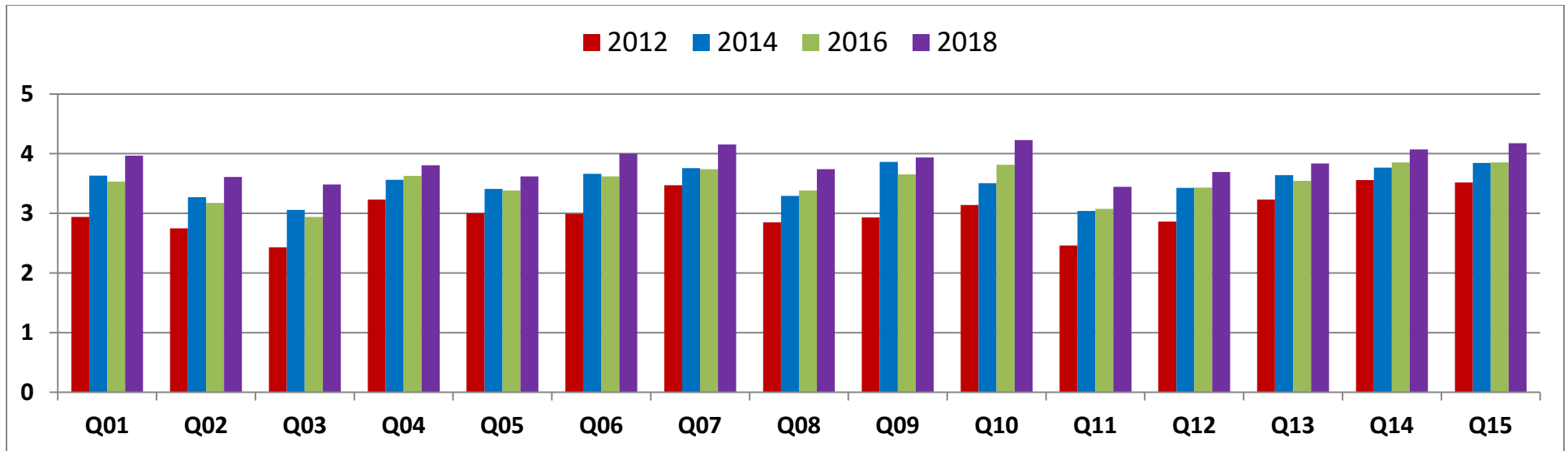
I believe it is more important to:	a. Increase employee pay	25%
	b. Increase County contributions to employee health plans	2%
	c. Both are of equal importance	73%
My supervisor evaluates my job performance on a yearly basis.	a. Yes, using the County's performance appraisal form	52%
	b. Yes, using some other document	18%
	c. Yes, verbally only	10%
	d. No	21%
I am interested in learning about a Paid Time Off (PTO) system and how it would differ from the County's current annual and sick leave policies.	a. Yes	55%
	b. No	45%

2018 Fluvanna County Staff Opinion Survey

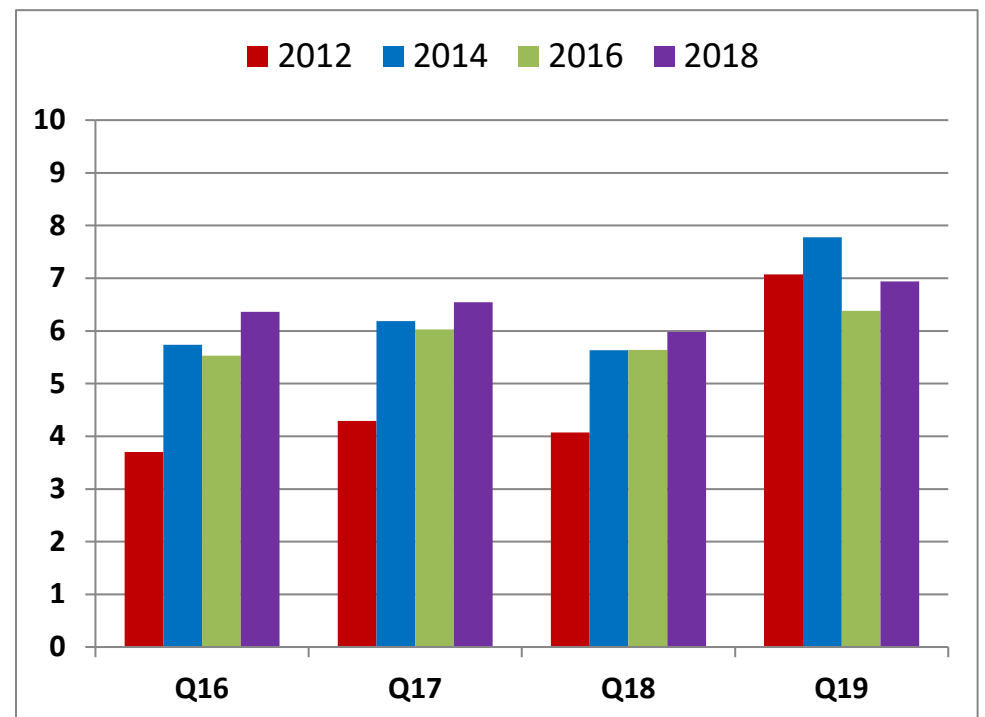
Average Score
less than 3.0

Highest Score
over 4 surveys

	May 2012 (122)	Feb 2014 (103)	Jul 2016 (81)	Jul 2018 (97)
Please indicate the extent to which you agree or disagree with each statement by checking the appropriate box.	Strongly Disagree (1) - - - - - (5) Strongly Agree			
1. Appropriate attention is given to the safety of employees.	2.94	3.63	3.53	3.97
2. Problems are handled fairly.	2.75	3.27	3.17	3.61
3. Staff members are appropriately recognized for job accomplishments.	2.43	3.06	2.94	3.48
4. My performance is judged as fairly as possible.	3.23	3.56	3.63	3.80
5. I hear about changes to policies or procedures.	3.00	3.41	3.38	3.62
6. I have the opportunity to attend job-related training or conferences.	2.99	3.66	3.62	4.00
7. I am happy with my job.	3.47	3.76	3.74	4.15
8. Free and open communication is encouraged.	2.85	3.29	3.38	3.74
9. Fluvanna County is dedicated to providing quality services.	2.93	3.86	3.65	3.94
10. I have the right supplies and equipment to do my job.	3.14	3.50	3.81	4.23
11. I have the opportunity to contribute to changes in policy or procedures.	2.46	3.04	3.07	3.44
12. Fluvanna County promotes equal opportunity for all staff members.	2.86	3.43	3.43	3.69
13. The training I receive here helps me do a better job.	3.23	3.64	3.54	3.84
14. I am treated with courtesy and respect.	3.56	3.77	3.85	4.07
15. I enjoy being part of this organization.	3.52	3.84	3.85	4.18
Rating Our Organization	Worst (1) - - - - - (10) Best			
16. How is overall staff morale for Fluvanna County employees?	3.70	5.74	5.53	6.36
17. How good do you think we are today as an organization?	4.29	6.18	6.02	6.55
18. How good do Fluvanna County residents think we are?	4.07	5.63	5.64	5.98
19. How good do you think our organization will be a year from now?	7.07	7.78	6.38	6.94



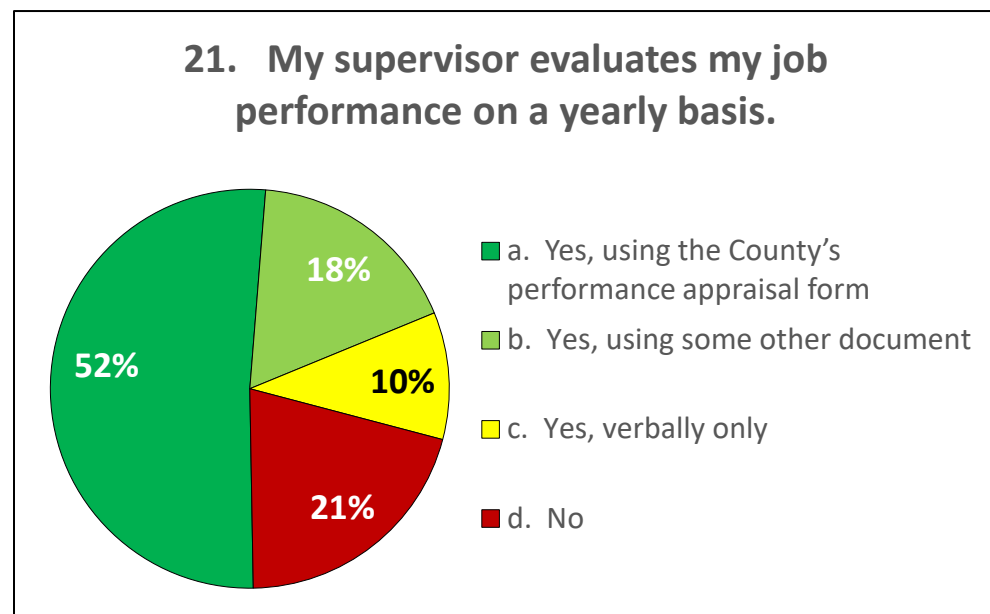
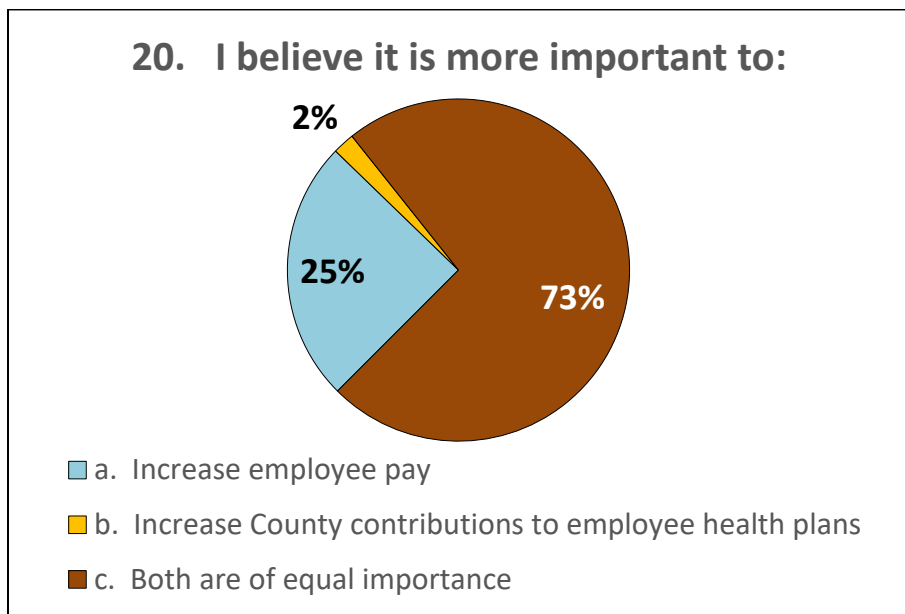
Survey Questions	
01.	Appropriate attention is given to the safety of employees.
02.	Problems are handled fairly.
03.	Staff members are appropriately recognized for job accomplishments.
04.	My performance is judged as fairly as possible.
05.	I hear about changes to policies or procedures.
06.	I have the opportunity to attend job-related training or conferences.
07.	I am happy with my job.
08.	Free and open communication is encouraged.
09.	Fluvanna County is dedicated to providing quality services.
10.	I have the right supplies and equipment to do my job.
11.	I have the opportunity to contribute to changes in policy or procedures.
12.	Fluvanna County promotes equal opportunity for all staff members.
13.	The training I receive here helps me do a better job.
14.	I am treated with courtesy and respect.
15.	I enjoy being part of this organization.
16.	How is overall staff morale for Fluvanna County employees?
17.	How good do you think we are today as an organization?
18.	How good do Fluvanna County residents think we are?
19.	How good do you think our organization will be a year from now?



2018 Fluvanna County Staff Opinion Survey (cont.)

20. I believe it is more important to:	a. Increase employee pay	25%
	b. Increase County contributions to employee health plans	2%
	c. Both are of equal importance	73%

21. My supervisor evaluates my job performance on a yearly basis.	a. Yes, using the County’s performance appraisal form	52%
	b. Yes, using some other document	18%
	c. Yes, verbally only	10%
	d. No	21%



22. I am interested in learning about a Paid Time Off (PTO) system and how it would differ from the County’s current annual and sick leave policies.	a. Yes	55%
	b. No	45%

2018 Fluvanna County Staff Opinion Survey (cont.)

23. I would like the County to offer the following health and wellness activity, program, or contest at work:

- Open to anything!
- A 24 hour country gym or free membership for local gyms
- Something to get one moving. Perhaps a 30 minute period to exercise incentive?
- Look into Albemarle County's Policy for these type of programs. A paid work wellness program during your shift is definitely encouraged and needed for our county.
- Access to Gym facilities at Lunch
- Paid gym time for Sheriff's Deputies.
- I know scheduling has to include all departments. It seems when our office wants to participate, it is always on a day that we have court. It would be nice if the departments had input as to when something is going to happen. We were all very excited about the Healthy Meal, but it was scheduled for a court day. One Employee signed up in hope that someone would be able to attend. Unfortunately no one could attend. Health and wellness would be great not really interested in any contests.
- Community service activities. Many people feel good when they help others. Doing good deeds is fulfilling and can help keep things in perspective. You can organize a volunteer day for your staff to go into the community and help out. You can also encourage your employees to organize groups and fundraisers for causes that mean a lot to them. Team building activities. One of the secondary benefits of a wellness program is that many of activities strengthen the bonds between team members. An after work jogging group, a book club and volunteer days will all make your employees closer than they were before.
- I would like physical activity to be encouraged through team activities such as an office walking challenge, or through the creation of teams to count up their steps, in order to earn a small reward such as an extra half-hour for lunch one day.
- Subsidized enrollment in Parks & Rec programs
- Health Club Discounts or Subsidy; Exercise contest or incentive; Health & Wellness information
- Benefits are very good.
- Pound for pound--have an office weight loss competition where (rated for different sized offices) the office that loses the most weight (per employee ratio) wins a prize... E.g., extra day off, meal @ Dogwood, etc.
- Sharing healthy recipes, walking contest
- Shower facilities would be greatly appreciated. A county employee membership at a local gym would be appreciated.
- A gym for county employees, fitness classes available to employees
- More team building exercises for different groups at different levels
- Zumba workout classes and weight loss challenges

2018 Fluvanna County Staff Opinion Survey (cont.)

- Consideration for making the county campus (areas surrounding county admin, courts, treasurer and comm. of revenue) designated as smoke free. An incentive plan for wellness check ups by the county. Group activities (for example team sports, rafting, hiking, skiing, etc) for exercise and moral boosting at reduced costs or exclusively to employees. Offering FREE clinics for things like flu shots, tetanus shots, lyme disease tests. Blood drive to support local blood banks. Offer brain "games" designed to strengthen the mind and creative thought.
- Gym Membership
- Install a gym
- Weight loss and option for working out
- A nearby county offers a fitness class during work hours for their employees. The classes are held in the recreational gym. It's covered by the county insurance. The trainer has 4 hourly sessions. That would be a great asset to the county.
- Employee of the year program
- Happy with what we have
- Programs on disaster or accident preparedness

24. Additional Comments, Concerns, Suggestions, etc.

- Thank you for doing this survey. I look forward to seeing the results.
- Completed survey is based on employment at Social Services, as I cannot speak for the actual Fluvanna County government positions/environment.
- Thanks for asking!
- Unpaid time off would be a nice addition. 10 days per year to be used to cover such items as no child care coverage, child illness, non-medical appointments such as car service, parcel receipt, etc.
- Public safety is a primary needed for our county. Taking funds from this organization puts the public at risk. The focus in every department needs to be evenly focused on.
- My only concern is the need to put a work order in, in order to do what I would think is obvious, regarding housekeeping and landscaping. It's easier to do it myself. I consider enlisting volunteers, but I don't want to showcase the lack of work ethic or low standards. My suggestion, I guess, is to encourage the staff to put a work order in, for every lack they see. Because I feel like a butt, pointing out a lack in others. My wanting to be kind to fellow employees is battling with the high standards I think there should be for cleaning and maintaining all county buildings.
- I like the county's current annual and sick leave policies...I've had PTO at previous jobs and did not like it.
- Please approve more money for training Sheriff's Deputies.

2018 Fluvanna County Staff Opinion Survey (cont.)

- It would be nice for Fluvanna County as a whole to be able to donate their unused sick time to those who are in need of it. Unfortunately, as we have been told Social Services is not able to donate time to other employees that work here and we can't accept donated time from others in the county which I think is ridiculous. This is one policy is that NEEDS to change. I had people offer me the time due to two unforeseen family emergencies and I was denied. To me it was cruel as I lost that family member. And I wasn't able to take as much as time needed. :(
- I would like to work in a cleaner environment. I feel that the dirty building (floors not mopped, swept or vacuumed and not dusted) contributes to health issues. I also feel that it presents a very bad image to our patrons. That we don't care enough to provide a clean place for them to be.
- Since this is my first day on the job and I am a part-timer, my responses are not with any experience.
- Need to work on communications throughout the workplace in different areas and departments
- The saying actions speak louder than words is so true, especially in the workplace. There is a lot of talk as to how to make our agency great for the employees and even better for the clients we serve but unfortunately that is all it is, just talk. The actions of some supervisors and the "do nothing attitude" of upper management is very discouraging to the workers that give their all, day in and day out! Supervisors are allowed to miss mandatory staff meetings, employee functions and show blatant disrespect to upper management and certain employees while showing blatant favoritism to other employees. The upper management is made aware of the problems, but still they make no effort to come out of their "ivory towers" to see what is really going on and actually take action where action is needed. We could have a strong staff that enjoys helping each other and the citizens of Fluvanna if actions were taken instead of the wrong doings being ignored. We currently have half an agency that works tirelessly and is stressed to the max trying to meet the needs of a whole agency while the other half of the staff "floats" by with excessive breaks, extensive lunches and much less job responsibilities. Hoping for better days ahead! Signed, A dedicated employee
- Poor leadership and very little teamwork.
- Evaluations are yearly but you might not get them until two or three months later. If at all. Some push for them to get done but can't see to getting to the ones they are to do.
- I find it unfair that sick time does not roll over to the next year. There is no incentive to try to not use sick time when it is known that it will all be lost at the end of the year. As those that were grandfathered into the system when it did roll over retire, less and less of us will be able to donate time to others, if an unexpected illness or injury is suffered.
- Speaking as a new employee hybrid program having a set number of hours for leave for the year is okay but it would be nice if the number could increase or either we get time per pay period that could roll over other the annual leave. A year is 360 days and we only have enough time for two weeks for in time that is not including snow days some people don't live as close to the agency and aren't able to make it in and have to use time.
- Employees that have another verifiable health insurance option and use that one instead of the County option should be compensated annually for choosing the alternative. It routinely is a better option for the employee and saves the County a great deal of money.

2018 Fluvanna County Staff Opinion Survey (cont.)

- The survey is hard to answer because my feelings for my department differ from that of county admin or the county as a whole. There exists a disconnect between the offices and a lack of an overall team approach to things. Perhaps there should be an effort to introduce others to the kind of work happening in other buildings to create a cohesive vision to processes of our government. Step increases in pay needs to be evaluated beyond possible COLA increases, which has not even kept up with county taxation. The current systems lends itself to Fluvanna being a training ground for other localities. Once an employee gets proficient at their job, they leave for greener pastures.
- I am disappointed in the coverage and cost of our healthcare. I have worked for other local governments with significantly less employee cost and better coverage. This year in particular, the benefits package was not given to staff in enough time to make informed decisions and no input was sought from staff in our department.
- Partner with local/regional health businesses and food businesses to provide wellness education and food samples for employees. This could be done monthly.
- The county should give others in the community job opportunities even though they may not have the most experience. Many individuals can be trained to do the job effective and in some cases more effective than someone with years of experience!!!!
- Raise the pay to reflect the surrounding counties
- Please consider offering a small County matching 457 contribution (i.e. \$15-20) to all employees that will partipate. The Commonwealth has done this for many years as a way to get people to start participating. 2. Please expand the 457 IRA options to include a ROTH IRA option. Nationwide has that choice if the County will approve them offering it along with the traditional 457. If no additional workload for the County, I believe the 2nd option would be well received by the employees.
- Do not like PTO system
- A ROTH IRA would be a welcomed addition to the retirement options offered by the county and a contribution match option would be a great incentive to get employees thinking about their futures.

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

MEETING DATE:	Sept 19, 2018 – <i>Originally scheduled for Sept 5, 2018</i>				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Aug 15, 2018 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, August 15, 2018, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for August 15, 2018				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
August 15, 2018
Regular Meeting 7:00pm**

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Tony O’Brien, Rivanna District (*Arrived at 7:11pm*)
Donald W. Weaver, Cunningham District

ALSO PRESENT:

Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Kelly Belanger Harris, Clerk for the Board of Supervisors

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 7:01pm Chair Sheridan, called to order the Regular Meeting of August 15, 2018. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

Mr. Nichols noted the inclusion of New Business: Boards and Commissions

MOTION

Mrs. Booker moved to accept the Agenda, for the August 15, 2018 Regular Meeting of the Board of Supervisors. Mr. Weaver seconded and the Agenda was adopted by a vote of 4-0. AYES: Sheridan, Booker, Eager, and Weaver. NAYS: None. ABSENT: O’Brien.

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
 - School Bus Fire - From the Superintendent --Big thanks to our SRO’s, Fluvanna Fire and Rescue, Sheriff’s Office, Mr. Terry Carter (Bus Driver), FCPS staff, and the following community members:
 - Henry Woodfolk, Jason Black, Chad Harrison, Catherine Grey, Marsha Stanford
 - Fluvanna County Fair – August 15-18, 2018
 - Farm Museum Dedication, August 4, 2018
- Announcements and Updates
 - CIT Virginia Broadband Availability Map
 - The Virginia Fire Service Board approved a one year no cost extension to our Burn Building Grant Project - Completion of a valid building permit and begin construction by August 14, 2019. New project completion date is now August 14, 2020.
 - New Staff Members
 - Donald Pitcock - PT Facilities Assistant, (Senior Center Aide), Parks & Recreation
 - Holly Steele – Planner
 - Old Carysbrook Maintenance Shop Demolished
 - FCSS Food Bank Completed
- Meals Tax Referendum - § 24.2-687. *Authorization for distribution of information on referendum elections*
- Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Sep 5	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Sep 19	7:00 PM	BOS Regular Meeting	Courtroom
Wed	Oct 3	4:00 PM	BOS Regular Meeting	Courtroom
Wed	Oct 17	7:00 PM	BOS Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 7:25pm Chair Sheridan opened the first round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:25pm.

6 - PUBLIC HEARING

SUP 18:03 – Virginia Electric & Power Co—Brad Robinson, Senior Planner presented a request for a special use permit to construct an electric transmission substation (major utility), with respect to 27 acres of Tax Map 58, Section A, Parcel 57. The property is located off James Madison Highway (US Route 15), approximately 0.2 miles northeast of the intersection with Bremono Bluff Road (State Route 657). The parcel is within the Rural Residential Planning Area and the Fork Union Election District. Mr. Robinson reported that the Planning Commission reviewed this SUP request at their meeting on July 10, 2018. The Planning Commission voted unanimously to recommend approval with conditions.

At 7:31pm, Chair Sheridan opened the Public Hearing and with no one wishing to speak, closed the Public Hearing at 7:31pm.

With no discussion,

MOTION

Mrs. Booker moved to approve SUP 18:03, a request to construct a major utility with respect to 27 acres of Tax Map 58, Section A, Parcel 57, subject to the seven (7) conditions listed in the staff report. Mr. O'Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Conditions:

1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance must be submitted for review and approval.
2. The size of the use shall not exceed 27 acres.
3. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
4. The site shall be screened from view in accordance with the requirements of Sec. 22-24-7 of the Fluvanna County Code. Screening shall not be required within the transmission right-of-way.
5. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
6. Any noise generated by the activity on this site shall be limited to the maximum decibel level allowed by Sec. 15.1-9 A. d. of the County Code.
7. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

7 - ACTION MATTERS

Authorization to Apply for a Louisa County Conditional Use Permit—Jason Stewart, Planning & Zoning Administrator, requested authorization to apply for a Conditional Use Permit in Louisa as part of the ongoing Zion Crossroads Water and Sewer project. Two parcels of the Zions Crossroads Water Project, identified as Tax Map Numbers 51-2-11 and 51-22-3, are located in Louisa County which requires a Conditional Use Permit application and approval from the Louisa County Board of Supervisors. In aid of this project, Louisa County has agreed to waive the application fees. With approval, the CUP application will be submitted by August 20th; the Louisa County Planning Commission will hold a public hearing on October 7, 2018 and the Louisa County Board of Supervisors public hearing would tentatively consider the request on November 5, 2018.

With no discussion,

MOTION

Mr. O'Brien moved to authorize staff to make application for a Conditional Use Permit from the Louisa County Board of Supervisors in regards to two parcels of the Zions Crossroads Water project that are located in Louisa County. On a second by Mr. Weaver the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

FY18 Facilities Budget Transfer—Eric Dahl, Deputy County Administrator and Finance Director requested a transfer of funds into the FY18 Facilities budget. Mr. Dahl and Mr. Wayne Stephens, Director of Public Works, provided the following background:

- The FY18 Facilities budget (through June 30, 2018) is currently over-expended by \$63,646.16. A budget transfer of \$64,000 is recommended in order to bring the Facilities budget under budget for FY18.
- Over-expended related to:
 - The Sheriff's Office reconfiguration/renovation ~\$17K
 - ADA Ramps at the Treasurer/COR Building ~\$15K
 - Excess HVAC repairs (Community Center, Historic Courthouse, Kents Store Fire Station) ~\$12K
 - FSPCA repairs ~\$5K
 - Library Roof Repair ~\$5K
 - Excess miscellaneous plumbing repairs

Mr. Dahl recommended:

- Budget transfer of \$76,000 to cover FY18 Facilities Department costs.
- Increase:
 - FY18 Facilities - \$895,867 to \$971,867

- Decrease:
 - FY18 Public Works - \$269,048 to \$253,548
 - FY18 General Services - \$547,859 to \$490,859
 - FY18 Convenience Center - \$176,628 to \$173,128

MOTION

Mr. O’Brien moved the Board of Supervisors approve a budget transfer of \$15,500 from the FY18 Public Works budget, \$57,000 from the FY18 General Services budget, and \$3,500 from the FY18 Convenience Center budget, and transfer \$76,000 to the FY18 Facilities budget for additional facilities projects and unforeseen maintenance costs. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Middle School Unspent Debt Proceeds—Eric Dahl, Deputy County Administrator and Finance Director requested direction from the Board to designate usage of unspent debt proceeds.

Mr. Dahl provided background:

- The Board of Supervisors approved the Middle School HVAC and Renovation CIP project in FY15 for \$5.1M, with the funding to come from debt proceeds.
- The project included the following: New HVAC for the Middle School (including Main Gym and Annex Gym), new roofing, electrical upgrades, new ceiling & LED lights, gym flooring, plumbing & gym locker room renovation.
- The BOS and School Board approved the debt issuance and VPSA (Virginia Public School Authority) debt was issued for the project in October 2015.
- Working during multiple summers and winter breaks, FCPS completed the project.
- After completion, there are unspent principal, and interest proceeds totaling \$99,314.82:
 - Principal: \$73,618.39
 - Interest: \$25,696.43, plus ongoing earned interest
- Bond Counsel and VPSA Bond Counsel, have indicated the following options are allowable:
 - Requisition the funds for other Middle School capital projects
 - Reimburse the County general fund for interest expense payments made
 - funds go into the County General Fund and build up fund balance
 - funds go into the County General Fund County and then the BOS can choose to reallocate an amount for another purpose (e.g. the S. C. Abrams Building)
 - Apply the funds as a prepayment to pay down principal (Cannot prepay without penalty until 2024)

Mr. Chuck Winkler indicated there are pressing needs in S. C. Abrams Academy, including asbestos abatement and remodeling to modernize the building.

Mr. Nichols noted that any action to reallocate the unspent debt proceeds would take place during a later meeting of the Board.

Following brief discussion,

MOTION

Mrs. Booker moved to approve Option 2 for the Middle School project unspent VPSA debt proceeds in the amount of approximately \$99,300 plus interest accrued, whereby the County will:

2. Reimburse the County General Fund for VPSA interest expense payments made.

Mr. O’Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

FY20 Budget Calendar—Eric Dahl, Deputy County Administrator and Finance Director presented the FY20 Budget Calendar.

Following limited discussion,

MOTION

Mrs. Booker moved the Board of Supervisors approve the FY20 Budget Calendar, as presented. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

7A – BOARD, COMMISSIONS, & COMMITTEES APPOINTMENTS

MOTION

Mrs. Booker moved and Mrs. Eager seconded, that the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):

Palmyra Area Revitalization Committee (PARC)	Kris Krechoweckyj	Immediately	6/30/2020
Palmyra Area Revitalization Committee (PARC)	Kornel Krechoweckyj	Immediately	6/30/2020
Palmyra Area Revitalization Committee (PARC)	Jan Pavlacka	Immediately	6/30/2020
Palmyra Area Revitalization Committee (PARC)	Jackie Bland	Immediately	6/30/2020
Fluvanna Partnership for Aging (FPA)	Curtis Putnam	07/01/2018	06/30/2022

AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

8 - PRESENTATIONS

None.

9 - CONSENT AGENDA

The following items were discussed before approval:

- Accounts Payable Report, June 2018*—Eric Dahl, Deputy County Administrator & Finance Director
- Accounts Payable Report, July 2018*—Eric Dahl, Deputy County Administrator & Finance Director
- School Resource Officer (SRO) Incentive Grant*—Captain Von Hill, Sheriff’s Office

The following items were approved under the Consent Agenda for August 15, 2018:

- Minutes of August 1, 2018*—Kelly Belanger Harris, Clerk to the Board
- Accounts Payable Report, June 2018*—Eric Dahl, Deputy County Administrator & Finance Director
- Accounts Payable Report, July 2018*—Eric Dahl, Deputy County Administrator & Finance Director
- School Resource Officer (SRO) Incentive Grant*—Captain Von Hill, Sheriff’s Office
- Policy 2.8.5. – Employee Learn and Earn Program*—Steven M. Nichols, County Administrator

MOTION

Mr. Weaver moved to approved the consent agenda, for the August 15, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for June 2018, in the amount of \$2,261,918.47, and July 2018 in the amount of \$5,953,533.94 . Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

Mileage for Fluvanna Citizens serving on Boards, Commissions, and Committees—Steven M. Nichols, County Administrator responded to a query from Mrs. Booker regarding the reimbursement of mileage driven by Boards, Commissions, and Committees appointees in service to the County. Following general discussion The Board directed staff to update policies to reflect the option for County-appointed board, commission, and committee (BCC) members to seek mileage reimbursement for their county business-related travel to and from BCC meetings outside the county.

12 - PUBLIC COMMENTS #2

At 8:41pm Chair Sheridan opened the second round of Public Comments. With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:41pm.

13 - CLOSED MEETING

None.

14 - ADJOURN

MOTION:

At 8:41pm Mr. O’Brien moved to adjourn the regular meeting of Wednesday, August 15, 2018. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair



Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to:

Provide \$7,000.00 from the Capital Reserve Maintenance Fund to pay the costs of:

Installing an air-conditioning system in the Information Technology Department's Work Shop.

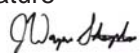
Section 1 - REQUEST

Requesting Dept. / Agency: Public Works PW19-001		Dept / Agency Contact: J. Wayne Stephens	Date of Request: Sep 5, 2018	
Phone: (434) 591-1925	Fax: (434) 591-1924	email: wstephens@fluvannacounty.org		Fiscal Year: FY19
Reserve Fund Purpose Category:				
Description of Project/Repair	Qty	Unit Price	Total Price	
Furnish & Install a 24K btu Mini-Split Air Conditioning System	1	\$7,000.00	\$7,000.00	
			Total Request: \$7,000.00	


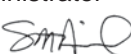
Description and Justification for Proposed Use

As the IT Department has expanded its services to the County, their need for work space has increased proportionally. During the recent renovations to the Administration Building, an IT work shop was set up in a below-grade room on the first floor of the building. The room is in an area previously use only for storage and as the building's telephone equipment room. The room is not connected to the building's HVAC system, but it was hoped that "bleed-over" from that system, coupled with the room being partially underground, would make supplemental heating or air conditioning unnecessary. The room does stay reasonably warm during cold weather, but during the hotter months of the year the work shop becomes excessively warm and humid.

An air conditioning system is needed in the IT Department Work Shop in order for it to be an adequate work space during hot and/or humid weather. This project provides for purchase & installation of a complete 24K btu air conditioning system.

Department / Agency Head Name: J. Wayne Stephens, PE	Signature  <small>Digitally signed by Wayne Stephens DN: cn=Wayne Stephens, email=wstephens@fluvannacounty.org, o=Fluvanna County, ou=Fluvanna County, c=US</small>	Date 2018/08/16
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  Digitally signed by Eric Dahl Date: 2018.08.27 09:35:37 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  Digitally signed by Steven M. Nichols Date: 2018.08.27 07:12:11 -04'00'	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date:	Comments:
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Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$10,650.00** for the purpose(s) of:
cleaning, filling, sealing, and repairing the blacktops at both Carysbrook Elementary and Central Elementary.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 08/22/2018
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY19

Reserve Fund Purpose Category: **Ongoing facility or equipment maintenance requirements**

Description of Project/Repair	Qty	Unit Price	Total Price
Carysbrook Elementary - clean, fill cracks, and seal the blacktop	1	\$8,250.00	\$8,250.00
Central Elementary - clean, fill cracks, and seal the blacktop	1	\$2,400.00	\$2,400.00
			\$0.00
			\$0.00

Total Request: **\$10,650.00**

Description and justification for proposed use.

Roger Robertson Paving will clean, fill, seal, and repair the blacktops at both Carysbrook Elementary and Central Elementary. The cracks in both blacktops were causing tripping and safety issues for students and staff.

Department/Agency Head Name Don Stribling	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date 08/22/2018
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director Digitally signed by Eric Dahl Date: 2018.08.27 09:39:51 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Digitally signed by Steven M. Nichols Date: 2018.08.23 08:31:45 -04'00'	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$12,000.00** for the purpose(s) of:
installing an accordion partition at Central Elementary.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 08/22/2018
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY19

Reserve Fund Purpose Category: **Non-recurring project**

Description of Project/Repair	Qty	Unit Price	Total Price
Deliver and install 24 x 8 accordion partition with track	1	\$12,000.00	\$12,000.00
			\$0.00
			\$0.00
			\$0.00


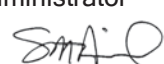
Total Request: **\$12,000.00**

Description and justification for proposed use.

Barranger and Company will deliver and install an accordion partition at Central Elementary to divide Rm. 162 into a room for speech therapy, testing and evaluating, along with a waiting room for our students and families.

Department/Agency Head Name Don Stribling	Signature Don Stribling <small>Digitally signed by Don Stribling DN: cn=Don Stribling, c=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date 08/22/2018
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director  Digitally signed by Eric Dahl Date: 2018.08.27 09:38:53 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator  Digitally signed by Steven M. Nichols Date: 2018.08.27 07:11:00 -04'00'	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of \$72,001.15 for the purpose(s) of:

Completing Abrams Academy Abatement procedures in Rm. 410 and to cover the mobilization invoice accrued from Paragon Solutions Inc. to continue work on this project.

Section 1 - REQUEST

Requesting Department/Agency FCPS	Dept/Agency Contact Don Stribling	Date of Request 09/05/2018
Phone (434) 589-5948	Fax (434) 589-5393	Fiscal Year FY19

Reserve Fund Purpose Category: **Unexpected facility repairs or replacements**

Description of Project/Repair	Qty	Unit Price	Total Price
Room 410 crawl space and classroom rebuilding	1	\$60,000.00	\$60,000.00
Reimburse FCPS for various invoices from Paragon Solutions Inc.	1	\$12,001.15	\$12,001.15
			\$0.00
			\$0.00

Total Request: \$72,001.15

Description and justification for proposed use.

Complete abatement procedures in Rm. 410, including crawl space and a rebuild of that classroom (\$60,000), due to mold and mildew.

Reimburse FCPS general operating budget in the amount of \$12,001.15 to cover the mobilization invoice (permits, set up, confinement barriers) accrued from Paragon Solutions Inc. to continue work on this project. The initial abatement consisted of mobilization, removal of all flooring, wall covering, and eliminating all asbestos in the crawl space.

Department/Agency Head Name Don Stribling	Signature 	Date 8.29.18
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Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finar or Digitally signed by Eric Dahl Date: 2018.08.29 10:31:20 -04'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Digitally signed by Steven M. Nichols Date: 2018.08.29 12:44:33 -04'00'	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

MEETING DATE:	Sept 19, 2018 – <i>Originally scheduled for Sept 5, 2018</i>				
AGENDA TITLE:	Virginia Information Technologies Agency FY'20 E-911 PSAP Education Program grant award.				
MOTION(s):	<p>1) I move to authorize submission of the Virginia Information Technologies Agency (VITA) FY'20 E-911 PSAP Education Program grant application and if awarded, accept an award in the amount of \$3,000 to fund educational training for the Sheriff's Office E911 Center staff.</p> <p>2) Further, I move to authorize the County Administrator to execute contracts and agreements associated with this grant, subject as to form by the County Attorney; and authorize a supplemental appropriation for the FY'20 E 9-1-1 in the amount of \$3,000 to revenue and expenditure accounts assigned by Finance.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
PRESENTER(S):	Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
RECOMMENDATION:	Accept the Virginia Information Technologies Agency FY'20 E-911 PSAP Education Program grant.				
TIMING:	Routine.				
DISCUSSION:	<ul style="list-style-type: none"> • Grant funds will be used for education/training that is specific to 9-1-1 public safety communications. • Grant funds may include conferences and/or coursework. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> • State grant award of \$3,000. • This state grant award is to be used by the E-911 Center for lodging, registration, and meal costs associated with training for E-911 staff. • Award period: July 1, 2019 to June 30, 2020. • No additional local match funding is required. • No extensions are allowed. 				
POLICY IMPACT:	Training will enhance the skill set of the E-911 staff.				
LEGISLATIVE HISTORY:	This grant was previously awarded to the E-911 Center in FY'13, FY'14, FY'15, FY'16, FY'17, FY'18, and FY'19				
ENCLOSURES:	FY20 PSAP Grant Program & Application.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		x			

FY20

**PSAP GRANT PROGRAM
PSAP EDUCATION PROGRAM
APPLICATION**



VIRGINIA INFORMATION
TECHNOLOGIES AGENCY
Integrated Services Division

FY20 PSAP GRANT PROGRAM PSAP EDUCATION PROGRAM (PEP) APPLICATION

HOW TO APPLY/DEADLINE

The PEP grant application is available and accessible from VITA's ISP website (<http://www.vita.virginia.gov/isp/default.aspx?id=8578>). Upon completion of the application, it is to be submitted to the electronic mailbox for grant applications - psapgrants@vita.virginia.gov. Any supporting documentation must also be submitted along with the application when making your grant application submission.

After the close of the grant application cycle, a Grant ID and email receipt notification will be sent to the e-mail address listed on the application received.

All funding requests **must** be submitted using the PEP grant application. Technical assistance is available from VITA's Public Safety Communications and Regional Outreach staff throughout the grant process. The FY20 PSAP Grant Application Cycle starts July 1, 2018 and concludes on October 1, 2018 at 5:00 pm.

ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.

FY20 PEP GRANT APPLICATION

GRANT APPLICANT PROFILE/PROJECT CONTACT

INDIVIDUAL PEP GRANT

MULTI-JURISDICTIONAL PEP GRANT

PSAP/HOST PSAP NAME: Fluvanna County Sheriff's Office – E-911

CONTACT TITLE: Director of Communications

CONTACT FIRST NAME: Michael

CONTACT LAST NAME: Grandstaff

ADDRESS 1: PO BOX 113

ADDRESS 2: 160 Commons Blvd

CITY: Palmyra

ZIP CODE: 22963

CONTACT EMAIL: mgrandstaff@fluvannasheriff.com

CONTACT PHONE NUMBER: 434-591-2005

CONTACT MOBILE NUMBER: 434-305-0744

CONTACT FAX NUMBER: 434-591-2009

REGIONAL COORDINATOR: Amy Ozeki

FINANCIAL DATA

AMOUNT REQUESTED: \$ \$3,000

(NOTE: The amount requested should be a reasonable estimate of total training expenses including hotel registration, conference registration, online training registration, certification, and/or per diem (if applicable) for all anticipated participating personnel.)

HOST PSAP AND PARTICIPATING PSAPS (if a multi-jurisdictional PEP application)

_____	_____
_____	_____
_____	_____
_____	_____

STATE PROFESSIONAL ORGANIZATION CONFERENCES

If the primary purpose of this PEP application is to send PSAP and or GIS personnel to one or more of the annual state professional organization conferences (such as those sponsored by Virginia APCO, Virginia NENA, or Virginia GIS), please complete the following:

Virginia GIS Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: [Click here to enter text](#)

NUMBER OF DAYS ATTENDING: [Click here to enter text](#)

Virginia APCO Fall Conference/Winter Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 2

NUMBER OF DAYS ATTENDING: 3

Virginia NENA Spring Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 2

NUMBER OF DAYS ATTENDING: 3

By checking this box, the applicant acknowledges that the education/training is specific to 9-1-1 and/or GIS and it will benefit the employees and/or PSAP by using the funds to take advantage of opportunities to foster and enhance consistent knowledge and awareness of current and advancing 9-1-1 and GIS public safety communications standards, issues, procedures, practices, technologies and other relevant matters.

OTHER EDUCATIONAL/TRAINING OPPORTUNITIES

If this application includes educational/training opportunities other than the annual state professional organization conferences, or is a multi-jurisdictional PEP application, please complete the following. (NOTE: Additional pages may be submitted for multiple training opportunities other than the annual state professional organization conferences.)

EDUCATION/TRAINING TITLE/EVENT: Click here to enter text

DATES: Click here to enter text

LOCATION: Click here to enter text

ESTIMATED NUMBER OF PERSONNEL ATTENDING:

TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:

PER DIEM REQUESTED (allowable meals only):

COMPREHENSIVE PROJECT DESCRIPTION

Describe how the education/training is 9-1-1 and/or GIS specific and how it will benefit the employees and/or PSAP.

Click here to enter text

EVALUATION

Describe the evaluation process to determine if participation in this 9-1-1/GIS education/training benefited the employees and/or PSAP.

Click here to enter text

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

Meeting Date:	Sept 19, 2018 – Originally scheduled for Sept 5, 2018				
AGENDA TITLE:	FY19 BOS Contingency Budget Transfer- Waste Container Rental				
MOTION(s):	I move the Board of Supervisors approve a budget transfer of \$500.00 from the FY19 BOS Contingency budget to the FY19 County Administrator’s budget for Columbia Cleanup Day waste container rental.				
TIED TO STRATEGIC INITIATIVES?	Yes	No	If yes, list initiative(s):	C1	
	X				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Pollitt, Management Analyst				
PRESENTER(S):					
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • Columbia Area Renewal Effort (CARE) Clean Up Day occurred on 8/4/2018 • \$500 for a waste container rental was not budgeted for in the FY19 budget 				
FISCAL IMPACT:	<p>The following FY19 budget changes will be made:</p> <ul style="list-style-type: none"> • Decrease: BOS Contingency - \$500.00 • Increase: County Administrator - \$500.00 • Current BOS Contingency budget is \$135,820.00 prior to this action 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

MEETING DATE:	SEP 19, 2018				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Aug 15, 2018 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, September 5, 2018, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for September 5, 2018				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
September 5, 2018
Regular Meeting 4:00pm**

MEMBERS PRESENT: Patricia Eager, Palmyra District
Donald W. Weaver, Cunningham District

ABSENT: John M. (Mike) Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Tony O'Brien, Rivanna District

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Kelly Belanger Harris, Clerk for the Board of Supervisors

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 4:48pm Steven M. Nichols, County Administrator, called to order the Regular Meeting of September 5, 2018. Mr. Nichols noted that there was no quorum. Mr. Payne indicated that the Board members present could move to defer agenda items until the Board meeting on September 19, 2018.

Therefore,

MOTION

Mr. Weaver moved, and Mrs. Eager seconded, that all agenda items be deferred until September 19, 2018 and the motion passed 2-0. AYE: Eager, Weaver. NAY: None. ABSENT: Sheridan, Booker, & O'Brien.

14 - ADJOURN

MOTION:

At 4:49pm Mr. Weaver moved to adjourn the regular meeting of Wednesday, September 5, 2018, to 7:00 pm, Wednesday, September 19, 2018. Mrs. Eager seconded and the motion carried with a vote of 2-0. AYE: Eager, Weaver. NAY: None. ABSENT: Sheridan, Booker, & O'Brien.

ATTEST: FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair

MEMORANDUM

Date: September 19, 2018
From: Finance Department
To: Board of Supervisors
Subject: **Accounts Payable Report for August 2018**

1. Staff recommends that the Board of Supervisors ratify the expenditures in the attached report and summarized below.

CATEGORY	AMOUNT
General	\$1,726,219.63
Capital Improvements	\$1,230,378.48
Debt Service	\$1,622,968.67
Sewer	\$39,780.60
Fork Union Sanitary District	\$10,251.94
Zion Crossroads Water & Sewer	\$31,875.00
TOTAL AP EXPENDITURES	\$4,661,474.32
Payroll	\$821,738.84
TOTAL	\$5,483,213.16

MOTION

I move the Accounts Payable and Payroll be ratified for **August 2018** in the amount of **\$5,486,213.16**

Encl:
AP Report

**County of Fluvanna
Accounts Payable List**

**From Date: 8/1/2018
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Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount
Fund # - 100 GENERAL FUND						
GENERAL FUND						
MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 071318	000000062782	7/12/2018	8/3/2018	346.52
ERIC WOOLLEY	CUSTOMERS	SIGN DEP REFUND SUP 18:04 DUNLIN	071818	6/30/2018	8/1/2018	270.00
MD CAPITAL LLC	PLANNING ESCROW	EROSION BOND RELEASE	072518	7/30/2018	8/1/2018	10,277.00
VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 071318	000000062783	7/12/2018	8/3/2018	990.58
Total:						\$11,884.10
REAL ESTATE TAXES						
ARCHER, CHARLES A JR	R E 2018 - 1ST	Lockbox Payment Refund	62992	7/27/2018	8/1/2018	932.43
CORELOGIC CENTRALIZED REFUNDS	R E 2018 - 1ST	RE 2018 18A-6-94	63026	7/27/2018	8/1/2018	760.59
GREER, TONY & STACY	R E 2018 - 1ST	RE 2018 45-A-2A	62993	7/27/2018	8/1/2018	66.02
HERBERT L BESKIN, CHPT 13	R E 2017 - 1ST	RE 2017 11-1-4A	62990	7/27/2018	8/1/2018	533.96
LIGHTFOOT, JAMES A ESTATE OF	R E 2018 - 1ST	RE 2018 38-5-3	62994	7/27/2018	8/1/2018	45.37
PARDEE VIRGINIA TIMBER 2 LLC	R E 2017 - 1ST	RE 2017 32-15-3	62991	7/27/2018	8/1/2018	3,763.31
RH PROPERTY LLC	R E 2016 - 1ST	RE 2016 17A-1-13	62983	7/27/2018	8/1/2018	154.72
RH PROPERTY LLC	R E 2016 - 2ND	RE 2016 17A-1-13	62983	7/27/2018	8/1/2018	154.71
RH PROPERTY LLC	R E 2017 - 1ST	RE 2017 17A-1-13	62984	7/27/2018	8/1/2018	160.08
RH PROPERTY LLC	R E 2017 - 2ND	RE 2017 17A-1-13	62984	7/27/2018	8/1/2018	160.09
SWEITZER, MICHAEL WAYNE	R E 2018 - 1ST	RE 2018 18A-8-135	62985	7/27/2018	8/1/2018	851.20
WINSTON, RHONDA D.	R E 2018 - 1ST	RE 2018 22-A-90G	62995	7/27/2018	8/1/2018	25.80
Total:						\$7,608.28
PERSONAL PROPERTY TAXES						
C K JEWELERS	P P 2018 - 1ST	PP 2018 214132	63008	7/27/2018	8/1/2018	1.26
CALIFORNIA FIRST NATIONAL BANK	P P 2018 - 1ST	PP 2018 8537	62988	7/27/2018	8/1/2018	54.20
CALIFORNIA FIRST NATIONAL BANK	P P 2018 - 2ND	PP 2018 8537	62988	7/27/2018	8/1/2018	54.20
FINANCIAL SERVICES VEHICLE TRUST	P P 2018 - 1ST	PP 2018 202474-VIN	62989	7/27/2018	8/1/2018	252.23
FITZGERALD, DESTINY NICOLE	P P 2016 - 1ST	PP 2016 6497	62986	7/27/2018	8/1/2018	52.53
FITZGERALD, DESTINY NICOLE	P P 2016 - 2ND	PP 2016 6497	62986	7/27/2018	8/1/2018	52.52
FITZGERALD, DESTINY NICOLE	P P 2017 - 1ST	PP 2017 6497	62987	7/27/2018	8/1/2018	43.58
JOHNSON, STEPHEN ELLIOT	P P 2017 - 1ST	PP 2017 214199	63000	7/27/2018	8/1/2018	2.18
STINCHFIELD, LEE TAYLOR	P P 2018 - 1ST	PP 2018 2606	63021	7/27/2018	8/1/2018	33.01
Total:						\$545.71
PROPERTY TAX PENALTIES & INT						
FITZGERALD, DESTINY NICOLE	PENALTIES-ALL PROPERTY	PP 2016 6497	62986	7/27/2018	8/1/2018	80.81
Total:						\$80.81

**County of Fluvanna
Accounts Payable List**

**From Date: 8/1/2018
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OTHER LOCAL TAXES

ADAMS, KATHERINE FLAVIN	ADMIN FEE VEHICLE	PP 2018 197862	63004	7/27/2018	8/1/2018	128.25
BARNETT, BRITTANY MARIE	ADMIN FEE VEHICLE	PP 2018 5859	63005	7/27/2018	8/1/2018	8.90
BOWELLE, PAIGE ALISON	ADMIN FEE VEHICLE	PP 2018 9099	63006	7/27/2018	8/1/2018	38.03
BOYD, CATHERINE ELIZABETH	ADMIN FEE VEHICLE	PP 2018 199286	63007	7/27/2018	8/1/2018	43.84
CARRION, MARY HARE	ADMIN FEE VEHICLE	PP 2018 6129	63009	7/27/2018	8/1/2018	27.71
CIELAKIE, JOHN SAMUEL	ADMIN FEE VEHICLE	PP 2015 230135	62996	7/27/2018	8/1/2018	45.84
DANIELS, DAVID ERNEST	ADMIN FEE VEHICLE	PP 2018 230219	63010	7/27/2018	8/1/2018	31.87
FINANCIAL SERVICES VEHICLE TRUST	ADMIN FEE VEHICLE	PP 2018 202474-VIN	62989	7/27/2018	8/1/2018	33.00
FITZGERALD JR, JERRY WAYNE	ADMIN FEE VEHICLE	PP 2018 225397	63011	7/27/2018	8/1/2018	28.62
FITZGERALD, DESTINY NICOLE	ADMIN FEE VEHICLE	PP 2016 6497	62986	7/27/2018	8/1/2018	66.00
FITZGERALD, JERRY WAYNE	ADMIN FEE VEHICLE	PP 2017 202530	62998	7/27/2018	8/1/2018	86.41
GENTRY, DAVID RAY	ADMIN FEE VEHICLE	PP 2018 9716	63013	7/27/2018	8/1/2018	141.83
HAHN, SANDRA ESTER	ADMIN FEE VEHICLE	PP 2018 222773	63014	7/27/2018	8/1/2018	33.01
HARTWELL, GEORGE JOSEPH	ADMIN FEE VEHICLE	PP 2018 4229	63015	7/27/2018	8/1/2018	66.00
HERBERT L BESKIN, CHPT 13	ADMIN FEE VEHICLE	PP 2016 6870	62997	7/27/2018	8/1/2018	14.49
HERNDON, ELIZABETH M	ADMIN FEE VEHICLE	PP 2018 1235	63016	7/27/2018	8/1/2018	99.03
HOUCHENS, COREY SHAY	ADMIN FEE VEHICLE	PP 2017 10020	62999	7/27/2018	8/1/2018	21.10
LOUNSBURY, LISA ANNE	ADMIN FEE VEHICLE	PP 2018 228226	63017	7/27/2018	8/1/2018	33.01
MCFARLANE, ERIC SCOTT	ADMIN FEE VEHICLE	PP 2018 4546	63018	7/27/2018	8/1/2018	297.70
MCWILLIAMS, MARK MERLE	ADMIN FEE VEHICLE	PP 2018 207277	63019	7/27/2018	8/1/2018	198.06
MILLER, ERIN KING	ADMIN FEE VEHICLE	PP 2017 220750	63001	7/27/2018	8/1/2018	161.80
NOBLE, DAVID	ADMIN FEE VEHICLE	PP 2017 11613	63002	7/27/2018	8/1/2018	16.44
ROBEY, DAVID AUBREY	ADMIN FEE VEHICLE	PP 2018 209876	63020	7/27/2018	8/1/2018	476.35
THOMAS, CAROLYN LEIGH	ADMIN FEE VEHICLE	PP 2018 12404	63022	7/27/2018	8/1/2018	17.28
THOMPSON, ANNETTE MELTON	ADMIN FEE VEHICLE	PP 2017 11258	63003	7/27/2018	8/1/2018	66.00
VANDEVANDER, WILLIAM RANDOLPH	ADMIN FEE VEHICLE	PP 2018 8045	63023	7/27/2018	8/1/2018	33.01
WHARTON, PAMELA MARIE	ADMIN FEE VEHICLE	PP 2018 212925	63024	7/27/2018	8/1/2018	98.14
WYANT, MANDY LEIGH	ADMIN FEE VEHICLE	PP 2018 231794	63025	7/27/2018	8/1/2018	68.60
Total:						\$2,380.32

PERMITS/FEEES/LICENSES

PATRICIA FAULKNER	BUILDING PERMITS	SIGN DEPOSIT/APP WITHDRAWN	063018A	6/30/2018	8/17/2018	550.00
Total:						\$550.00

CHARGES FOR SERVICES

EMS MANAGEMENT & CONSULTANTS,	EMS COST RECOVERY	NPP LETTERS	033791	8/9/2018	8/10/2018	(\$856.19)
Total:						(\$856.19)

**County of Fluvanna
Accounts Payable List**

**From Date: 8/1/2018
To Date: 8/31/2018**



BOARD OF SUPERVISORS

BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD	073118	8/16/2018	8/17/2018	310.34
BANK OF AMERICA	OTHER OPERATING	P-CARD	073118	8/16/2018	8/17/2018	158.53
FLUVANNA REVIEW	ADVERTISING	PUBBLIC HEARING AD	2018F31-19	8/9/2018	8/10/2018	157.50
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	1515654 071818	6/30/2018	8/3/2018	9.80
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	282.35
Total:						\$918.52

COUNTY ADMINISTRATOR

BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	073118	8/16/2018	8/17/2018	191.97
FLUVANNA CO CIRCUIT COURT	PROFESSIONAL SERVICES	NOTARY RENEWAL	072518	7/30/2018	8/1/2018	10.00
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	1515654 071818	6/30/2018	8/3/2018	8.64
POSTMASTER	POSTAL SERVICES	BOX 540	083118	8/16/2018	8/17/2018	116.00
STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8050881501	8/16/2018	8/17/2018	189.76
STEVEN NICHOLS	MILEAGE ALLOWANCES	MILEAGE	081618	8/16/2018	8/17/2018	144.70
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	31.50
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	100.00
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	23041677	6/30/2018	8/3/2018	521.29
Total:						\$1,313.86

COUNTY ATTORNEY

CAPSTONE PRODUCTION	PROFESSIONAL SERVICES	HEARING	104564	7/30/2018	8/1/2018	102.40
PAYNE & HODOUS, LLP.	PROFESSIONAL SERVICES	LEGAL FEES	131514	8/9/2018	8/10/2018	44,457.12
Total:						\$44,559.52

COMMISSIONER OF THE REVENUE

BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD	073118	8/16/2018	8/17/2018	563.10
BANK OF AMERICA	TELECOMMUNICATIONS	P-CARD	073118	8/16/2018	8/17/2018	29.68
COMMISSIONERS OF THE REVENUE	CONVENTION AND	SEPT 12 18 MEETING REGISTRATION	CDCOR091218	8/28/2018	8/31/2018	40.00
JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	070118	8/16/2018	8/17/2018	32.25
STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	CONSULTING	9082	8/16/2018	8/17/2018	300.00
THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3266936-01	6/30/2018	8/3/2018	103.21
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	23.18
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	100.00
Total:						\$1,191.42

REASSESSMENT

PEARSON'S APPRAISAL SERVICE INC	PROFESSIONAL SERVICES	PARCELS CONTRACT	1 080918	8/16/2018	8/17/2018	35,875.00
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					Total:	\$35,875.00
TREASURER						
CHARLOTTESVILLE OFFICE MACHINE	OFFICE SUPPLIES	TONER	672789	8/3/2018	8/3/2018	90.00
PITNEY BOWES	LEASE/RENT	LEASE CHARGES	3306745134	8/9/2018	8/10/2018	706.86
QUILL	OFFICE SUPPLIES	SUPPLIES	7994741	8/17/2018	8/17/2018	396.10
THE SUPPLY ROOM	LEASE/RENT	COOLER RENTAL	3389807-0	8/9/2018	8/10/2018	9.99
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	4.08
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	100.00
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	23087093	8/9/2018	8/10/2018	131.38
VIRGINIA DEPT. OF MOTOR VEHICLES	DMV-ONLINE	DMV STOPS	2025 081518	8/16/2018	8/17/2018	3,375.00
					Total:	\$4,813.41
INFORMATION TECHNOLOGY						
B&H PHOTO-VIDEO	EDP EQUIPMENT	IT SUPPLIES	144769438	7/30/2018	8/1/2018	656.19
BANK OF AMERICA	ADP SERVICES	P-CARD	073118	8/16/2018	8/17/2018	928.15
BANK OF AMERICA	ADP SUPPLIES	P-CARD	073118	8/16/2018	8/17/2018	984.95
BANK OF AMERICA	EDP EQUIPMENT	P-CARD	073118	8/16/2018	8/17/2018	73.70
BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD	073118	8/16/2018	8/17/2018	15.78
CDW GOVERNMENT, INC.	EDP EQUIPMENT	IT SUPPLIES	NMV8876	8/9/2018	8/10/2018	5,234.24
DELL MARKETING, L.P.	EDP EQUIPMENT	DELL MONITORS	10256637125	7/30/2018	8/1/2018	8,790.73
ER COMMUNICATIONS LLC	PROFESSIONAL SERVICES	MAINTENANCE	1205	8/17/2018	8/17/2018	1,320.47
MICROSOFT AZURE	ADP SERVICES	SOFTWARE	E08006HSKL	8/16/2018	8/17/2018	166.59
TYLER TECHNOLOGIES	ADP SERVICES	APPLICATION SERVICES	045-231324	7/30/2018	8/1/2018	40,662.00
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	280.02
					Total:	\$59,112.82
FINANCE						
EMS MANAGEMENT & CONSULTANTS,	CONTRACT SERVICES	NPP LETTERS	033791	8/9/2018	8/10/2018	1,812.43
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	1515654 071818	6/30/2018	8/3/2018	250.71
THE ARTINA GROUP, INC.	OFFICE SUPPLIES	SUPPLIES	050550	8/3/2018	8/3/2018	434.83
THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3379328-0	8/9/2018	8/10/2018	123.00
UPS	POSTAL SERVICES	OVERNIGHT DELIVERY	0000Y7646Y298	6/30/2018	8/3/2018	5.84
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	9.40
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	100.00
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	23041678	6/30/2018	8/3/2018	338.90
VIRGINIA CORRECTIONAL	PRINTING AND BINDING	9 BOXES OF ENVELOPES	9541600	8/16/2018	8/24/2018	264.10
					Total:	\$3,339.21

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REGISTRAR/ELECTORAL BOARD

AUTOMATED OFFICE SYSTEMS	LEASE/RENT	REGISTRARS	082444	8/9/2018	8/10/2018	155.00
BEST BUY BUSINESS ADVANTAGE	MACHINERY AND	LAPTOP	3328854	8/17/2018	8/17/2018	5,448.96
DANIEL D. GRAFF	SUBSISTENCE & LODGING	MEALS REIMBURSEMENT ELECTION	DG081718	8/17/2018	8/31/2018	22.67
JOYCE PACE	MILEAGE ALLOWANCES	MILEAGE REIMBURSEMENT LM	JP070918	7/9/2018	8/31/2018	116.25
THE SUPPLY ROOM	LEASE/RENT	COOLER RENTAL	3389805-0	8/9/2018	8/10/2018	15.54
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	3.09
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	100.00
Total:						\$5,861.51

HUMAN RESOURCES

BANK OF AMERICA	CONVENTION AND	P-CARD	073118	8/16/2018	8/17/2018	359.00
BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	073118	8/16/2018	8/17/2018	59.96
BANK OF AMERICA	RECRUITMENT	P-CARD	073118	8/16/2018	8/17/2018	50.00
MCLAUGHLIN YOUNG EMPLOYEE	PROFESSIONAL SERVICES	JUL18	49699	7/31/2018	8/1/2018	502.44
JENNIFER EDWARDS	RECRUITMENT	TRAVEL EXPENSE 8/26-8/27/2018	TE08262718	8/27/2018	8/27/2018	348.80
PIERCE GROUP BENEFITS	PROFESSIONAL SERVICES	BROKER FEE	26FLUVANNA	8/16/2018	8/17/2018	1,348.00
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	PRINTER	23059275	6/30/2018	8/3/2018	89.60
Total:						\$2,757.80

GENERAL DISTRICT COURT

ASSOCIATION OF CLERKS OF THE	MAINTENANCE CONTRACTS	MEMBERSHIP DUES	070118	8/16/2018	8/17/2018	75.00
CENTURYLINK	TELECOMMUNICATIONS	DISTRICT COURT	309871364 071618	8/3/2018	8/3/2018	234.97
THE SUPPLY ROOM	MAINTENANCE CONTRACTS	COOLER RENTAL	3389819-0	8/16/2018	8/17/2018	9.99
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	9.46
VIRGINIA BUSINESS SYSTEMS	MAINTENANCE CONTRACTS	COPIER	23069442	8/16/2018	8/17/2018	161.51
Total:						\$490.93

COURT SERVICE UNIT

DENNIS CRONIN	MILEAGE ALLOWANCES	MILEAGE	070518	8/9/2018	8/10/2018	126.44
THE SUPPLY ROOM	LEASE/RENT	COOLER RENTAL	3389818-0	8/9/2018	8/10/2018	9.99
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	16.52
Total:						\$152.95

CLERK OF THE CIRCUIT COURT

BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	073118	8/16/2018	8/17/2018	174.76
CABINETS BY DESIGN	FURNITURE & FIXTURES	PROPOSAL FOR COURT LIBRARY	072618	8/3/2018	8/3/2018	13,481.00
LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	CONTRACT	51119	7/31/2018	8/1/2018	4,288.39
PITNEY BOWES	LEASE/RENT	LEASE CHARGES	3306769703	8/16/2018	8/17/2018	150.00

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Accounts Payable List**

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POSTMASTER	LEASE/RENT	BOX 550/CIRCUIT COURT	081418	8/16/2018	8/17/2018	116.00
STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8050881501	8/16/2018	8/17/2018	162.81
THE SUPPLY ROOM	OFFICE SUPPLIES	TRISTA ROBERTSON	3412699-0	8/22/2018	8/31/2018	74.03
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	36.54
VCCA	CONVENTION AND	CONVENTION	073118	7/30/2018	8/1/2018	300.00
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER/COURT	23005582	7/31/2018	8/1/2018	405.56
VIRGINIA COURT CLERKS'	CONVENTION AND	TUITION	VC081518	8/15/2018	8/24/2018	250.00
Total:						\$19,439.09
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CIRCUIT COURT JUDGE						
ARTHUR KEITH HAGY	COMPENSATION-GRAND	GRAND JURY SERVICE 08/27/2018	GJ082718-4	8/27/2018	8/31/2018	210.00
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	4.29
Total:						\$214.29
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COMMONWEALTH ATTY						
BRIGHT IDEAS, LLC	OTHER OPERATING	TABLE THROW	32027-1	8/3/2018	8/3/2018	230.38
MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	LEX NEX	3091596094	8/3/2018	8/3/2018	136.00
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	8000-9090-0994-8667	8/15/2018	8/31/2018	75.00
SOFTWARE UNLIMITED	MAINTENANCE CONTRACTS	SOFTWARE MAINTENANCE	10	7/30/2018	8/1/2018	3,206.88
STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8050881501	8/16/2018	8/17/2018	93.54
THE SUPPLY ROOM	LEASE/RENT	COOLER RENTAL	3389813-0	8/9/2018	8/10/2018	29.95
TODD SHOCKLEY	MILEAGE ALLOWANCES	REIMBURSEMENT	080218	8/16/2018	8/17/2018	185.30
TODD SHOCKLEY	SUBSISTENCE & LODGING	REIMBURSEMENT	080218	8/16/2018	8/17/2018	101.57
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	14.97
VACA	CONVENTION AND	SUMMER CONFERENCE	073118	7/30/2018	8/1/2018	300.00
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	100.00
Total:						\$4,473.59
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SHERIFF						
ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	CAR SUPPLIES	7306821922577	8/9/2018	8/10/2018	489.13
ADVANCE AUTO PARTS	VEHICLES REP & MAINT	CAR SUPPLIES	7306820159994	8/3/2018	8/3/2018	251.01
AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING	L/S SHIRTS AND PATCHES LT.	00051907	8/16/2018	8/24/2018	66.63
ANDERSON TIRE COMPANY	VEHICLES REP & MAINT	CAR MAINTENANCE	IN22130381	8/3/2018	8/3/2018	164.90
AT&T 286-3642	TELECOMMUNICATIONS	MONTHLY CHARGES	5828001 070618	6/30/2018	8/3/2018	194.50
BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD	073118	8/16/2018	8/17/2018	50.00
BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	073118	8/16/2018	8/17/2018	(\$119.50)
BANK OF AMERICA	OTHER OPERATING	P-CARD	073118	8/16/2018	8/17/2018	21.01
BANK OF AMERICA	POLICE SUPPLIES	P-CARD	073118	8/16/2018	8/17/2018	161.74
BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	073118	8/16/2018	8/17/2018	632.53

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BANK OF AMERICA	VEHICLE/POWER EQUIP	P-CARD	073118	8/16/2018	8/17/2018	181.66
CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	071918	8/3/2018	8/3/2018	264.00
CENTRAL SHENANDOAH CRIMINAL	CONVENTION AND	MATCHING FUNDS	2130A	8/10/2018	8/10/2018	29,760.00
CENTURYLINK	TELECOMMUNICATIONS	SHERIFF	309903768 070718	7/30/2018	8/1/2018	2,363.10
CLEAR COMMUNICATIONS AND	VEHICLE/POWER EQUIP	CAR MAINTENANCE	116851	8/16/2018	8/17/2018	233.35
CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	TUNING FORKS	116852	8/16/2018	8/17/2018	252.00
COLONIAL AUTO CENTER	VEHICLES REP & MAINT	CAR MAINTENANCE	707342	8/3/2018	8/3/2018	16.00
CURTIS BRANDON	SUBSISTENCE & LODGING	MEALS REIMBURSEMENT	080718	8/16/2018	8/17/2018	16.00
DONNA'S NEEDLEWORK & CRAFT	UNIFORM/WEARING	PATCHES	7813-14	8/3/2018	8/3/2018	32.00
DRIVEERT	OTHER OPERATING	EZ PASS	1003136155	8/9/2018	8/10/2018	5.17
FISHER AUTO PARTS, INC.	VEHICLE/POWER EQUIP	CAR PARTS	015-333350	8/9/2018	8/10/2018	16.58
FLUVANNA REVIEW	ADVERTISING	PAGE AD	2018F11-87	8/10/2018	8/10/2018	220.00
GALLS, LLC.	UNIFORM/WEARING	UNIFORM	010277770	8/3/2018	8/3/2018	1,609.74
IDNETWORKS	MAINTENANCE CONTRACTS	ANNUAL SOFTWARE	273479	7/30/2018	8/1/2018	3,138.00
JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	070118	8/16/2018	8/17/2018	5,935.31
LEATHAM FAMILY LLC	UNIFORM/WEARING	BADGE/STATE SEAL	0311639-IN	8/3/2018	8/3/2018	700.00
LESLIE KOCZAN	SUBSISTENCE & LODGING	REIMBURSEMENT/MEALS	062018	8/10/2018	8/10/2018	68.17
MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD-430157	8/9/2018	8/10/2018	200.33
MARTHA GATLIN	OFFICE SUPPLIES	NOTARY QUALIFYING FEE 09/30/18-	MG01	8/24/2018	8/31/2018	10.00
MIDLOTHIAN BUSINESS FORMS	OFFICE SUPPLIES	FORMS-VA UNIFORM SUMMONS	2105	8/15/2018	8/24/2018	720.38
MSAB INC.	MAINTENANCE CONTRACTS	LICENSE RENEWAL	34255	8/3/2018	8/3/2018	2,995.00
PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	THOMAS CUSTER COMPANY/POLICE	C-C-15848	8/23/2018	8/31/2018	90.00
SAM'S CLUB	DUES OR ASSOCIATION	ACCT XX1612	999999 071718	8/16/2018	8/17/2018	45.00
SEAN PETERSON	CONVENTION AND	REIMBURSEMENT	040818	4/8/2018	8/17/2018	620.33
SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	10018283	8/3/2018	8/3/2018	678.45
SPRINT	TELECOMMUNICATIONS	MONTHLY CHARGES	313771602	8/9/2018	8/10/2018	1,433.51
THE SUPPLY ROOM	FOOD SUPPLIES	SQUAD ROOM	3411684-0	8/23/2018	8/31/2018	74.85
THE SUPPLY ROOM	LEASE/RENT	COOLER RENTAL	3389806-0	8/9/2018	8/10/2018	29.97
THE SUPPLY ROOM	OFFICE SUPPLIES	BWK CUP,PLAS,10OZ,100/PK,TR	3407224-0	8/17/2018	8/31/2018	5.55
TREASURER OF VIRGINIA	PROFESSIONAL SERVICES	MEDICAL EXAMINER	071818	8/3/2018	8/3/2018	40.00
UPS	POSTAL SERVICES	SHERIFFS OFFICE K2640697798	0000Y9X292338	8/18/2018	8/31/2018	14.43
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	225.93
VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	COPIER	180802-0056	8/9/2018	8/10/2018	197.16
VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	05356100	8/9/2018	8/10/2018	40.17
VERIZON	TELECOMMUNICATIONS	SHERIFF OFFICE	9810544946	8/9/2018	8/10/2018	3,426.39
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	SHERIFF	22928000	7/31/2018	8/1/2018	155.44
WELLS FARGO VENDOR FIN SERV	MAINTENANCE CONTRACTS	90136769517	68664981	8/16/2018	8/17/2018	289.90
WEST RIVER AUTO	VEHICLES REP & MAINT	CAR MAINTENANCE	35292	8/3/2018	8/3/2018	309.14
Total:						\$58,324.96

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E911						
BANK OF AMERICA	CONVENTION AND	P-CARD	073118	8/16/2018	8/17/2018	250.00
BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	073118	8/16/2018	8/17/2018	249.00
BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	073118	8/16/2018	8/17/2018	494.84
BANK OF AMERICA	TELECOMMUNICATIONS	P-CARD	073118	8/16/2018	8/17/2018	298.00
CENTURYLINK	TELECOMMUNICATIONS	WIRELINE	310042302 071018	8/3/2018	8/3/2018	5,885.68
COMCAST CORPORATION	TELECOMMUNICATIONS	MONTHLY CHARGES	046933 080318	8/16/2018	8/17/2018	92.83
EVERBRIDGE INC	MAINTENANCE CONTRACTS	MASS NOTIFICATION	M38570	8/9/2018	8/10/2018	8,975.37
JOEL A. ZELINSKY	E911 NEW ROAD SIGNS	ADDRESS PLATES	3288	8/16/2018	8/17/2018	1,344.45
MICHAEL GRANDSTAFF	MILEAGE ALLOWANCES	MILEAGE REIMBURSEMENT TRAINING	MG01	8/16/2018	8/24/2018	100.28
NWG SOLUTIONS, LLC.	BLDGS EQUIP REP & MAINT	SERVER WARRANTY	44654	7/30/2018	8/1/2018	719.26
NWG SOLUTIONS, LLC.	IT SERVICES	VITAL SIGNS	44688	8/9/2018	8/10/2018	1,275.00
NWG SOLUTIONS, LLC.	MAINTENANCE CONTRACTS	DATTO CLOUD BACKUP	44691	8/9/2018	8/10/2018	1,103.70
SPRINT	TELECOMMUNICATIONS	MONTHLY CHARGES	313771602	8/9/2018	8/10/2018	525.08
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	225.93
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	SHERIFF	22928000	7/31/2018	8/1/2018	155.46
Total:						\$21,694.88
FIRE AND RESCUE SQUAD						
BANK OF AMERICA	EDP EQUIPMENT	P-CARD	073118	8/16/2018	8/17/2018	2,315.92
FLUVANNA COUNTY RESCUE SQUAD	FIRE & RESCUE ASSN	QUARTERLY FY19	FR1 070118	8/9/2018	8/10/2018	25,800.00
FLUVANNA COUNTY VOLUNTEER FIRE	FIRE & RESCUE ASSN	VEHICLE INSURANCE	FF1 070118A	8/16/2018	8/17/2018	44,400.00
GOODMAN TRUCK & TRACTOR CO.	VEHICLES REP & MAINT	CAR REPAIRS	123614	8/10/2018	8/10/2018	1,085.54
LAKE MONTICELLO FIRE & RESCUE	FIRE & RESCUE ASSN	WORKERS COMP	LM1 070118	8/9/2018	8/10/2018	77,500.00
SCOTTSVILLE VOLUNTEER RESCUE	SCOTTSVILLE VOL. RESCUE	ANNUAL ALLOCATION	SVR1 070118	8/9/2018	8/10/2018	15,000.00
SCOTTSVILLE VOLUNTEER	SCOTTSVILLE VOLUNTEER	ANNUAL ALLOCATION	SVF1 070118	8/9/2018	8/10/2018	10,000.00
THE HARTFORD	F&R WORKERS	LAKE MONTICELL VOL RESCUE	8931P1165	8/17/2018	8/31/2018	3,180.00
VFIS	GENERAL LIABILITY	PORTFOLIO	55507115	7/30/2018	8/1/2018	6,079.00
VFIS	VEHICLE INSURANCE	POLICY PREM	55427115	7/30/2018	8/1/2018	22,865.00
Total:						\$208,225.46
CORRECTION AND DETENTION						
COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	AUG2018	FY2019-00000040	8/3/2018	8/3/2018	28,005.00
Total:						\$28,005.00
BUILDING INSPECTIONS						
JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	070118	8/16/2018	8/17/2018	35.62
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	1515654 071818	6/30/2018	8/3/2018	10.25

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VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	0.02
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	271.75
Total:						\$317.64
EMERGENCY MANAGEMENT						
BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	073118	8/16/2018	8/17/2018	26.90
DAVID JEWELL	CONVENTION AND	INSTRUCTOR FEES	062718	6/30/2018	8/3/2018	200.00
FLUVANNA REVIEW	ADVERTISING	PAGE AD/EMT CLASS	2018F29-11	7/30/2018	8/1/2018	266.00
JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	070118	8/16/2018	8/17/2018	109.86
MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD-430157	8/9/2018	8/10/2018	117.16
MOTOROLA SOLUTIONS, INC.	PROFESSIONAL SERVICES	SEP1-JUN30 INVOICE	8230165151	3/23/2018	8/7/2018	401,430.72
RECTOR & VISITORS OF THE	CONTRACT SERVICES	EMS COVERAGE JUN18	063018	7/31/2018	8/1/2018	97,089.40
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	100.00
Total:						\$499,340.04
FACILITIES						
ALBEMARLE LOCK & SAFE, INC.	BLDGS EQUIP REP & MAINT	SCHLAGE BRONZE LEVER	75803	8/3/2018	8/3/2018	1,238.50
BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	073118	8/16/2018	8/17/2018	425.31
BANK OF AMERICA	JANITORIAL SUPPLIES	P-CARD	073118	8/16/2018	8/17/2018	180.99
BANK OF AMERICA	VEHICLES REP & MAINT	P-CARD	073118	8/16/2018	8/17/2018	88.49
BARRETT TREE SERVICE, INC.	CONTRACT SERVICES	REMOVED LARGE STUMP & ROOTS	072318	8/3/2018	8/3/2018	4,400.00
BETTER LIVING, INC.	BLDGS EQUIP REP & MAINT	SIDING	BMZ00795313-001	8/9/2018	8/10/2018	139.24
BROWN MOTOR PARTS, INC.	VEHICLE/POWER EQUIP	CAR MAINTENANCE	96084	8/9/2018	8/10/2018	994.78
BROWN MOTOR PARTS, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	96084	8/9/2018	8/10/2018	164.25
BUDGET ELECTRICAL & MECHANICAL,	BLDGS EQUIP REP & MAINT	4 NEW RECEPTICALS IN PUBLIC	1881	8/23/2018	8/31/2018	872.33
BUGGY TOP LLC	BLDGS EQUIP REP & MAINT	WINDOW INSTALLED	100-B	8/3/2018	8/3/2018	450.00
CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	071618	8/3/2018	8/3/2018	383.96
CAPITAL TRISTATE	BLDGS EQUIP REP & MAINT	LITH VW 150A-M12/CRS 251	s033769593.001	8/14/2018	8/31/2018	81.64
CII SERVICE	BLDGS EQUIP REP & MAINT	SOCIAL SERVICES/WO# 4111	43542	6/30/2018	8/3/2018	16,617.68
CINTAS	LAUNDRY AND DRY	DRY CLEANING	394232239	8/3/2018	8/3/2018	1,142.73
COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	SUPPLIES	69500	8/9/2018	8/10/2018	5,250.93
COMMUNITY INTERFACE	AGRICULTURAL SUPPLIES	2 LOADS	072718	8/3/2018	8/3/2018	2,015.00
DODSON GLASS & MIRROR INC	BLDGS EQUIP REP & MAINT	SUPPLY AND INSTALL TREASURER	065095	8/1/2018	8/31/2018	195.00
E.W. THOMAS	GENERAL MATERIALS AND	ICE	2503217	8/3/2018	8/3/2018	59.75
FLUVANNA ACE HARDWARE	BLDGS EQUIP REP & MAINT	SUPPLIES	073118	8/9/2018	8/10/2018	562.13
FLUVANNA ACE HARDWARE	VEHICLES REP & MAINT	SUPPLIES	073118	8/9/2018	8/10/2018	10.13
GARY OSTEN PLUMBING	BLDGS EQUIP REP & MAINT	REPAIRS AT LANDFILL	072518	8/3/2018	8/3/2018	5,250.00
J&A PAINTING	BLDGS EQUIP REP & MAINT	SHERIFF'S OFFICE CONEX	JA082018	8/20/2018	8/31/2018	2,950.00
JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	070118	8/16/2018	8/17/2018	1,849.22

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JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	CAR SUPPLIES	073118	8/9/2018	8/10/2018	1,003.35
JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP	CAR SUPPLIES	073118	8/9/2018	8/10/2018	479.21
JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	073118	8/9/2018	8/10/2018	170.04
KOREN DIVERSIFIED HOLDINGS LLC	VEHICLE/POWER EQUIP	SUPPLIES	58342 58343	6/30/2018	8/3/2018	1,827.81
LANDSCAPE SUPPLY, INC.	AGRICULTURAL SUPPLIES	LANDSCAPE SUPPLIES	066908-IN	8/23/2018	8/31/2018	1,296.95
LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES	072518	8/9/2018	8/10/2018	1,012.85
LOWE'S	GENERAL MATERIALS AND	SUPPLIES	072518	8/9/2018	8/10/2018	1,215.69
LOWE'S	JANITORIAL SUPPLIES	SUPPLIES	072518	8/9/2018	8/10/2018	128.04
MJC DESIGNS, LLC.	BLDGS EQUIP REP & MAINT	CUSTOM SIGN/FARM HERITAGE	2879	8/3/2018	8/3/2018	2,112.85
FLUVANNA CHRISTIAN SERVICE	BUILDING	FCSS STORAGE BUILDING	FCSS063018	6/30/2018	8/15/2018	11,520.00
QUALITY WELDING, INC	GENERAL MATERIALS AND	1 PC 1"X 6'2" SOLID ROUND ROD	41834	8/24/2018	8/31/2018	26.02
RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	SERVICE CALL/LIBRARY	7899	8/3/2018	8/3/2018	4,634.75
RICH MASONRY, INC.	BLDGS EQUIP REP & MAINT	REPAIRS	642	6/30/2018	8/3/2018	1,165.05
STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8050881501	8/16/2018	8/17/2018	45.45
TANNERS AUTO GLASS	VEHICLES REP & MAINT	14 GMC SAVANNA	0944	8/23/2018	8/31/2018	225.00
THE HARBOR SALES COMPANY INC	BLDGS EQUIP REP & MAINT	SUPPLIES	2279099	8/9/2018	8/10/2018	285.61
THE SUPPLY ROOM	GENERAL MATERIALS AND	SUPPLIES	3386968-0	8/16/2018	8/17/2018	51.77
THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3374666-0	8/3/2018	8/3/2018	164.61
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	9.19
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	1,580.33
W.W. GRAINGER INC	BLDGS EQUIP REP & MAINT	SOCIAL SERVICES PAUL LOWE	9875108152	8/14/2018	8/24/2018	353.95
W.W. GRAINGER INC	JANITORIAL SUPPLIES	SUPPLIES	9859163579	8/3/2018	8/3/2018	74.86
WAYNE OXYGEN & WELDING SUPPLY	GENERAL MATERIALS AND	SUPPLIES	65397G	8/3/2018	8/3/2018	27.50
WINCHESTER EQUIPMENT COMPANY	VEHICLE/POWER EQUIP	SUPPLIES	S10281	8/3/2018	8/3/2018	2,714.51
Total:						\$77,447.45

GENERAL SERVICES

AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	COURTHOUSE	121164	8/21/2018	8/31/2018	2,800.00
AQUA VIRGINIA, INC.	WATER SERVICES	213 MAIN ST	7970740556855 080718	8/16/2018	8/17/2018	206.10
ARTHURS SEPTIC SERVICE	SEWER SERVICES	LANDFILL TANK PUMPED	071618	8/3/2018	8/3/2018	325.00
BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FIRE ALARM MONITORING	2241404	8/9/2018	8/10/2018	3,920.00
CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GR	105221-006 071718	8/3/2018	8/3/2018	6,985.43
CENTRAL VA ELECTRIC COOP	STREET LIGHTS	THOMAS JEFF PKWY	85473-001 071718	8/3/2018	8/3/2018	124.86
CENTURYLINK 589-8525	TELECOMMUNICATIONS	MONTHLY CHARGES	A412188	8/10/2018	8/10/2018	50.00
CENTURYLINK	TELECOMMUNICATIONS	PUBLIC WORKS	309428096 071618	8/3/2018	8/3/2018	3,725.17
CII SERVICE	MAINTENANCE CONTRACTS	CONTRACT	43511	8/3/2018	8/3/2018	7,512.00
CINTAS	MAINTENANCE CONTRACTS	ADMIN BUILDING	8403789027	8/24/2018	8/31/2018	634.61
COMPUTER CABLING & TECHNOLOGY	MAINTENANCE CONTRACTS	MISS UTILITY	063018	6/30/2018	8/3/2018	440.00
DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES MAD HWY	3023889169 072418	8/3/2018	8/3/2018	19,546.93

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DOMINION VIRGINIA POWER	STREET LIGHTS	BESIDE POST OFFICE	7080078962 072718	8/9/2018	8/10/2018	768.76
INTRASTATE PEST	MAINTENANCE CONTRACTS	KENTS STORE	998413	8/16/2018	8/17/2018	830.00
REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	TRASH	0410-000658893	8/16/2018	8/17/2018	1,769.71
SHRED-IT USA LLC	LEASE/RENT	SHRED	8125343421	8/16/2018	8/17/2018	50.00
THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	30.10 PROPANE 3031 W RIVER RD	4546252	8/14/2018	8/24/2018	420.71
THE SUPPLY ROOM	WATER SERVICES	WATER BOTTLE	3381572-0	8/9/2018	8/10/2018	703.68
TIGER FUEL COMPANY	HEATING SERVICES	OFFROAD DIESEL	674935	8/3/2018	8/3/2018	2,536.00
TREASURER, FLUVANNA CO	SEWER SERVICES	211 MAIN ST	37735	8/3/2018	8/3/2018	325.28
TREASURER, FLUVANNA CO	WATER SERVICES	8878 JAMES MAD HWY	37921	8/3/2018	8/3/2018	384.00
VIRGINIA UTILITY PROTECTION	MAINTENANCE CONTRACTS	TRANSMISSIONS	06180164	6/30/2018	8/7/2018	25.20
Total:						\$54,083.44
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PUBLIC WORKS						
BANK OF AMERICA	VEHICLE	P-CARD	073118	8/16/2018	8/17/2018	5.00
BENTLEY SYSTEMS INCORPORATED	SOFTWARE SUPPORT FEES	MAINTENANCE	47937231	8/16/2018	8/17/2018	2,553.00
MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL 08/01-08/15/2018	434657	8/17/2018	8/24/2018	25.23
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	200.00
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	23100854	8/9/2018	8/10/2018	333.28
Total:						\$3,116.51
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CONVENIENCE CENTER						
BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	073118	8/16/2018	8/17/2018	68.94
BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH	4347-000006169	8/16/2018	8/17/2018	6,238.94
CAMPBELL EQUIPMENT, INC.	CONTRACT SERVICES	CAR MAINTENANCE	72718A	8/3/2018	8/3/2018	106.00
CENTURYLINK	TELECOMMUNICATIONS	LANDFILL	310392717 071618	8/3/2018	8/3/2018	135.46
CII SERVICE	BLDGS EQUIP REP & MAINT	HEAT PUMP REPLACEMENT RECYCLE	43594	8/3/2018	8/24/2018	5,873.89
DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	GAS MONITORING/POST CLOSE	2018070389	7/31/2018	8/31/2018	814.00
FAIRBANKS SCALES, INC.	BLDGS EQUIP REP & MAINT	LANDFILL 2500 TRUCK SCALE	1406054	8/8/2018	8/31/2018	815.00
FLUVANNA ACE HARDWARE	BLDGS EQUIP REP & MAINT	SUPPLIES	073118	8/9/2018	8/10/2018	148.14
GARY OSTEN PLUMBING	BLDGS EQUIP REP & MAINT	REPAIRS AT LANDFILL	072518	8/3/2018	8/3/2018	7,017.24
HERITAGE CRYSTALCLEAN, LLC	BLDGS EQUIP REP & MAINT	USED OIL	15234173	8/9/2018	8/10/2018	75.00
JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	070118	8/16/2018	8/17/2018	107.91
LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES	072518	8/9/2018	8/10/2018	115.69
LOWE'S	OFFICE SUPPLIES	SUPPLIES	072518	8/9/2018	8/10/2018	537.45
MO-JOHNS, INC.	LEASE/RENT	PORTABLE TOILET	111322	8/3/2018	8/3/2018	120.00
RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	LANDFILL REPAIRS	7961	8/9/2018	8/10/2018	7,322.00
THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3374666-0	8/3/2018	8/3/2018	150.44
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	181.64
Total:						\$29,827.74

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PUBLIC UTILITIES

ANDERSON TIRE COMPANY	BLDGS EQUIP REP & MAINT	FUSD BACKHOE TIRES	IN22130705	7/31/2018	8/31/2018	510.12
ANDERSON TIRE COMPANY	VEHICLE/POWER EQUIP	FORK UNION SANITARY DIST	IN22130536	7/27/2018	8/31/2018	356.86
BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	073118	8/16/2018	8/17/2018	2,659.85
CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFFERSON PKWY LOC	203061-001 082018	8/20/2018	8/31/2018	167.12
CENTURYLINK	TELECOMMUNICATIONS	SANITARY DISTRICT	309719161 081618	8/16/2018	8/31/2018	192.21
CINTAS	LAUNDRY AND DRY	DRY CLEANING	394230318	8/3/2018	8/3/2018	237.72
DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE LOCATION #9	4501632147 082218	8/22/2018	8/31/2018	107.05
INBODEN ENVIRONMENTAL	CONTRACT SERVICES	WASTEWATER MONITORING	65279	8/16/2018	8/17/2018	800.00
JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	070118	8/16/2018	8/17/2018	750.30
JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	FUSD	1297 083018	7/31/2018	8/31/2018	581.33
LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES	072518	8/9/2018	8/10/2018	1,002.18
LOWE'S	GENERAL MATERIALS AND	SUPPLIES	072518	8/9/2018	8/10/2018	91.74
MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD-430157	8/9/2018	8/10/2018	56.47
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE FOR AUGUST	8000909001515654	8/19/2018	8/24/2018	197.80
SYDNOR HYDRO, INC.	BLDGS EQUIP REP & MAINT	REPAIRS	39156	8/16/2018	8/17/2018	6,956.33
UNIVAR USA, INC.	CHEMICAL SUPPLIES	FUSD MORRIS PLANT	RI742884	8/24/2018	8/31/2018	4,032.56
USABLUEBOOK	BLDGS EQUIP REP & MAINT	SUPPLIES	640445	8/9/2018	8/10/2018	3,983.74
USABLUEBOOK	CHEMICAL SUPPLIES	SUPPLIES	649165	8/8/2018	8/31/2018	529.80
USABLUEBOOK	GENERAL MATERIALS AND	SUPPLIES	649165	8/8/2018	8/31/2018	22.55
VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	CURRENT CHARGES 07/15-08/14/2018	05488131	8/25/2018	8/31/2018	19.67
VERIZON	TELECOMMUNICATIONS	VERIZON BILL 07/20-08/19/2018	9813089518	8/19/2018	8/31/2018	340.98
VSI SUPPLY	BLDGS EQUIP REP & MAINT	SUPPLIES	S1949	8/22/2018	8/31/2018	837.45
VSI SUPPLY	GENERAL MATERIALS AND	SUPPLIES	S1925	8/16/2018	8/31/2018	61.09
Total:						\$24,494.92

HEALTH

CENTURYLINK	TELECOMMUNICATIONS	JULY LOCAL LONG DISTANCE	309762613 07162018	7/16/2018	8/31/2018	296.52
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	17.31
Total:						\$313.83

VJCCCA

COMMUNITY ATTENTION CENTER	PROFESSIONAL SERVICES	APR&MAY HEM SERVICES	040118	8/10/2018	8/10/2018	2,610.00
Total:						\$2,610.00

CSA

BANK OF AMERICA	POSTAL SERVICES	P-CARD	073118	8/16/2018	8/17/2018	2.71
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	1515654 071818	6/30/2018	8/3/2018	87.67



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STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8050881501	8/16/2018	8/17/2018	39.57
THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3388607-0	8/9/2018	8/10/2018	60.82
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	23030740	6/30/2018	8/3/2018	45.58
Total:						\$236.35
CSA PURCHASE OF SERVICES						
A. JAMES ANDERSON, P.H.D	COMM SVCS		P04919556720	4/23/2018	8/17/2018	3,487.50
ALLIED INSTRUCTIONAL SERVICES	POS MANDATED SPED- COMM SVCS		P06000827035	6/30/2018	8/3/2018	25.50
	COMM SVCS		P12919508830	12/29/2017	8/17/2018	120.00
	COMM SVCS		P05919566186	5/31/2018	8/10/2018	1,650.00
BEAUTIFUL GATE MINISTRY, INC	COMM SVCS		P06919566077	6/30/2018	8/10/2018	315.00
BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06000916778	6/30/2018	8/10/2018	3,625.00
C.M. MENTORING SERVICES LLC	COMM SVCS		P07000916166	7/31/2018	8/3/2018	13,600.00
	POS MANDATED FFOP		P07919714808	7/31/2018	8/10/2018	5,221.00
CENTRA HEALTH, INC.	EDUC SVCS CONG CARE		P06000910210	6/30/2018	8/1/2018	3,330.00
COMMONWEALTH CATHOLIC	COMM SVCS		P06919566547	6/30/2018	8/3/2018	220.00
COMMUNITY ATTENTION CENTER	COMM SVCS		P03000909849	3/31/2018	8/17/2018	390.00
COMMUNITY ATTENTION CENTER	TFC LIC. RES CONG CARE		P02919546095	2/28/2018	8/17/2018	18,508.00
COMPASS YOUTH & FAMILY	COMM SVCS		P05000916688	5/31/2018	8/10/2018	852.50
COUNSELING ALLIANCE OF VA, LLC	COMM SVCS		P06919572840	6/30/2018	8/17/2018	195.00
DETOUR MENTORING	COMM SVCS		P07919570304	7/31/2018	8/10/2018	9,735.00
DETOUR MENTORING	POS MANDATED WSS		P07000914611	7/31/2018	8/10/2018	7,425.00
	POS MANDATED FFOP		P07919704674	7/31/2018	8/3/2018	2,044.00
DISCOVERY SCHOOL OF VA, INC	COMM SVCS		P06919560041	6/30/2018	8/17/2018	50.00
DISCOVERY SCHOOL OF VA, INC	EDUC SVCS CONG CARE		P06000914957	6/30/2018	8/3/2018	5,760.00
ELK HILL	COMM SVCS		P04919507640	4/30/2018	8/3/2018	165.00
ELK HILL	POS MANDATED SPED-		P04000910434	4/30/2018	8/3/2018	1,435.00
EXTRA SPECIAL PARENTS, INC.	POS MANDATED WSS		P06000915363	6/30/2018	8/3/2018	300.00
FAMILY PRESERVATION SERV.	COMM SVCS		P02919546843	2/28/2018	8/3/2018	15,457.50
FAMILY PRESERVATION SERV.	POS MANDATED WSS		P06000913365	6/30/2018	8/3/2018	2,575.00
FLUVANNA CO PARKS & REC	POS MANDATED WSS		P07000913433	7/13/2018	8/1/2018	160.00
FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P06919710499	6/30/2018	8/1/2018	1,125.00
FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P07919705418	7/1/2018	8/1/2018	21,217.00
FLUVANNA DEPARTMENT OF SOCIAL	FF4E-COMM SVCS		P07919702231	7/1/2018	8/1/2018	8,000.00
GPM INVESTMENTS LLC	COMM SVCS		P07919573620	7/1/2018	8/17/2018	3,230.00
GRAFTON INTERGRATED HEALTH	COMM SVCS		P06000916283	6/30/2018	8/10/2018	15,512.50
GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P06000916393	6/30/2018	8/10/2018	35,207.00
GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P02000907459	2/28/2018	8/3/2018	63,803.82
HALLMARK YOUTHCARE	EDUC SVCS CONG CARE		P06919559671	6/30/2018	8/17/2018	5,031.00

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HALLMARK YOUTHCARE	POS MAND FC LIC RES CONG	P06919559578	6/30/2018	8/17/2018	30,101.00
	COMM SVCS	P06000911008	6/30/2018	8/1/2018	200.00
INTERCEPT YOUTH SERVICE	COMM SVCS. TRANSITION	P06919526368	6/30/2018	8/17/2018	11,091.02
INTERCEPT YOUTH SERVICE	EDUC SVCS CONG CARE	P06000911972	6/30/2018	8/17/2018	3,268.25
INTERCEPT YOUTH SERVICE	POS MANDATED FFOP	P01919718484	1/31/2018	8/17/2018	7,084.00
JAMES RIVER THERAPEUTIC	COMM SVCS	P06919573400	6/30/2018	8/1/2018	866.25
	POS MANDATED WSS	P01000904162	1/31/2018	8/3/2018	675.00
	POS MANDATED FFOP	P07919712521	7/31/2018	8/17/2018	1,820.00
LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-	P07000916812	7/31/2018	8/17/2018	20,060.00
	POS MANDATED FFOP	P07919705970	7/31/2018	8/3/2018	3,630.00
	POS MANDATED FFOP	P07919713022	7/31/2018	8/17/2018	776.00
NATIONAL COUNSELING GROUP	COMM SVCS	P06000912802	6/30/2018	8/1/2018	2,625.73
NATIONAL COUNSELING GROUP	POS MANDATED WSS	P11000903611	11/30/2017	8/1/2018	676.26
REDEMPTION YOUTH MENTORING	COMM SVCS	P06000909305	6/30/2018	8/1/2018	3,150.00
REDEMPTION YOUTH MENTORING	POS MANDATED WSS	P06000910508	6/30/2018	8/17/2018	3,510.00
REGION TEN	COMM SVCS	P05000913609	5/31/2018	8/1/2018	830.05
REGION TEN	POS MANDATED WSS	P03000908810	3/31/2018	8/17/2018	126.03
RESCARE	EDUC SVCS CONG CARE	P10000903176	10/31/2017	8/17/2018	3,612.00
RESCARE	RES. CONG. CARE	P12000903091	12/31/2017	8/17/2018	3,880.00
	COMM SVCS	P06919536907	6/30/2018	8/1/2018	2,722.00
	POS MANDATED FFOP	P07919702672	7/31/2018	8/3/2018	1,148.00
UNITED METHODIST FAMILY	EDUC SVCS CONG CARE	P06000915758	6/30/2018	8/3/2018	10,291.00
	POS MANDATED FFOP	P07919706307	7/31/2018	8/10/2018	2,716.00
VIRGINIA COOPERATIVE EXTENSION	FF4E-COMM SVCS	P06925015398	6/30/2018	8/10/2018	460.00
VIRGINIA COOPERATIVE EXTENSION	POS MANDATED WSS	P06000912009	6/15/2018	8/17/2018	210.00
VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-	P06000825538	6/30/2018	8/3/2018	63,202.50
Total:					\$428,503.41

PARKS & RECREATION

ASHLEIGH MORRIS	PROFESSIONAL SERVICES	BEGINNING OBEDIENCE 07/21-	4-08232018	8/23/2018	8/31/2018	128.00
AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COLOR PRINTER	082448	8/9/2018	8/10/2018	160.40
BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	073118	8/16/2018	8/17/2018	83.08
BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	073118	8/16/2018	8/17/2018	5,494.31
BOUNCE PLAY-N-CREATE LLC	GENERAL MATERIALS AND	FAIR ACTIVITIES	1026	8/7/2018	8/7/2018	1,358.00
CATHERINE R. GARCIA	PROFESSIONAL SERVICES	POTTERY & MIX MEDIA CAMP CLASS	2019-3	7/9/2018	8/24/2018	1,792.00
CENTURYLINK	TELECOMMUNICATIONS	PARKS N REC	309373828 071618	8/3/2018	8/3/2018	787.43
CINTAS	CONTRACT SERVICES	FRONT OFFICE	5011542848	8/21/2018	8/31/2018	325.84
DEVI PETERSON	PROFESSIONAL SERVICES	YOGA	2	8/9/2018	8/10/2018	330.40
E.W. THOMAS	RECREATIONAL SUPPLIES	FARM MUSEUM DEDICATION	2511827	8/9/2018	8/10/2018	362.32

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FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND SUPPLIES	073118	8/9/2018	8/10/2018	27.98
FLUVANNA REVIEW	ADVERTISING	PAGE AD/FARM MUSEUM	2018F30-10	8/9/2018	700.00
JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	070118	8/16/2018	596.10
JAUNT, INC.	CONTRACT SERVICES	DOWNTIME OF 07/26/2018	SALES000000009218	7/31/2018	273.06
MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	111603	8/9/2018	2,190.00
ROBERT W. NOBLE	PROFESSIONAL SERVICES	ACOUSTIC MUSIC	WB080418	8/1/2018	500.00
SAM'S CLUB	RECREATIONAL SUPPLIES	ACCT 9179	9179 080318	8/9/2018	286.52
SHENANDOAH PUBLICATIONS, INC.	ADVERTISING	FAIR BOOKLET	47646	8/3/2018	1,500.00
SHENANDOAH PUBLICATIONS, INC.	PRINTING AND BINDING	FAIR BOOKLET	47646	8/3/2018	2,331.96
THE BBQ CONNECTION LLC	RECREATIONAL SUPPLIES	REFUND FOR COUNTY FAIR	BBQ08182018	8/24/2018	25.00
THE SUPPLY ROOM	CONTRACT SERVICES	COOLER RENTAL	3389811-0	8/9/2018	39.96
THE SUPPLY ROOM	GENERAL MATERIALS AND	COUNTY FAIR SHIRTS	3360010-0	8/3/2018	467.16
THE SUPPLY ROOM	OFFICE SUPPLIES	SUPPLIES	3379081-0	8/3/2018	11.56
THE SUPPLY ROOM	RECREATIONAL SUPPLIES	SCC CUP, CONE, RL RIM, 4OZ, WHT	3408888-0	8/20/2018	11.56
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	5.42
VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	05356100	8/9/2018	40.17
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	436.54
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	23059278	8/9/2018	156.63
VIRGINIA RECREATION & PARK	DUES OR ASSOCIATION	ORDERS	7304070	8/3/2018	422.00
VIRGINIA RECREATION & PARK	RECREATIONAL SUPPLIES	KD TICKET SOLD	30216 31639	8/3/2018	3,926.00
VIRGINIA TENT RENTAL INC	CONTRACT SERVICES	TENT RENTAL	15384	8/1/2018	2,270.00
Total:					\$27,039.40
<hr/>					
LIBRARY					
ADVANTAGE OFFICE SYSTEMS	OFFICE SUPPLIES	SUPPLIES	6885	8/3/2018	119.00
AMAZON.COM	BOOKS/PUBLICATIONS	BOOKS	071018	7/31/2018	13,627.61
BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	073118	8/16/2018	668.70
CENTURYLINK	TELECOMMUNICATIONS	LIBRARY	309647441 071618	8/16/2018	6,236.26
DEMCO	OFFICE SUPPLIES	SUPPLIES	6405335	8/3/2018	80.24
EBSCO INFORMAITON SERVICES	MAINTENANCE CONTRACTS	ROSETTA STONE	1000085128-1	8/16/2018	6,400.00
GALE	BOOKS/PUBLICATIONS	BOOK	64111327	8/3/2018	882.87
MICROMARKETING LLC	BOOKS/PUBLICATIONS	CD CASE	731532	8/16/2018	170.33
MIDAMERICA BOOKS	BOOKS/PUBLICATIONS	BOOKS	455690	8/16/2018	783.85
OVERDRIVE	BOOKS/PUBLICATIONS	BOOKS	03100CO18119695	7/31/2018	4,678.50
OVERDRIVE	MAINTENANCE CONTRACTS	MAINTENANCE FEE	H-0050434	8/3/2018	4,000.00
SHOWCASES	OFFICE SUPPLIES	SUPPLIES	307141	8/3/2018	1,154.63
STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	6011-1000-4128-450	2132421281:213776928	8/15/2018	193.64
THE LIBRARY CORPORATION	MAINTENANCE CONTRACTS	SOFTWARE	2018100079	8/3/2018	1,000.00
THE LIBRARY OF VIRGINIA	MAINTENANCE CONTRACTS	ERATE SERVICES	1027804	8/3/2018	642.83

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THE PENWORTHY COMPANY	BOOKS/PUBLICATIONS	BOOKS	0542418-IN	8/3/2018	8/3/2018	6,358.67
THE SUPPLY ROOM	MAINTENANCE CONTRACTS	COOLER RENTAL	3389814-0	8/16/2018	8/17/2018	9.99
Total:						\$47,007.12
COUNTY PLANNER						
JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	070118	8/16/2018	8/17/2018	227.53
MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL 08/01-08/15/2018	434657	8/17/2018	8/24/2018	34.55
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	1515654 071818	6/30/2018	8/3/2018	89.27
STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8050881501	8/16/2018	8/17/2018	37.76
THOMAS JEFFERSON SWCD	PROFESSIONAL SERVICES	PLAN REVIEW	073018	8/3/2018	8/3/2018	72.00
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	4.31
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	300.00
VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	23059277	6/30/2018	8/3/2018	449.95
Total:						\$1,215.37
PLANNING COMMISSION						
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	1515654 071818	6/30/2018	8/3/2018	161.88
STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8050881501	8/16/2018	8/17/2018	19.05
Total:						\$180.93
ECONOMIC DEVELOPMENT						
FLUVANNA REVIEW	ADVERTISING	JUNIOR PAGE(1/2 PAGE RATE) AUG 23	2018F33-11	8/16/2018	8/24/2018	250.00
GREENE COUNTY CHAMBER OF	OTHER OPERATING	18 QUAD COUNTIES BUSINESS	240	7/30/2018	8/1/2018	750.00
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE FOR AUGUST	8000909001515654	8/19/2018	8/24/2018	0.88
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	100.00
VIRGINIA LOGOS, LLC	MARKETING	BLUE SIGNS	801330-2018	7/30/2018	8/1/2018	900.00
Total:						\$2,000.88
VA COOPERATIVE EXTENSION						
BANK OF AMERICA	AGRICULTURAL SUPPLIES	P-CARD	073118	8/16/2018	8/17/2018	116.00
BANK OF AMERICA	CONTRACT SERVICES	P-CARD	073118	8/16/2018	8/17/2018	100.67
CAYLA STEPHENS	OTHER OPERATING	REIMBURSEMENT FOR FARM TABLES	080718	8/9/2018	8/10/2018	14.59
FAYE ANDERSON	OFFICE SUPPLIES	REIMBURSEMENT	080718	8/9/2018	8/10/2018	5.94
GEORGE LARUE	OTHER OPERATING	ANIMAL JUDGE	080118	8/9/2018	8/10/2018	125.00
KIMBERLY MAYO	OTHER OPERATING	REIMBURSEMENT	080718	8/9/2018	8/10/2018	31.63
SARA HERNANDEZ	AGRICULTURAL SUPPLIES	BOARDS FOR FAIR DISPLAY	SH082818	8/28/2018	8/31/2018	85.76
THOMAS ROEBUCK JR	OTHER OPERATING	POULTRY JUDGE/FAIR	070718	8/9/2018	8/10/2018	125.00
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	7.76
VAE4-HA	CONVENTION AND	VAE4-HA ANNUAL CONFERENCE	VAE082418	8/17/2018	8/24/2018	20.00



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VIRGINIA TENT RENTAL INC	CONTRACT SERVICES	TENT RENTAL FOR COUNTY FAIR	14709	8/17/2018	8/24/2018	4,895.00	
						Total:	\$5,527.35
						100 GENERAL FUND	Fund Total: \$1,726,219.63
Fund # - 302 CAPITAL IMPROVEMENT							
PUBLIC SAFETY CAPITAL PROJ							
DOMINION OF BEDFORD	VEHICLE	SHERIFF VEHICLES	16352	8/9/2018	8/10/2018	94,068.00	
ELECTRICAL CONTROLS &	CONTRACT SERVICES	CCTV SURVEILLANCE	5103	3/23/2018	8/7/2018	73,295.00	
MCLOUGHLIN & EARDLEY GROUP INC	VEHICLE	MAINTENANCE	0230977-IN	8/9/2018	8/10/2018	1,603.79	
SHEEHY AUTO STORES	VEHICLE	2018 FORD TRUCK	137501	8/3/2018	8/3/2018	21,982.00	
WATCH GUARD	VEHICLE	VIDEO SYSTEM	BCMINV0005686	8/3/2018	8/3/2018	24,700.00	
						Total:	\$215,648.79
E911 CAPITAL PROJECT							
AT&T MOBILITY	CONTRACT SERVICES	WIRELESS	X07262018	8/9/2018	8/10/2018	30,018.44	
SPILLMAN TECHNOLOGIES INC.	CONTRACT SERVICES	SPILLMAN IMPLEMENTATION	38868	8/15/2018	8/31/2018	114,995.00	
						Total:	\$145,013.44
FACILITIES CAP PROJ							
TRANE U.S., INC.	CONTRACT SERVICES		39124849	7/31/2018	8/1/2018	373,646.95	
						Total:	\$373,646.95
PUBLIC WORKS CAPITAL PROJECT							
BASIC RENT-A-CAR COMPANY, INC.	VEHICLE	2018 Hyundai Santa Fe	20190003-00	8/13/2018	8/24/2018	19,468.00	
						Total:	\$19,468.00
SCHOOL TRANSPORT CAP PROJ							
BLUE BIRD BUS SALES	VEHICLE	3 BUS PURCHASES	M006000034	8/6/2018	8/24/2018	245,106.00	
						Total:	\$245,106.00
SCHOOL OPS & MAINT CAP PROJ							
AIR CONDITIONING EQUIPMENT	CONTRACT SERVICES	UNIT CALIBRATION	165145	8/16/2018	8/17/2018	7,888.00	
ATC CORP	CONTRACT SERVICES	TENNIS COURTS	15834	7/30/2018	8/1/2018	76,413.45	
DODSON GLASS & MIRROR INC	CONTRACT SERVICES	SAFETY AND SECURITY	61296	8/10/2018	8/10/2018	5,832.00	
MITCHELL ROOFING, INC.	CONTRACT SERVICES	CARYSBROOK ROOF	0443	8/1/2018	8/24/2018	125,000.00	
PUFF, INC.	CONTRACT SERVICES	CENTRAL BRICK WORK	2710	8/16/2018	8/17/2018	8,500.00	
QUALITY CCTV SYSTEMS, INC.	CONTRACT SERVICES	CENTRAL ELEMENTARY SCHOOL	16759	6/26/2018	8/31/2018	2,995.87	
						Total:	\$226,629.32



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PARKS & RECREATION CAP PROJ

BANK OF AMERICA	CONTRACT SERVICES	P-CARD	073118	8/16/2018	8/17/2018	265.98
DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	FARM HERITAGE MUSEUM TASK NO8	2018060432	6/30/2018	8/31/2018	4,600.00
Total:						\$4,865.98

302 CAPITAL IMPROVEMENT Fund Total: \$1,230,378.48

Fund # - 401 DEBT SERVICE

DEBT SERVICE - COUNTY

TD EQUIPMENT FINANCE INC.	2016 PUBLIC SAFETY SYST -	TDEF EQUIPMENT LEASE 2016	40133106-090118	7/16/2018	8/27/2018	1,148,393.00
TD EQUIPMENT FINANCE INC.	2016 PUBLIC SAFETY SYSTM -	TDEF EQUIPMENT LEASE 2016	40133106-090118	7/16/2018	8/27/2018	47,750.67
Total:						\$1,196,143.67

DEBT SERVICE - SCHOOLS

US BANK, NA	VPSA QSCB SERIES 2009	DEBT SERVICE-SERIES 2009 VPSA	134828007-092018	8/27/2018	8/27/2018	426,825.00
Total:						\$426,825.00

401 DEBT SERVICE Fund Total: \$1,622,968.67

Fund # - 502 SEWER

SEWER

US BANK, NA	VRA REVENUE BOND	SEWER VRA REVENUE BOND	13154	7/31/2018	8/27/2018	30,000.00
Total:						\$30,000.00

PALMYRA SEWER OPER EXPENSES

ARTHURS SEPTIC SERVICE	CONTRACT SERVICES	LANDFILL TANK PUMPED	071618	8/3/2018	8/3/2018	1,665.00
CENTURYLINK	TELECOMMUNICATIONS	WASTEWATER	310089744 071918	8/3/2018	8/3/2018	110.20
DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SEWER PLANT	7129524547 072418	8/3/2018	8/3/2018	1,297.02
INBODEN ENVIRONMENTAL	CONTRACT SERVICES	WASTEWATER MONITORING	65278	8/16/2018	8/17/2018	400.00
MARYLAND BIOCHEMICAL CO., INC.	CHEMICAL SUPPLIES	SUPPLIES	7LL1112	8/3/2018	8/3/2018	995.94
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	1515654 071818	6/30/2018	8/3/2018	11.08
RIVANNA WATER & SEWER	CONTRACT SERVICES	WASTE DISPOSAL	INV11257	8/3/2018	8/3/2018	1,822.49
USABLUBOOK	GENERAL MATERIALS AND	SUPPLIES	628654	8/3/2018	8/3/2018	3,138.39
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	340.48
Total:						\$9,780.60

502 SEWER Fund Total: \$39,780.60

Fund # - 505 FORK UNION SANITARY DISTRICT

FUSD OPERATIONAL EXPENSES

ALBEMARLE LOCK & SAFE, INC.	GENERAL MATERIALS AND	PADLOCK	75939	8/3/2018	8/3/2018	131.70
CENTURYLINK	TELECOMMUNICATIONS	SANITARY DISTRICT	309719161 071618	8/3/2018	8/3/2018	196.40



**County of Fluvanna
Accounts Payable List**

**From Date: 8/1/2018
To Date: 8/31/2018**

DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEST BOTTOM WELL	7224360003 072618	8/3/2018	8/3/2018	3,488.70
E.W. OWEN	LEASE/RENT	WELL RENT	08012018	8/3/2018	8/3/2018	150.00
MO-JOHNS, INC.	PURCHASE OF SERVICES	PORTABLE TOILET	111323	8/3/2018	8/3/2018	120.00
PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	1515654 071818	6/30/2018	8/3/2018	179.02
REPUBLIC SERVICES #410	PROFESSIONAL SERVICES	TRASH	0410-000658502	8/16/2018	8/17/2018	3,217.73
SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	SUSPENDED SOLIDS	271974	8/9/2018	8/10/2018	30.00
VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T416918	8/16/2018	8/17/2018	2,286.88
VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	05356100	8/9/2018	8/10/2018	20.50
VERIZON	TELECOMMUNICATIONS	WIRELESS	9811236803	7/30/2018	8/1/2018	431.01
Total:						\$10,251.94
505 FORK UNION SANITARY DISTRICT						Fund Total: \$10,251.94
Fund # - 510 ZION XR WATER & SEWER						
ZION XR W&S EXPENSES						
BOWMAN CONSULTING	PROFESSIONAL SERVICES	ZION CROSSROADS	256900	8/16/2018	8/17/2018	4,050.00
CHARLOTTESVILLE SETTLEMENT	PROFESSIONAL SERVICES	FLUVANNA PROJECT	SO-2498	8/16/2018	8/17/2018	13,955.00
DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	TANK DESIGN	1574654	8/9/2018	8/10/2018	13,870.00
Total:						\$31,875.00
510 ZION XR WATER & SEWER						Fund Total: \$31,875.00
Total Expenditures by Fund:						\$4,661,474.32

**FLUVANNA COUNTY BOARD OF SUPERVISORS
MEETING PACKAGE ATTACHMENTS**

No.	Item
1	FY18 BOS Contingency Balance Report – Sept 5, 2018
2	FY18 Capital Reserve Memo – Sept 5, 2018
3	Unassigned Fund Balance Report – Sept 5, 2018
4	Building Inspection Report, August 2018
5	Code Compliance Report, August 2018
6	FY18 BOS Contingency Balance Report – Sept 19, 2018
7	FY18 Capital Reserve Memo – Sept 19, 2018
8	Unassigned Fund Balance Report – Sept 19, 2018
9	VDOT Monthly Report
10	



BUILDING INSPECTIONS MONTHLY REPORT

County of Fluvanna

Building Official:	Period:
Kevin Zoll	Aug-2018

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
BUILDING PERMITS ISSUED														
NEW - Single Family Detached (incl. Trades permits)	2014	7	1	4	6	9	16	5	12	6	8	4	9	87
	2015	4	5	10	9	12	12	14	13	2	4	7	3	95
	2016	11	11	8	15	9	18	6	5	9	2	6	8	108
	2017	3	2	16	6	4	10	6	5	14	5	7	13	91
	2018	8	3	15	11	13	17	13	10					90
NEW - Single Family Attached	2014	0	0	6	0	0	0	0	0	0	0	2	0	8
	2015	2	0	0	0	0	0	0	2	0	0	0	0	4
	2016	0	0	0	0	0	5	0	0	0	0	0	0	5
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0				0
NEW - Mobil Homes	2014	0	1	1	0	0	1	1	0	1	0	0	0	5
	2015	0	0	0	0	1	1	0	2	0	0	0	0	4
	2016	0	1	0	0	0	0	0	1	0	0	0	0	2
	2017	0	0	0	0	2	1	0	1	0	0	0	0	4
	2018	0	0	1	1	0	0	0	0					2
Additions and Alterations	2014	22	12	17	29	31	28	18	28	31	36	25	25	302
	2015	21	30	38	28	21	30	22	25	23	27	35	18	318
	2016	13	10	31	27	29	29	15	32	31	28	27	27	299
	2017	29	20	29	43	20	29	32	18	23	27	43	28	341
	2018	19	6	10	19	8	13	26	25					126
Accessory Buildings	2014	2	0	2	0	4	1	3	5	1	2	2	1	23
	2015	4	4	3	4	1	0	0	2	6	0	0	3	27
	2016	3	4	4	6	2	2	1	2	1	3	3	6	37
	2017	0	4	2	3	2	2	2	4	2	0	2	2	25
	2018	2	3	3	6	2	1	4	2					23
Swimming Pools	2014	0	0	0	1	0	0	0	0	0	0	0	1	2
	2015	0	0	0	0	0	0	0	1	1	0	0	0	2
	2016	0	0	0	0	0	1	1	0	0	0	0	0	2
	2017	0	0	0	0	0	1	1	0	0	1	1	0	4
	2018	0	1	1	1	0	1	2	0					6
Commercial/ Industrial Build/Cell Towers	2014	0	0	0	0	0	2	1	0	0	0	0	1	4
	2015	1	0	0	0	0	0	2	0	0	1	1	1	6
	2016	0	0	2	2	0	0	1	0	1	1	1	1	9
	2017	1	2	0	0	0	0	2	2	1	1	0	0	9
	2018	0	0	0	0	0	2	0	0					2
TOTAL BUILDING PERMITS	2014	31	14	30	36	44	48	28	45	39	46	33	37	431
	2015	32	39	51	41	35	43	38	45	32	32	43	25	456
	2016	27	26	45	50	40	55	24	40	42	34	37	42	462
	2017	33	28	47	52	28	43	43	30	40	34	53	43	474
	2018	29	13	30	38	23	34	45	37	0	0	0	0	249
BUILDING VALUES FOR PERMITS ISSUED														
TOTAL BUILDING VALUES	2014	\$1,902,399	\$458,326	\$1,783,992	\$2,540,111	\$2,570,600	\$3,119,933	\$1,724,192	\$2,586,705	\$1,353,471	\$1,922,260	\$1,461,680	\$2,563,409	\$ 23,987,078
	2015	\$1,384,631	\$1,560,716	\$2,916,520	\$3,567,237	\$2,999,918	\$4,280,357	\$5,272,378	\$3,107,731	\$2,625,563	\$2,203,913	\$1,931,893	\$6,252,403	\$ 38,103,260
	2016	\$1,817,981	\$2,555,455	\$5,542,458	\$3,711,821	\$2,447,891	\$5,181,921	\$3,611,179	\$1,817,783	\$3,089,971	\$1,889,279	\$2,028,590	\$2,937,783	\$ 36,632,112
	2017	\$857,767	\$827,724	\$4,859,777	\$2,066,132	\$1,512,789	\$3,676,118	\$1,904,915	\$2,359,988	\$2,846,545	\$1,957,646	\$1,897,110	\$3,479,285	\$ 28,245,796
	2018	\$2,541,433	\$1,075,551	\$3,544,096	\$2,513,241	\$3,834,995	\$5,693,348	\$3,156,593	\$4,729,005					\$ 27,088,262

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
LAND DISTURBING PERMITS ISSUED														
LAND DISTURBING PERMITS	2014	8	1	10	4	8	16	3	10	5	9	6	10	90
	2015	6	5	9	10	10	12	15	16	3	5	10	5	106
	2016	12	11	8	14	10	17	7	6	11	3	9	9	117
	2017	3	2	17	7	7	9	6	6	15	8	7	14	101
	2018	10	4	16	13	11	17	13	7					91
INSPECTIONS COMPLETED														
TOTAL INSPECTIONS	2014	135	149	103	180	113	168	173	148	155	167	112	162	1,765
	2015	105	137	146	214	113	232	193	181	208	206	149	149	2,033
	2016	116	91	153	157	155	214	249	230	197	181	184	172	2,099
	2017	159	144	171	141	177	152	202	182	153	183	181	169	2,014
	2018	163	148	173	186	215	176	164	220					1,445
FEES COLLECTED														
Building Permits	2014	\$9,160	\$2,655	\$10,041	\$11,601	\$11,808	\$18,950	\$6,913	\$12,848	\$8,080	\$11,602	\$9,740	\$11,568	\$ 124,966
	2015	\$6,731	\$8,351	\$13,711	\$16,037	\$13,508	\$16,628	\$14,931	\$18,895	\$10,411	\$8,558	\$10,381	\$9,575	\$ 147,717
	2016	\$11,850	\$11,954	\$11,576	\$14,889	\$8,447	\$18,588	\$12,947	\$7,537	\$11,285	\$12,548	\$8,361	\$11,213	\$ 141,195
	2017	\$4,060	\$3,660	\$22,692	\$9,249	\$6,703	\$11,948	\$9,494	\$7,790	\$13,169	\$6,895	\$9,022	\$12,886	\$ 117,568
	2018	\$8,988	\$4,311	\$9,939	\$14,765	\$13,796	\$23,633	\$14,993	\$8,748					\$ 99,173
Land Disturbing Permits	2014	\$2,125	\$1,225	\$2,400	\$2,300	\$1,310	\$8,500	\$2,739	\$2,850	\$625	\$2,839	\$2,450	\$2,850	\$ 32,213
	2015	\$1,775	\$875	\$1,425	\$3,425	\$1,750	\$1,850	\$2,325	\$3,338	\$1,085	\$2,819	\$10,450	\$2,298	\$ 33,415
	2016	\$3,200	\$2,575	\$1,700	\$1,950	\$2,250	\$2,200	\$4,020	\$875	\$28,074	\$2,000	\$1,450	\$1,200	\$ 51,494
	2017	\$475	\$800	\$7,000	\$1,523	\$2,366	\$2,425	\$1,733	\$7,784	\$2,100	\$2,050	\$1,000	\$1,625	\$ 30,881
	2018	\$1,450	\$5,975	\$1,890	\$1,625	\$1,625	\$2,850	\$1,625	\$1,175					\$ 18,215
Zoning Permits/ Proffers	2014	\$1,000	\$250	\$1,800	\$1,100	\$14,200	\$2,400	\$1,050	\$19,900	\$1,400	\$1,350	\$950	\$1,700	\$ 47,100
	2015	\$1,200	\$1,000	\$1,650	\$2,600	\$1,500	\$1,850	\$1,850	\$2,400	\$1,650	\$1,050	\$900	\$850	\$ 18,500
	2016	\$1,150	\$1,250	\$1,800	\$2,450	\$1,650	\$2,700	\$1,150	\$1,150	\$1,900	\$1,050	\$900	\$850	\$ 18,000
	2017	\$400	\$1,000	\$2,400	\$950	\$1,500	\$1,800	\$1,245	\$1,250	\$1,600	\$1,050	\$1,250	\$1,550	\$ 15,995
	2018	\$1,400	\$800	\$1,750	\$1,600	\$1,400	\$2,200	\$2,050	\$1,400					\$ 12,600
TOTAL FEES	2014	\$12,285	\$4,130	\$14,241	\$15,001	\$27,318	\$29,850	\$10,702	\$35,598	\$10,105	\$15,791	\$13,140	\$16,118	\$ 204,279
	2015	\$9,706	\$10,226	\$16,786	\$22,062	\$16,758	\$20,328	\$19,106	\$24,633	\$13,146	\$12,427	\$21,731	\$12,723	\$ 199,632
	2016	\$16,200	\$15,779	\$15,076	\$19,289	\$12,347	\$23,488	\$18,117	\$9,562	\$41,259	\$15,598	\$10,711	\$13,263	\$ 210,689
	2017	\$4,935	\$5,460	\$32,092	\$11,722	\$10,569	\$16,173	\$12,472	\$16,824	\$16,869	\$9,995	\$11,272	\$16,061	\$ 164,444
	2018	\$11,838	\$11,086	\$13,579	\$17,990	\$16,821	\$28,683	\$18,668	\$11,323	\$0	\$0	\$0	\$0	\$ 129,988

CODE COMPLIANCE VIOLATION STATISTICS**May - 2018**

Scott B. Miller, CZO, Code Inspector, Building Site Inspector

Case No.	Tax Map Number	Property Owner	Address	Date of Complaint	Violation Type	Status*	Deadline	District
1611-01	18-(A)-25B	Stevens, Roger	Thomas Farm La. (Vacant)	11/3/2016	Junk/Inoperable Vehicle	Court Agreement 4/05/2018	6 months to abate violation 11/05/2018	Palmyra
1709-03	4-(A)-114	Herrion, Vernon L.	15 Blue Ridge Dr.	9/20/2017	Violation of SUP 04-10	Permit Pend	06/20/2018	Palmyra
1710-01	43-(A)-39	Partusch, Brian D.	4855 Stage Junction Rd.	10/17/2017	Improper Use - Junkyard	Cleared	n/a	Columbia
1801-05	36-(A)-97	Patterson, Hilton & Carolyn	1404 West River Rd.	01/26/2018	Junk/Debris	Extended	06/26/2018	Cunningham
1802-03	4-(A)-27	2428 Richmond Road, LLC.	2428 Richmond Rd.	02/14/2018	Improper Use	Court	05/22/2018	Palmyra
1803-01	4-(12)-1	Meredith, White Et Al	251 Country La.	03/02/2018	Inoperable Vehicles	Extended	06/02/2018	Palmyra
1804-01	4-(17)-2	Preston, Jessie Lynn	1322 Oliver Creek Rd.	04/09/2018	Trash/Junk/Debris	Cleared	n/a	Palmyra
1804-02	40-(A)-64A	Nelson, Frederic & Deann	1860 Haden Martin Rd.	04/09/2018	Inoperable Vehicles	Extended	06/09/2018	Fork Union
1804-03	4-(A)-109A	Bahr, Kenneth	3180 Richmond Rd.	04/10/2018	Violation of SDP 06-009	Court	06/17/2018	Palmyra
1804-04	4-(A)-99	Bahr, Kenneth	2969 Richmond Rd.	04/10/2018	Violation of ZMP 08-004	Pending	06/17/2018	Palmyra
1805-01	10-(16)-18	Gummel, Lee A. & Brooke	1022 North Boston Rd.	05/01/2018	Improper Use – Home Occupation	Cleared	n/a	Palmyra
1805-02	27-(A)-13	United Bank	4050 Rolling Road South	05/01/2018	Camping	Cleared	n/a	Cunningham
STATUS DEFINITIONS*								
Board - Case is pending Board Approval		Court Pending - Summons to be issued			Permit Pending - Applied for Permit to Abate Violation			
Cleared - Violation Abated		Extended - Extension Given/Making Progress to Abate Violations			Rezoning - Property is in Rezoning Process			
Court - Case is before Judge		Pending - Violation Notice Sent			SUP Pending - SUP Application made to Abate Violation			
MISCELLANEOUS ACTIONS / TASKS								
Biosolids Applied and Signs Displayed (Total – 31 Sites)								
Compliance with Tenaska Virginia Sound Levels 05/17/2017								
Signs Removed From Public Rights-Of-Way (Total – 18)								
Placed and removed "Public Hearing Signs" as needed								
Deliver packets to BOS, PC Members and Library								
Code Enforcement Officer <u>assaulted by constituent</u> 04/10/2018, warrant served, General District Court Arraignment 05/08/2018 continued								

CODE COMPLIANCE VIOLATION STATISTICS**June - 2018**

Scott B. Miller, CZO, Code Inspector, Building Site Inspector

Case No.	Tax Map Number	Property Owner	Address	Date of Complaint	Violation Type	Status*	Deadline	District
1611-01	18-(A)-25B	Stevens, Roger	Thomas Farm La. (Vacant)	11/3/2016	Junk/Inoperable Vehicle	Court Agreement 4/05/2018	6 months to abate violation 11/05/2018	Palmyra
1709-03	4-(A)-114	Herrion, Vernon L.	15 Blue Ridge Dr.	9/20/2017	Violation of SUP 04-10	Permit Pend	07/20/2018	Palmyra
1801-05	36-(A)-97	Patterson, Hilton & Carolyn	1404 West River Rd.	01/26/2018	Junk/Debris	Extended	07/26/2018	Cunningham
1802-03	4-(A)-27	2428 Richmond Road, LLC.	2428 Richmond Rd.	02/14/2018	Improper Use	Court Arraignment	08/14/2018	Palmyra
1803-01	4-(12)-1	Meredith, White Et Al	251 Country La.	03/02/2018	Inoperable Vehicles	Extended	07/02/2018	Palmyra
1804-02	40-(A)-64A	Nelson, Frederic & Deann	1860 Haden Martin Rd.	04/09/2018	Inoperable Vehicles	Cleared	n/a	Fork Union
1804-03	4-(A)-109A	Bahr, Kenneth	3180 Richmond Rd.	04/10/2018	Violation of SDP 06-009	Court	09/18/2018	Palmyra
1804-04	4-(A)-99	Bahr, Kenneth	2969 Richmond Rd.	04/10/2018	Violation of ZMP 08-004	Pending	06/17/2018	Palmyra
1806-01	30-(A)-1	Nichols, Anna Belle Le Et Al	1138 Thomas Jefferson Pkwy	06/07/2018	Septic Easement Maint.	Cleared	n/a	Fork Union
1806-02	18A-(12)-421	Trevillyan, Phyllis T.	19 North Bearwood Dr.	06/19/2018	Gas Line Easement Maint.	Cleared	n/a	Rivanna

STATUS DEFINITIONS*

Board - Case is pending Board Approval	Court Pending - Summons to be issued	Permit Pending - Applied for Permit to Abate Violation
Cleared - Violation Abated	Extended - Extension Given/Making Progress to Abate Violations	Rezoning - Property is in Rezoning Process
Court - Case is before Judge	Pending - Violation Notice Sent	SUP Pending - SUP Application made to Abate Violation

MISCELLANEOUS ACTIONS / TASKS

Biosolids Applied and Signs Displayed (Total – 27 Sites)

Compliance with Tenaska Virginia Sound Levels 06/19/2017

Signs Removed From Public Rights-Of-Way (Total – 23)

Placed and removed "Public Hearing Signs" as needed

Deliver packets to BOS, PC Members and Library

Code Enforcement Officer assaulted by constituent 04/10/2018, warrant served, General District Court 07/10/2018

CODE COMPLIANCE VIOLATION STATISTICS

July - 2018

Scott B. Miller, CZO, Code Inspector, Building Site Inspector

Case No.	Tax Map Number	Property Owner	Address	Date of Complaint	Violation Type	Status*	Deadline	District
1611-01	18-(A)-25B	Stevens, Roger	Thomas Farm La. (Vacant)	11/3/2016	Junk/Inoperable Vehicle	Court Agreement 4/05/2018	6 months to abate violation 11/05/2018	Palmyra
1709-03	4-(A)-114	Herrion, Vernon L.	15 Blue Ridge Dr.	9/20/2017	Violation of SUP 04-10	Permit Pend	08/20/2018	Palmyra
1801-05	36-(A)-97	Patterson, Hilton & Carolyn	1404 West River Rd.	01/26/2018	Junk/Debris	Extended	08/26/2018	Cunningham
1802-03	4-(A)-27	2428 Richmond Road, LLC.	2428 Richmond Rd.	02/14/2018	Improper Use	Court Arraignment	08/14/2018	Palmyra
1803-01	4-(12)-1	Meredith, White Et Al	251 Country La.	03/02/2018	Inoperable Vehicles	Extended	08/02/2018	Palmyra
1804-03	4-(A)-109A	Bahr, Kenneth	3180 Richmond Rd.	04/10/2018	Violation of SDP 06-009	Court	09/18/2018	Palmyra
1804-04	4-(A)-99	Bahr, Kenneth	2969 Richmond Rd.	04/10/2018	Violation of ZMP 08-004	Pending	06/17/2018	Palmyra
1807-01	11-(A)-42A	Deer Park Properties, LLC.	19289 James Madison Hwy.	07/23/2018	Illegal Sign	Cleared	n/a	Palmyra
1807-02	51A-(A)-39	Fork Union Military Academy	4 Arbor La.	07/30/2018	Property Maintenance	Cleared	n/a	Fork Union
1807-03	51A-(A)-37	MWW Realty Corporation	4803 James Madison Hwy.	07/30/2018	Property Maintenance	Extended	08/30/2018	Fork Union
1807-04	54-(A)-20 & 54-(A)-25	VATN, LLC.	2214 Stage Junction Rd.	07/31/2018	Inoperable Vehicles	Cleared	n/a	Columbia

STATUS DEFINITIONS*

Board - Case is pending Board Approval	Court Pending - Summons to be issued	Permit Pending - Applied for Permit to Abate Violation
Cleared - Violation Abated	Extended - Extension Given/Making Progress to Abate Violations	Rezoning - Property is in Rezoning Process
Court - Case is before Judge	Pending - Violation Notice Sent	SUP Pending - SUP Application made to Abate Violation

MISCELLANEOUS ACTIONS / TASKS

Biosolids Applied and Signs Displayed (Total – 21 Sites)

Compliance with Tenaska Virginia Sound Levels 07/19/2017

Signs Removed From Public Rights-Of-Way (Total – 15)

Placed and removed "Public Hearing Signs" as needed and Deliver packets to BOS, PC Members and Library

Survey and mark property lines on properties owned by Fluvanna County in Columbia, Va., completed 07/31/2018 for C.A.R.E. cleanout

Code Enforcement Officer assaulted by constituent 04/10/2018, warrant served, General District Court 01/08/2019 set to review case

MEMORANDUM

Date: September 5, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: FY19 BOS Contingency Balance

The FY19 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: FY19 Non-Profit Budget Allocations Change – 05.16.18	-\$14,180.00
Available:	\$135,820.00

MEMORANDUM

Date: September 19, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: FY19 BOS Contingency Balance

The FY19 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: FY19 Non-Profit Budget Allocations Change – 05.16.18	-\$14,180.00
Available:	\$135,820.00

MEMORANDUM

Date: September 5, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: FY19 Capital Reserve Balances

The FY19 Capital Reserve account balances are as follows:

County Capital Reserve:

FY18 Carryover (CORRECTED – FY18 CLOSED PROJECTS \$25,877)	\$93,133
FY19 Budget Allocation:	\$0
Available:	\$93,133

Schools Capital Reserve:

FY18 Carryover (CORRECTED – FY18 CLOSED PROJECTS \$13,046)	\$129,354
FY19 Budget Allocation:	\$150,000
Available:	\$279,354

MEMORANDUM

Date: September 19, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: FY19 Capital Reserve Balances

The FY19 Capital Reserve account balances are as follows:

County Capital Reserve:

FY18 Carryover (CORRECTED – FY18 CLOSED PROJECTS \$25,877)	\$93,133
FY19 Budget Allocation:	\$0
Available:	\$93,133

Schools Capital Reserve:

FY18 Carryover (CORRECTED – FY18 CLOSED PROJECTS \$13,046)	\$129,354
FY19 Budget Allocation:	\$150,000
Available:	\$279,354

MEMORANDUM

Date: September 5, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY18 Year End (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:	*\$4,078,805
Current (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:	*\$4,078,805

*Audited FY18 Year End Unassigned Fund Balance will be available upon completion of the FY18 CAFR

MEMORANDUM

Date: September 19, 2018
From: Eric Pollitt – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY18 Year End (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:	*\$4,078,805
Current (Unaudited) Unassigned Fund Balance – Excess Above Policy Target:	*\$4,078,805

*Audited FY18 Year End Unassigned Fund Balance will be available upon completion of the FY18 CAFR

**Culpeper District, Louisa Residency
Fluvanna County Monthly Report: September 2018**

Fluvanna Mileage, Structures

PRIMARY MILES	SECONDARY MILES	STRUCTURES	TOTAL MILES
102.34	598.62	75	700.96

Fatal Accidents

DATE	LOCATION	ALCOHOL	RESTRAINT
05/05	Route 250, at Route 631 Troy Rd	No	No

[Link to SmartScale information](#)
[Link to SmartScale Projects \(Filter for Fluvanna Co. Projects\)](#)



SmartScale Round 3 Applications:

- Thomas Jefferson Pkwy (Rte 53) & Turkeysag Trail (Rte 1015)
- James Madison Hwy (Rte 15) & Bybees Church Rd (Rte 613)
- James Madison Hwy (Rte 15) & Hunters Lodge Rd (Rte 631)
- Route 250 at Toy Road (Route 631)

Key Dates:

- Commonwealth Transportation Board will release scores in early 2019

Projects:

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety improvements at Route 618, Roundabout, (UPC:96938)	Authorize ROW (JUL 2018)	Obtain Environmental Permits (JAN 2019)	Anticipated NOV 2019
Route 680 – Rural Rustic (UPC:107558)	Construction	Completion	Ongoing Construction
Route 629 Bridge Replacement	Right of Way	Construction Authorization	October 2018
Route 600-618 Intersection Improvements (UPC 111739)	Authorize PE/Scoping (JAN 2018)	Environmental Review Process	Anticipated FEB 2022

Additional Road Projects:

- **On-Call Pipe Replacements** (UPC 106020)
- **District Wide Guardrail Repair and/or Replacement** (UPC 106849)
- **District Wide ADA Compliance** (UPC 108027)

- **On-Call District Wide Pavement Marking** (UPC 108282)
- **Rumble-stripes** (VDOT installing rumble-stripes on all County primary routes and high-volume secondary routes)

State-Force and District-Wide Bridge Projects:

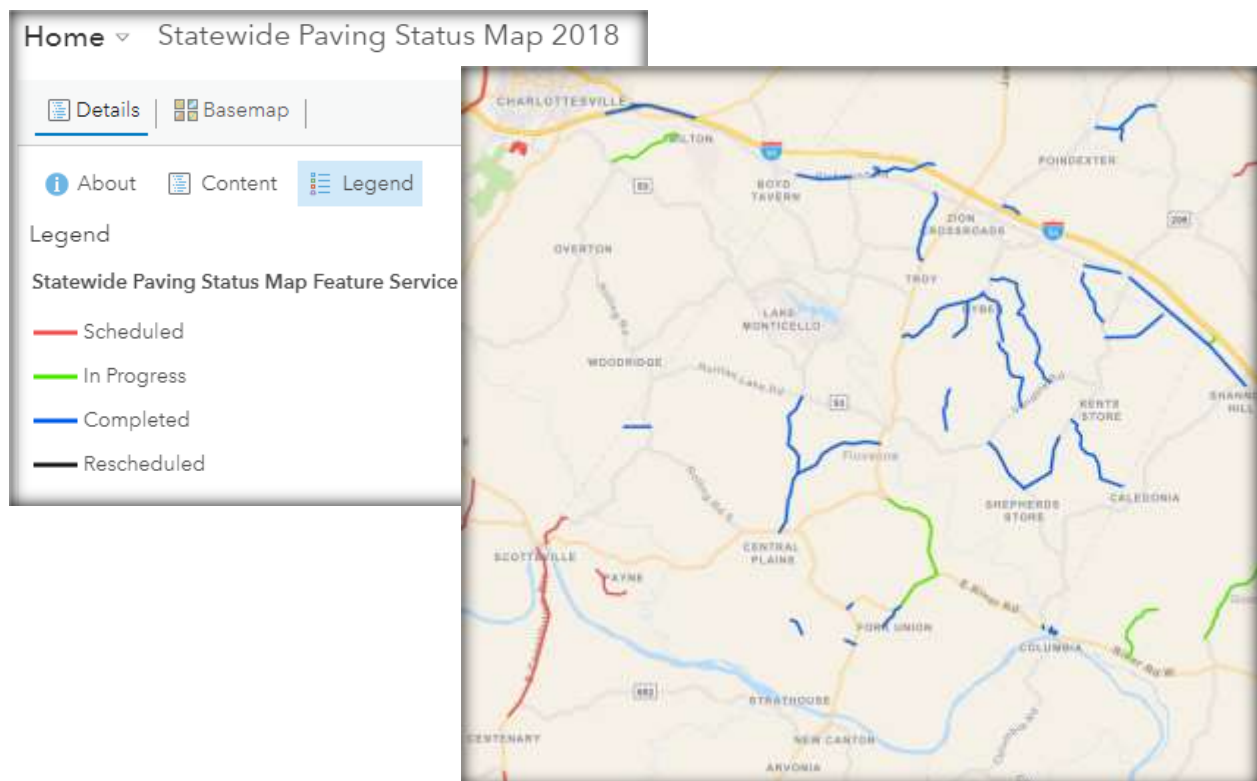
- **District Wide Bridge Deck Cleaning and Washing** (UPC 105980) ;
- **District Wide Bridge Maintenance** (UPC 105979);
- **Route 623 over Venable Creek, Completed;**
- **Route 600 over Rivanna River Debris Removal, Anticipated Completion Mid-September**

Resurfacing Projects:

VDOT provided the County with a list of routes included in the 2018 resurfacing schedule. Customers can review routes to be resurfaced and their status through the following link:

Fluvanna County Resurfacing					
Plant Mix			Surface Treatment		
Schedule	Miles	Cost/Estimate	Schedule	Miles	Cost/Estimate
2017	6.76	\$ 1,093 K	2017	52.29	\$ 587K
2018	6.38	\$ 1,015 K	2018	73.86	\$ 550K

Link to <http://www.virginiaroads.org/> (Select "Web Maps" and "Statewide Paving Status")



Traffic Engineering

Studies under Review:

- Route 250 speed study, from Route 631 to Route 15.
 - Under evaluation
- Route 53 shoulder safety improvements (proximity 4800 block +/-)
 - Corridor study ongoing

Completed Studies:

- Route 600/616 intersection: sight-distance and pavement marking improvements completed;
- Route 616: Centerline rumble-stripes installed;
- Route 616: pavement markings and curve signage refreshed;
- Route 616: after evaluating the Union Mills Rd corridor, VDOT does not recommend removing the passing zone at S. Keswick Drive. This is the only segment of Route 616 with appropriate sight-distance and roadway geometry for a passing zone. Research indicates that passing zones increase operational effectiveness, reduce congestion of platooned vehicles, and improve safety. VDOT recommended several signage and pavement marking improvements to S. Keswick Dr. HOA and is available to meet with homeowners to discuss their concerns.

County Safety and Operational Improvements:

- Route 250 at Route 631 (Troy Rd): VDOT is preparing to perform sight-distance improvements at this intersection (clearing trees, vegetation, and minor grading);
- Village of Palmyra Traffic Circle: County and VDOT staff plan to simulate EMS response prior to installing pavement markings;
- Route 53 at Route 619 (Cunningham): VDOT continues to evaluate this intersection for interim and long-term safety improvements;

Area Land Use

Fluvanna County Plan/Plat Review Status - Received the Month of July 2018								
Locality	Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
Fluvanna	Zion Station Erosion & Sediment & Stormwater	250-Richmond Road	Drainage Plan,	Mark Wood	7/3/2018	8/17/2018	7/27/2018	Review Complete - Revision Required
Fluvanna	Bella Terra Farm Minor Subdivision	600-Paynes Mill Road	Final Plat Review,	Mark Wood	7/17/2018	8/29/2018	8/1/2018	Review Complete - Acceptable
Fluvanna	County Waste of VA Final Site Plan	250-5498 Richmond Road, Troy	Site Plan,	Mark Wood	7/25/2018	9/7/2018	8/6/2018	Review Complete - Acceptable

Maintenance Activities

VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **63** Work Orders in FY19. Top actives have been dead animal removal and drainage issues

BOS Manual:

http://www.virginiadot.org/business/resources/local_assistance/BOSmanual.pdf

Alan Saunders, P.E.
Residency Engineer
VDOT Louisa Residency
540-967-3710