



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

May 18, 2016, at 7:00 pm

#### TAB AGENDA ITEMS

##### 1 – CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

##### 2 – ADOPTION OF AGENDA

##### 3 – COUNTY ADMINISTRATOR'S REPORT

##### 4 – BOARD OF SUPERVISORS' UPDATES

##### 5 – PUBLIC COMMENTS #1 (5 minutes each)

##### 6 – PUBLIC HEARING

M VDOT SSYP and Construction Priority List—Wayne Stephens, Public Works Director and County Engineer

Mc SUP 16:04- Antioch Brewing Company LLC – Raymond Bunch—James Newman, Acting Senior Planner

##### 7 – ACTION MATTERS

N JRWA Debt Service Reserve Fund Payment – Eric Dahl, Finance Director

O Sheriff's Office Position Realignment – Gail Parrish, HR Manager

P Appointment to the Economic Development and Tourism Advisory Council (EDTAC) – Jason Smith, Director of Community & Economic Development

Q Creation of Revised/Updated Position Description for Deputy County Administrator – Gail Parrish, HR Manager

S Sheriff's Department Server Upgrade and IT Support—Cyndi Toler, Purchasing Officer

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

T Fluvanna County Sheriff's Office Recognition of Commendation—Sheriff Eric Hess & Captain Von Hill

##### 9 – CONSENT AGENDA

U Minutes of May 4, 2016—Kelly Belanger Harris, Clerk to the Board

V Selection of Bond Counsel – Eric Dahl, Finance Director

W Accounts Payable Report, April—Eric Dahl, Finance Director

##### 10 – UNFINISHED BUSINESS

TBD

##### 11 – NEW BUSINESS

TBD

##### 12 – PUBLIC COMMENTS #2 (5 minutes each)

##### 13 – CLOSED MEETING

Personnel, Real Estate, Investment of Funds, and Legal Matters

##### 14 – ADJOURN

Steven M. Nichols  
2016.05.12 12:53:06 -04'00'

County Administrator Review

*Fluvanna County...The heart of central Virginia and your gateway to the future!*

*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.*

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## 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 abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
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.

*Fluvanna County...The heart of central Virginia and your gateway to the future!*

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

**Meeting Date:** May 18, 2016

<b>AGENDA TITLE:</b>	VDOT Secondary Six Year Plan				
<b>MOTION(s):</b>	<b>I move to accept the Resolution for the VDOT Secondary Six-Year Plan (2016/17 through 2020/21) and VDOT Construction Priority List (2016/17) as required by sections 33.1-23 and 33.1-23.4 of the 1950 Code of Virginia.</b>				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	<b>XX</b>				
<b>STAFF CONTACT(S):</b>	Wayne Stephens, Public Works Director & County Engineer				
<b>PRESENTER(S):</b>	Joel Denunzio, Charlottesville Residency Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	Deletions, additions or changes to VDOT proposed work.				
<b>FISCAL IMPACT:</b>	None.				
<b>POLICY IMPACT:</b>	In compliance with state code.				
<b>LEGISLATIVE HISTORY:</b>	Re-occurring plan as required of State Code of Virginia				
<b>ENCLOSURES:</b>	VDOT Six Year Plan Public Hearing Advertisement VDOT Secondary System Fluvanna County Construction Program Estimated Allocations Resolution for adoption of the Six Year Plan in accordance with Sections 33.1-23 and 33.1-23.4 of the 1950 State Code of Virginia				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other

(Seal)  
**PUBLIC HEARING**  
**Fluvanna County Board of Supervisors**  
Wednesday, May 18, 2016, at 7:00 p.m.

The Virginia Department of Transportation and the Board of Supervisors of Fluvanna County, in accordance with Section 33.2-331 of the Code of Virginia, will conduct a joint Public Hearing in the Circuit Court Room, located in the Fluvanna Courts Building, 72 Main Street, Palmyra, Virginia, at 7:00 p.m. on Wednesday, May 18, 2016. The purpose of this Public Hearing is to receive public comment on the proposed Secondary Six-Year Plan for Fiscal Years 2016/17 through 2021/22 in Fluvanna County, and on the Secondary System Construction Budget for Fiscal Year 2016/17. Copies of the proposed Plan and Budget may be reviewed at the Charlottesville Residency Administrator's Office of the Virginia Department of Transportation, located at 701 VDOT Way, Charlottesville, or at the Fluvanna County Administrator's Office located at 72 Main Street, Palmyra, Virginia.

All projects in the Secondary Six-Year Plan that are eligible for federal funds will be included in the Statewide Transportation Improvement Program (STIP), which documents how Virginia will obligate federal transportation funds.

Persons requiring special assistance to attend and participate in this hearing should contact the Virginia Department of Transportation at 829-7616. Persons wishing to speak at this public hearing should contact the Fluvanna County Administrator's Office at 434-591-1910.

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TO: Fluvanna Review

Advertise on the following dates: 5 & 12 May 2015

Authorized by: Fluvanna County Board of Supervisors

Bill to: Fluvanna County Administration  
P.O. Box 540, Palmyra, VA, 22963  
Kelly Belanger Harris  
Clerk to the Board of Supervisors  
Fluvanna County, Virginia 22963  
Email [kharris@fluvannacounty.org](mailto:kharris@fluvannacounty.org)  
(434) 591-1910 ext. 1059 FAX (434) 591-1913



**BOARD OF SUPERVISORS  
County of Fluvanna  
Palmyra, Virginia**

**RESOLUTION**

At a regular monthly meeting of the Fluvanna County Board of Supervisors held at 7:00 p.m. on Wednesday, May 20, 2015 in Palmyra, Virginia, the following action was taken:

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<u>Present</u>	<u>Vote</u>
John M. Sheridan, Chairman	YES
Mozell H. Booker, Vice Chairman	YES
Patricia Eager	YES
Tony O'Brien	YES
Donald W. Weaver	YES

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On a motion by **someone** seconded by **someone** and carried by a vote of 5-0 the following resolution was adopted.

**RESOLUTION  
VDOT Secondary Six-Year Plan (2016/17 through 2021/22)  
and  
VDOT Construction Priority List (2016/17)**

**WHEREAS**, Sections 33.1-23 and 33.1-23.4 of the 1950 Code of Virginia as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan; and

**WHEREAS**, this Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (2016/17 through 2021/22) as well as the Construction Priority List (2016/17) on May 18<sup>th</sup>, 2016 after duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and

**WHEREAS**, **Joel DeNunzio, Charlottesville Residency Administrator**, Virginia Department of Transportation, appeared before the Board and recommended approval of the Six-Year Plan for Secondary Roads (2016/17 through 2021/22) AND Construction Priority List (2016/17) for Fluvanna County.

**NOW, THEREFORE, BE IT RESOLVED** that since said Plan appears to be in the best interest of the Secondary Road System in Fluvanna County and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (2016/17 through 2021/22) and Construction Priority List (2016/17) are hereby approved as presented at the public hearing.

Adopted this 18<sup>th</sup> day of May 2016  
by the Fluvanna County Board of Supervisors

ATTEST:

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John M. Sheridan, Chair  
Fluvanna County Board of Supervisors



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

MC

**Meeting Date:** May 18, 2016

<b>AGENDA TITLE:</b>	SUP 16:04- Antioch Brewing Company LLC – Raymond Bunch				
<b>MOTION(s):</b>	I move that the Board of Supervisors recommend approval/denial/deferral of SUP 16:04, a request to allow for a small home industry with respect to 2.04 acres of Tax Map 27, Section 10, Parcel 4, [if approved] subject to the six (6) conditions listed in the staff report.				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	<b>X</b>				
<b>STAFF CONTACT(S):</b>	James Newman, Planner				
<b>PRESENTER(S):</b>	James Newman, Planner				
<b>RECOMMENDATION:</b>	At its meeting on April 27, 2016, the Planning Commission recommended approval (5-0-0); Mr. Gaines moved to approve and was seconded by Mr. Lagomarsino. Ayes: Bibb, Johnson, Gaines, Zimmer, Lagomarsino.				
<b>TIMING:</b>	Immediate decision requested at current meeting.				
<b>DISCUSSION:</b>	Request for a special use permit to operate a small home industry with respect to 2.04 acres of Tax 27, Section 10, Parcel 4				
<b>FISCAL IMPACT:</b>	Potential increase in tax revenue, job creation				
<b>POLICY IMPACT:</b>	The Board of Supervisors may: <ul style="list-style-type: none"> <li>• Approve this request, allowing the establishment of a small home industry, OR;</li> <li>• Deny this request, preventing the establishment of a small home industry, OR;</li> <li>• Defer this request and make a final decision at a later date.</li> </ul>				
<b>LEGISLATIVE HISTORY:</b>	Review of proposed small home industry in accordance with Chapter 22, Article 4 of the Fluvanna County Code (Zoning Ordinance: Uses permitted by special use permit only).  Application was received on March 2 2016  Planning Commission reviewed the request on April 27, 2016				
<b>ENCLOSURES:</b>	Staff report (with accompanying attachments)				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>







# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

P.O. Box 540 Palmyra, VA 22963 (434) 591-1910 FAX (434) 591-1911 [www.co.fluvanna.va.us](http://www.co.fluvanna.va.us)

## STAFF REPORT

**To:** Fluvanna County Board of Supervisors  
**Case Number:** SUP 16:04  
**Tax Map:** Tax Map 27, Section 10, Parcel 4

**From:** James Newman  
**District:** Cunningham  
**Date:** May 18, 2016

**General Information:**

This request is to be heard by the Board of Supervisors on Wednesday, May 18, 2016 at 7:00 p.m. in the Circuit Court Room in the Courts Building.

**Owner/Applicant:**

Raymond and Chrystan Bunch

**Representative:**

Alan Crummette

**Requested Action:**

Request for a special use permit to operate a small home industry with respect to 2.04 acres of Tax Map 27, Section 10, Parcel 4. (Attachment A)

**Location:**

The affected property is located on the south side of Branch Road (Route 761), approximately one-third of a mile northeast of its intersection with Rolling Road South. The property is located in the Cunningham Election District and is within the Rural Preservation Planning Area. (Attachment B)

**Existing Zoning:**

A-1, Agricultural, General

**Existing Land Use:**

Single-family dwelling

**Planning Area:**

Rural Residential Planning Area

**Adjacent Land Use:**

Adjacent properties are all zoned A-1, Agricultural, General.

**Zoning History:**

There is an existing child day care center located in the residence, separate from the garage for the proposed use.

**Comprehensive Plan:**

**Land Use Chapter:**

The Comprehensive Plan designates this property as within the Rural Preservation Planning Area. According to this chapter:

*“The rural preservation areas are intended to be the least developed areas of the county. Large parks, agricultural and forestal districts, working farms, and passive open spaces should comprise most of the land use, with very low-density residential development. The open space should be strategically located to preserve viewsheds from roads and existing developments, and to be used by the residents of the planned community. Open spaces in subdivisions should be available to the community, be available for rural uses such as farming, wildlife, and recreation, and minimize or exclude utilities such as wells and septic fields or reserve areas.”*

Additionally, *“Rural roads, two-story structures, single-family dwellings, home occupations, and country stores are examples of the most intense developments that should generally occur.”*

### **Economic Development:**

Goal 3: *To protect rural areas through economic development.*

Implementation Strategy 3: Support the development of local economies, locally owned businesses, and entrepreneurial opportunities, particularly those that are of rural character and will require little provision of infrastructure.

### **Analysis:**

This is a special use permit application to operate a small home industry, specifically a production brewery for the *‘Antioch Brewing Company LLC.’* The Zoning Ordinance defines a small home industry as, *“small commercial, professional, or light industrial uses which do not in any way detract from adjacent agricultural or residential uses and while clearly excluding large scale industrial and commercial uses and that are located within the same parcel as the residence of the owner and within 500 feet of said residence”*. Small home industries are permitted by special use permit in the A-1 zoning district, and are subject to an approved site development plan. The detail of the site development plan that is required is at the discretion of the Planning Director, and many times the sketch plan provided with the SUP application is sufficient.

### **First, the proposed use should not tend to change the character and established pattern of the area or community.**

The brewery is located on a 2.049 acre parcel. The parcel currently has a residence on it, with an existing 24’x24’ detached garage. This detached garage would be used as the production facility. No new buildings would be constructed, and the residential unit will not be used for production purposes. All work would take place within the detached garage. There will be no changes to existing utilities (no new wells or power line extensions).

The surrounding area features a mix of residential, and agricultural uses. While the brewery may consider expanding operations in the future, it does not appear that the business as proposed would change the character and established pattern of the area. The detached garage in which the production will take place is less than 500 feet from the main residence, thus meeting the definition.

**Second, the proposed use should be compatible with the uses permitted by-right in that zoning district and shall not adversely affect the use/or value of neighboring property.**

The brewery is allowed as a small home industry under the SUP allowances of A-1 zoning. Sec. 22-1-2 of the zoning ordinance states that the purpose of the zoning ordinance is “*to protect against over-crowding of land*”. Furthermore, the zoning ordinance states its purpose is to “*facilitate the creation of a convenient, attractive and harmonious community*” requiring the upkeep of the property, free from debris. The site is well-kept and no additional buildings or expansions are proposed with this amendment. Additionally, the zoning ordinance states its purpose as “*encouraging economic development activities*”. It may be perceived that the applicant is providing a service to the community by providing their clients with a local Fluvanna County product, and has the potential for growth, which would create jobs in the county.

### **Neighborhood Meeting:**

There were zero (0) attendees at the March 15, 2016 neighborhood meeting.

### **Technical Review Committee:**

At the March 10<sup>th</sup>, 2016 Technical Review Committee meeting:

1. Based on VDOT’s site visit, the available Stopping Sight Distance from the private entrance serving the residence at 360 Branch Road exceeds the minimum Stopping Sight Distance of 305 ft. in both directions. Based on the nature of the proposed home business and the moderate volume of traffic on this segment of Rte. 761 the existing private entrance should be adequate to serve as a low volume commercial entrance (generating 50 vehicles per day or less, i.e. 25 vehicles entering and 25 vehicles exiting or less). VDOT does not have any objections to the proposed home business.
2. Fire Chief Mike had questions about open flames and the pressure that would be generated on various brewing apparatus by the brewing process. His concerns were assuaged and he has no objections to the home business.
3. Planning Staff stated they have no comments
4. Health Department stated they have no comments

The full list of Technical Review Committee comments is attached to this staff report. (Attachment E)

### **Planning Commission**

The Planning Commission discussed this SUP request at their April 27, 2016 meeting, and voted 5-0-0 to recommend approval. Mr. Zimmer wanted to know if customers would go there on site to drink. The applicant responded the sole purpose of the brewery is for production alone. This is not a pub or bar.

A public comment was made regarding the hours of operation and if the applicant was aware that they would be limited to the hours listed in this report. Mr. Zimmer followed up on this and wanted to make sure that the applicant understood that due to Recommended Condition 5 of this Staff Report, the hours of operation would be limited from 9am-6pm Monday through Friday. The applicant responded that such hours were reasonable and they did not need to change them. Mr. Zimmer was satisfied. Donald Gaines motioned to approve, and was seconded by Howard Lagomarsino.

### **Conclusion:**

The Board of Supervisors should consider any potential adverse impacts, such as traffic entering and exiting the property, noise, or potential visual impacts to adjacent properties.

### **Recommended Conditions**

If approved, Staff recommends the following conditions:

1. The Board of Supervisors, or representative, reserves the right to inspect the business for compliance with these conditions at any time.
2. 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.
3. The site must meet all requirements set forth by the Virginia Department of Health
4. 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.
5. That hours of operation be limited to 9am – 6pm Monday-Friday,
6. Deliveries to and pick-ups from the brewery shall be permitted only between the hours of 9:00 a.m. and 6:00 pm, Monday – Saturday.

### **Suggested Motion:**

I move that the Board of Supervisors recommend [approval/denial/deferral] of Special Use Permit 16:04, a request to establish a small home industry with respect to 2.04 acres of Tax Map 27, Section 10, Parcel 4, subject to the six conditions listed in the staff report.

### **Attachments:**

A – Application, APO Letter,  
B – Zoning map  
C – Aerial Vicinity Map  
D – Legal Plat  
E – TRC Comment Letter

Cc: Alan Crummette at [acrummette@gmail.com](mailto:acrummette@gmail.com)  
File



COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA

Application for Special Use Permit (SUP)

Received

MAR 02 2016

Planning Dept.

Owner of Record: RAYMOND AND CHRYSTAN BUNCH

E911 Address: 360 BRANCH RD SCOTTSVILLE, VA 24590

Phone: 434-286-6727 Fax:

Email: REBUNCH1@AOL.COM

Representative: ALAN S. CRUMMETTE

E911 Address: 448 TROY HEIGHTS RD TROY, VA 22974

Phone: 540-223-6517 Fax:

Email: ACRUMMETTE@GMAIL.COM

Applicant of Record:

E911 Address:

Phone: Fax:

Email:

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

Is property in Agricultural Forestal District? ☒ No ☐ Yes

If Yes, what district:

Tax Map and Parcel(s): 27 10 4

Deed Book Reference:

Acreage: 2.049 Zoning: A1

Deed Restrictions? ☒ No ☐ Yes (Attach copy)

Request for a SUP in order to: HOME BASED BUSINESS Proposed use of Property: PRODUCTION BREWERY

\*Two copies of a plan must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the board of Supervisors during the normal discharge of their duties in regard to this request and acknowledges that county employees will make regular inspections of the site.

Date: 2-27-16 Signature of Owner/Applicant:

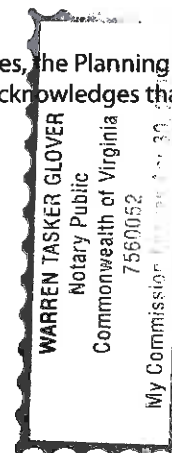
Subscribed and sworn to before me this 27 day of February, 2016

Notary Public: Warren Tasker Glover Register # 7560052

My commission expires: April 30 2017

Certification: Date:

Zoning Administrator:

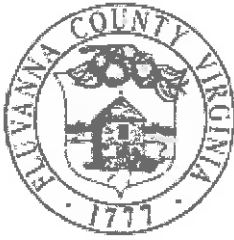


All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.

OFFICE USE ONLY			
Date Received: 3-02-16	Pre-Application Meeting:	PH Sign Deposit Received: <input checked="" type="checkbox"/> \$1055	Application #: SUP 16 : 004
\$800.00 fee plus mailing costs paid: <input checked="" type="checkbox"/> \$1055		Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified Mail	
Amendment of Condition: \$400.00 fee plus mailing costs paid:			
Telecommunications Tower \$1,500.00 fee plus mailing costs paid:		\$5,500 w/Consultant Review paid:	
Election District: Cunningham	Planning Area: Rural Preservation		
Public Hearings			
Planning Commission		Board of Supervisors	
Advertisement Dates: (Apr 4th) - Apr 14th & 21st		Advertisement Dates: (Apr 25th) - May 5th & May 12th	
APO Notification: Apr 11th		APO Notification: May 2nd	
Date of Hearing: Apr 27th		Date of Hearing: May 18th	
Decision:		Decision:	

Fluvanna County Department of Planning & Community Development \* Box 540 \* Palmyra, VA 22963 \* (434)591-1910 \* Fax (434)591-1911

This form is available on the Fluvanna County website: www.fluvannacounty.org



COMMONWEALTH OF VIRGINIA  
**COUNTY OF FLUVANNA**  
**Public Hearing Sign Deposit**

Received

MAR 02 2016

Planning Dept.

Name: ALAN S. CRUMMETTE / CHRYSTAN BUNCH

Address: 360 BRANCH RD

City: SCOTTSVILLE

State: VA Zip Code: 24590

I hereby certify that the sign issued to me is my responsibility while in my possession.  
Incidents which cause damage, theft, or destruction of these signs will cause a partial or full  
forfeiture of this deposit.

 2-26-16  
Applicant Signature Date

\*Number of signs depends on number of roadways property adjoins.

OFFICE USE ONLY	
Application #: <b>BZA</b> _____ : _____ <b>CPA</b> _____ : _____ <b>SUP</b> <u>16</u> : <u>604</u> <b>ZMP</b> _____ : _____ <b>ZTA</b> _____ : _____	
\$90 deposit paid per sign*: <u>14# 1055</u>	Approximate date to be returned: <u>05/19/16</u>

Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

USE OF EXISTING DETACHED GARAGE

**NECESSITY OF USE:** Describe the reason for the requested change.

TO USE FOR BUSINESS START UP

**PROTECTION OF ADJOINING PROPERTY:** Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

NO EFFECTS ON ADJACENT PROPERTIES. NO RETAIL ON SITE. WILL NOT BE OPEN TO THE PUBLIC.

**ENHANCEMENT OF COUNTY:** Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

START UP BUSINESS WITH THE POTENTIAL FOR FUTURE GROWTH, EVENTUALLY MOVING TO A PUBLIC SITE AND BECOMING A GROWING BUSINESS THAT WILL ATTRACT PEOPLE TO THE COUNTY.

**PLAN:** Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application. Remarks:

SEE ATTACHED.

Received  
MAR 02 2016  
Planning Dept.

## Public Hearing Processing Checklist

(Rezoning, Special Use Permits, Variances, and Text Amendments)

Planning & Zoning Department

Initials	Responsible	Action
		<b>BEFORE PC PUBLIC HEARING</b>
	Applicant	The applicant will contact the Planning Dept., discuss ideas with the Planner, and schedule a pre-application meeting if required.
	Staff	Date of pre-application meeting. _____  *Ideally, at least two (2) planning staff members will meet with the applicant to discuss his or her proposals, and advise them on the application process.
	Applicant	Applicant files the application on the 1 <sup>st</sup> working day of the month by 5 p.m.
DL	Program Asst	Review application for completeness and process all fees.
DL	Program Asst	Enter project information into the DID
DL	Program Asst	Schedule public hearing advertisement dates.
DL	Program Asst	Schedule Adjoining Property Owner (APO) notification dates.
DL	Program Asst	Schedule Planning Commission public hearing meeting dates.
DL	Program Asst	Schedule date to post Planning Commission public notice sign two (2) weeks meeting.
DL	Program Asst	Schedule Board of Supervisors public hearing meeting dates.
DL	Program Asst	Schedule date to post BOS public notice sign two (2) weeks prior to meeting.
DL	Planner	Review the DID for accuracy of all the scheduled dates.
	Staff	Notify adjacent property owners of the subject property.
DL	Staff	Schedule neighborhood meeting on 2 <sup>nd</sup> Wednesday of the month at 4:30 p.m. in the Morris Room.
DL	Staff	Schedule Technical Review Committee meeting on the 2 <sup>nd</sup> Thursday of the month at 10 a.m. in the Historic Courthouse.
	Program Asst	Reserve Historic Courthouse and Morris Room (or alternate location, if needed).
DL	Staff	Compile all comments from the TRC meeting.
DL	Staff	Notify applicant in writing about TRC comments.
	Applicant	File revised plan based on TRC comments NLT last Friday of the month by 5 p.m.
DL	Planner	Prepare legal ad and email to Senior Program Assistant.
	Program Asst	Email legal ad to Fluvanna Review NLT noon on the Wednesday three (3) weeks before the public hearing is scheduled.



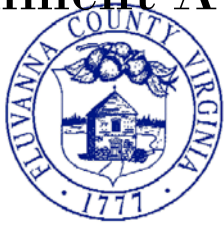
Attachment A

	Responsible	Action
	Program Asst	Receive ad "proof" from Fluvanna Review and email proof to Planner for review.
W	Planner	Planner approves proof.
2	Program Asst	Notify newspaper to publish ad for two (2) consecutive weeks prior to the public hearing meeting date. (Save in ad proof folder for future reference.)
W	Code Enforce. Officer	Place public notice signs on subject property two (2) weeks prior to all public hearing dates.
W	Planner	Verify sign posting with a site visit and photographs.
2	Program Asst	Mail APO letters two (2) week prior to Planning Comm. public hearing.
W	Staff	Planning Commission public hearing scheduled for fourth (4 <sup>th</sup> ) Wednesday of the following month.
		BEFORE BOS PUBLIC HEARING
W	Staff	Schedule BOS public hearing for third (3 <sup>rd</sup> ) Wednesday of the following month.
W	Program Asst	Mail APO letters two (2) week prior to BOS public hearing.
		AFTER BOS PUBLIC HEARING
	Program Asst	Return \$90.00 sign deposit fee to applicant.

## Memorandum

DATE: May 3, 2016  
RE: Board of Supervisors APO Letter  
TO: Jason Stewart  
FROM: Deidre Creasy

Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the May 18, 2016 Board of Supervisors Meeting.



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## COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

### NOTICE OF PUBLIC HEARING

May 3, 2016

«Name»  
«Address»  
«City\_State» «ZIP»  
TMP#«TMP»

**Re: Public Hearing on SUP 16:04**

Dear «Name»:

This letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on the above referenced item as noted below:

<b>Purpose:</b>	<b>Board of Supervisors Public Hearing</b>
<b>Day/Date:</b>	<b>Wednesday, May 18, 2016</b>
<b>Time:</b>	<b>7:00 PM</b>
<b>Location:</b>	<b>Fluvanna County Circuit Court Room, Palmyra, VA</b>

The applicant or applicant's representative will be present at the Board of Supervisors meeting for the special use permit request that is described as follows:

**SUP 16:04 – Raymond Bunch** – A request for a Special Use Permit (SUP) to operate a small home industry with respect to 2.04 acres of Tax Map 27, Section 10, Parcel 4. The property is zoned A-1, Agricultural, General, and is located on the south side of Branch Road (Route 761), approximately one-third of a mile northeast of its intersection with Rolling Road South. The property is located in the Cunningham Election District and is within the Rural Preservation Planning Area.

You are welcome to attend the Public hearing and you will have an opportunity to comment, if desired. The tentative agenda and staff report for this action is available for public review on the County website at: <http://fluvannacounty.org/government/bos/agendasactionsminutes>. You can also view the report in the Fluvanna County Planning and Zoning Department during working hours (8:00 am – 5:00 pm, Monday through Friday).

If you have any questions regarding this special use permit application or the Public Hearing, please contact me at 434-591-1910.

Sincerely,

Jason Stewart  
Planning and Zoning Administrator

# Attachment A

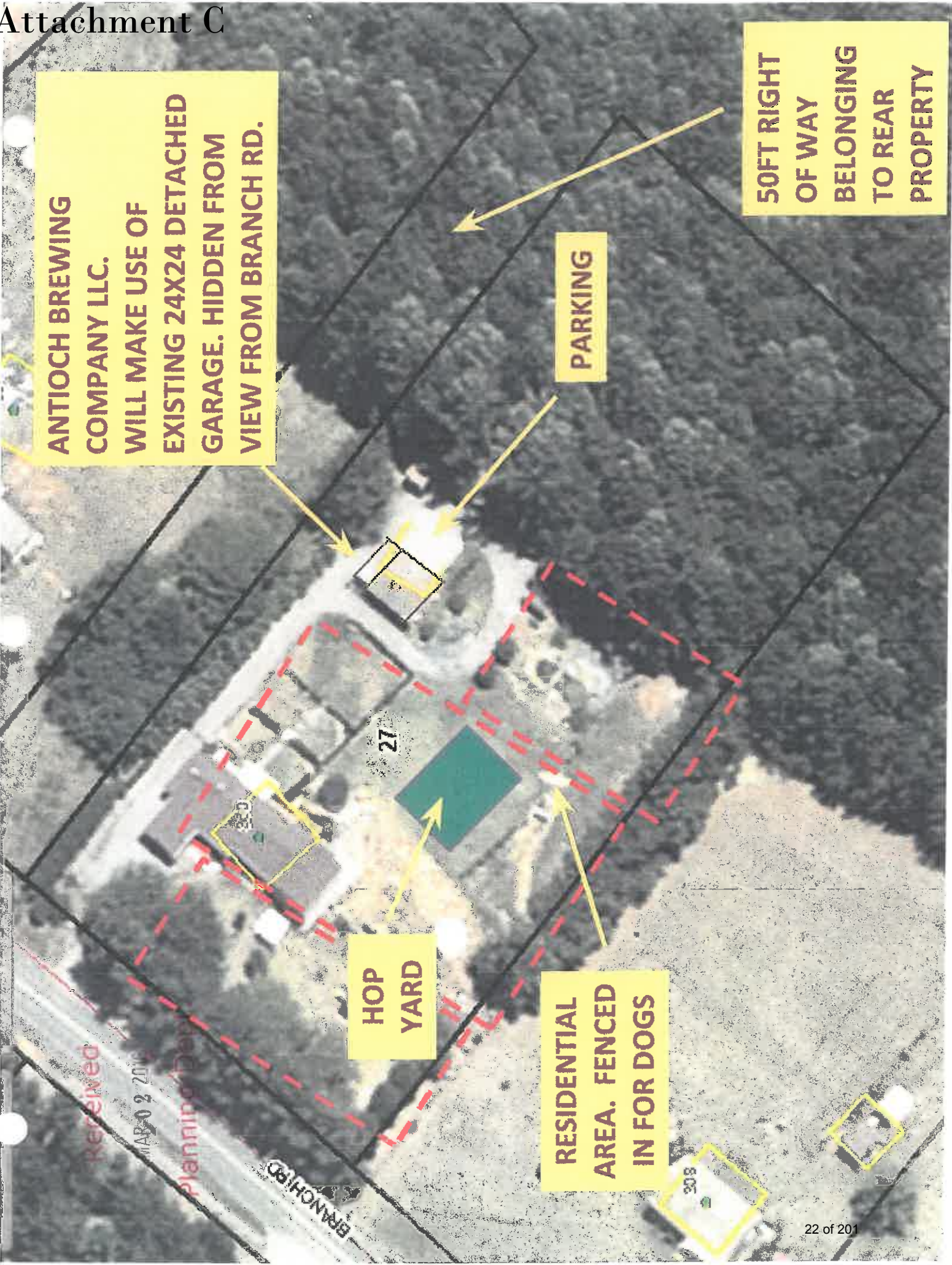
SUP 16:04

TMP	Name	Address	City, State	ZIP
27 10 3	Susan Usher-Jones	308 Branch Rd	Scottsville, Va	24590
27 10 4	Raymond Bunch & Chrystan Witt	360 Branch Rd	Scottsville, Va	24590
27 13 20	David Lee Jr. & Shelia McGuire	186 Harvest Lake Dr.	Scottsville, Va	24590
27 10 5	Marie Burrill	1209 Hollands Rd.	Palmyra, Va	22963
27 17 2	Thomas Sutton	281 Branch Rd.	Scottsville, Va	24590
27 17 3	Kelly Haislip	347 Branch Rd.	Scottsville, Va	24590
27 17 4	Michael Ralston	377 Branch Rd.	Scottsville, Va	24590

# Attachment B







ANTIOCH BREWING  
COMPANY LLC.  
WILL MAKE USE OF  
EXISTING 24X24 DETACHED  
GARAGE. HIDDEN FROM  
VIEW FROM BRANCH RD.

50FT RIGHT  
OF WAY  
BELONGING  
TO REAR  
PROPERTY

PARKING

HOP  
YARD

RESIDENTIAL  
AREA. FENCED  
IN FOR DOGS

27

308

Received

MAR 02 2016

Planning Dept

BRANCH RD



OWNER'S APPROVAL

THE SUBDIVISION OF THE LAND DESCRIBED HEREIN IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER, PROPRIETORS, OR TRUSTEES, DICK PURCELL LUMBER CO., BY Richard C. Purcell PRESIDENT TO WIT THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 13 DAY OF SEPT - 1984

B. Wilton Patten  
MY COM. EXP. 1

STATEMENT OF TITLE

THE LAND SHOWN HERE WAS OBTAINED BY PURCELL LUMBER CORP. D.B. 77-10 AND 13 AND TO THE BEST OF MY KNOWLEDGE MEETS ALL THE REQUIREMENTS REGARDING THE PLATTING OF SUBDIVISIONS.

Robert L. Lum

John J. Huthman

60. SOIL STUDY SHOWS THIS SUBD. IS GENERALLY SUITABLE FOR SEPTIC TANK AND SUBSURFACE SEWAGE DISPOSAL. HOWEVER EACH LOT IS TO BE DETERMINED ON AN INDIVIDUAL BASIS.

W.B. 17-413

LOUISE W. JONES

DALLAS H. JOHNSON  
D.B. 72-143

NO.	BERRING	LENGTH	DELTA	AREA'S	PERC
1	N 66° 42' 12" E	86.34	5 41 58	888.33	86.38
2	N 57° 20' 3" E	193.57	13 2 24	878.77	200.00
3	N 49° 3 14 E	54.07	3 31 33	878.77	46.28
4	N 57° 44 39 E	45.93	23 49 48	111.21	46.27
5	N 55° 51 22 E	214.33	5 25 51	2862.00	214.41
6	N 61° 40 27 E	99.99	2 31 58	2862.00	100.00
7	N 72° 11 39 E	103.59	23 34 23	253.57	104.33
8	N 68° 58 33 E	74.73	5 58 33	715.77	74.75
9	N 55° 23 41 E	31.30	2 42 06	663.93	31.31
10	N 63° 27 36 E	134.05	11 35 16	663.93	134.28
11	N 62° 31 43 E	136.57	9 43 30	663.93	136.74
12	N 87° 23 36 E	54.73	10 04 55	311.43	54.80
13	N 72° 24 51 E	107.50	19 52 35	311.43	108.04
14	N 68° 54 14 E	250.42	17 10 2	888.88	251.35
15	N 55° 34 14 E	238.79	16 33 57	888.88	239.62
16	N 55° 14 14 E	125.24	8 46 48	218.32	125.36
17	N 55° 72 11 E	66.58	23 34 23	303.57	67.06
18	N 55° 66 58 E	124.22	9 14 41	2212.00	124.90
19	N 55° 66 58 E	106.64	7 58 29	766.77	106.73
20	N 55° 66 58 E	64.55	6 1 41	613.93	64.59
21	N 55° 66 58 E	39.72	2 39 35	855.59	39.72
22	N 55° 66 58 E	88.45	8 15 41	613.93	88.52

Rt. 761

N 14° 25' 07" E

320.08'

338.72'

N 61° 00' 58" E

2.612 AC.

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DICK PURCELL LUMBER CO.  
D.B. 77-10

Approved by [Signature] Date 7/4/85  
Co. Adm. Fluvanna Co.  
by authority of section 3.2 Fluvanna  
County Subd. Ord.

Notes:  
All lots are 2.000 Acres unless noted  
Total Acres of lots 1-23: 51.721 Acres  
25' from center line of 761 dedicated to public use

--- drainage

A PLAT SHOWING TAX MAP 27 PARCEL B

THE PURCELL LUMBER CORP.

CUNNINGHAM DISTRICT, FLUVANNA COUNTY, VIRGINIA

SCALE 1" = 300 FEET

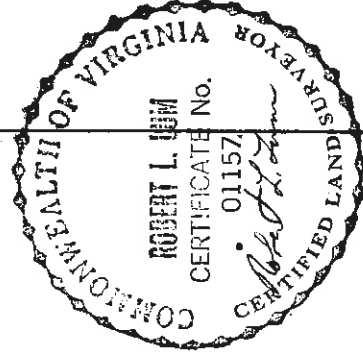
AUGUST 27, 1984

ROBERT L. LUM  
LAND PLANNING - SURVEYING  
PALMYRA, VIRGINIA

THOMAS JOHNSON

D.B. 31-346

53.25' to 4x4 cedar post





## COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

P.O. Box 540 Palmyra, VA 22963 (434) 591-1910 FAX (434) 591-1911 [www.co.fluvanna.va.us](http://www.co.fluvanna.va.us)

March 23, 2016

Raymond Bunch  
360 Branch Rd  
Scottsville VA, 24590

Delivered via email

**Re: SUP 16:04 Production Brewery**  
**Tax Map: 27, Section 10, Parcel 4**

Dear Mr. Bunch:

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, March 10, 2016. Mr. Alan Crummette was representing the applicant.

1. Based on VDOT's site visit, the available Stopping Sight Distance from the private entrance serving the residence at 360 Branch Road exceeds the minimum Stopping Sight Distance of 305 ft. in both directions. Based on the nature of the proposed home business and the moderate volume of traffic on this segment of Rte. 761 the existing private entrance should be adequate to serve as a low volume commercial entrance (generating 50 vehicles per day or less, i.e. 25 vehicles entering and 25 vehicles exiting or less). VDOT does not have any objections to the proposed home business.
2. Fire Chief Mike had questions about open flames and the pressure that would be generated on various brewing apparatus by the brewing process. His concerns were assuaged and he has no objections to the home business.
3. Planning Staff stated they have no comments.
4. Health Dept. stated they have no comments.

The Planning Commission will have a meeting to discuss this item at their Wednesday, April 27, 2016 meeting. Your attendance is required at this meeting.

If you have any questions or need additional information, please contact me at 434-591-1910.

Sincerely,  
James Newman  
Planner  
Dept. of Planning & Zoning

cc: Alan Crummette at [acrummette@gmail.com](mailto:acrummette@gmail.com)  
File



# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

N

Meeting Date: May 18, 2016

<b>AGENDA TITLE:</b>	James River Water Authority (JRWA) Debt Service Reserve Fund Payment				
<b>MOTION(s):</b>	I move the Board of Supervisors approve a supplemental appropriation for the James River Water Authority (JRWA) in the amount of \$250,000.00 for a debt service reserve fund in connection with the Virginia Resource Authority (VRA) debt issuance, with funding to come from Uncommitted Fund Balance.				
<b>CATEGORY</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Eric Dahl, Director of Finance				
<b>PRESENTER(S):</b>	Eric Dahl, Director of Finance				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	<p>The James River Water Authority (JRWA) is participating in the Virginia Resource Authority (VRA) spring pool for financing the professional design, engineering services, construction, acquisition services, project management and cost of issuance for the JRWA project. The JRWA has authorized the execution of a comprehensive agreement with the PPEA team based upon a revised Guaranteed Maximum Price for the construction of the intake structure, pump station and pipeline. One of the terms and conditions of the VRA debt issuance is the creation of the debt service reserve fund equal to maximum annual debt service (~\$500,000) , with it to be debt or equity funded at loan closing. The JRWA and subsequently Fluvanna County and Louisa County have opted to equity fund this at closing.</p> <p>Both Louisa County and Fluvanna County are responsible for 50% (\$250,000) of the Debt Service Reserve Fund.</p> <p>These funds need to be deposited by JRWA to the Trustee No Later Than 5/24/16.</p>				
<b>FISCAL IMPACT:</b>	Funding of the debt service reserve fund is required to comply with the terms and conditions of the VRA financing for JRWA.				
<b>POLICY IMPACT:</b>	N/A				

<b>LEGISLATIVE HISTORY:</b>	JRWA established by Fluvanna County and Louisa County in 2009.				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS</b>	Legal	Finance	Purchasing	HR	Other
		XX			

O

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

**Meeting Date:** May 18, 2016

<b>AGENDA TITLE:</b>	Sheriff's Office Position realignments				
<b>MOTION(s):</b>	<b>I move that the Board of Supervisors approve to conversion of a Deputy Sheriff- Investigator position, Pay Band 14, to a Deputy Sheriff - Sergeant of Investigations, Pay Band 15, effective immediately, at a cost of approximately \$2,291, with such funds to come from FY16 Sheriff's Office Personnel Funds.</b>				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>XX</b>			
<b>STAFF CONTACT(S):</b>	Gail Parrish, HR Manager				
<b>PRESENTER(S):</b>	Sheriff Hess				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	<p>With the retirement of Captain Brennan (Operations), an evaluation of the organizational flow of the Sheriff's departments was conducted. The evaluation determined some minor internal changes were needed between the Administrative/Courts and Operations Departments.</p> <ol style="list-style-type: none"> <li>1. Investigator Lt. Wells will be promoted to Captain of Operations.</li> <li>2. Vacant LT. of Investigations position will be transferred to 2nd Patrol Lt. position</li> <li>3. Patrol Sgt Peterson will be promoted to Patrol Lieutenant.</li> <li>4. Patrol Deputy Curtis will be promoted to Patrol Sergeant.</li> <li>5. Patrol Lt. Rensch will be transferred to Court Services Lieutenant.</li> <li>6. Convert a Deputy Sheriff- Investigator position, Pay Band 14, to a Deputy Sheriff - Sergeant of Investigations position, Pay Band 15.</li> <li>7. Investigator Hurd will be promoted to Sergeant of Investigations.</li> <li>8. The two Deputies in Animal Control, currently supervised by the LT of Investigations, will transfer to the Patrol Platoons and be supervised by the LTs overseeing Patrol.</li> </ol> <p>With the exception of the position conversion, these changes and based on the recommended and approved salaries are within the budget and within approval authority for the County Administrator.</p>				
<b>FISCAL IMPACT:</b>	Annual Savings of about \$6,000 - \$10,000. (Note: Will not use the BOS-approved money for retention counter offer.)				
<b>POLICY IMPACT:</b>	N/A				

<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
				<b>X</b>	

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

**Meeting Date:** May 18, 2016

<b>AGENDA TITLE:</b>	<b>Appointment to the Economic Development and Tourism Advisory Council</b>				
<b>MOTION(s):</b>	<b>I move to appoint _____ as the Board of Supervisor's Liaison to the Economic Development and Tourism Advisory Council (EDTAC), effective immediately.</b>				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>XX</b>			
<b>STAFF CONTACT(S):</b>	Jason Smith, Director of Community & Economic Development				
<b>PRESENTER(S):</b>	Jason Smith, Director of Community & Economic Development				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	The EDTAC Charter was approved by the Board of Supervisors on May 4, 2016. The Charter calls for appointment of a non-voting BOS Liaison.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



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

Q

**Meeting Date:** May 18, 2016

<b>AGENDA TITLE:</b>	Creation of Revised/Updated Position Description for Deputy County Administrator				
<b>MOTION(s):</b>	<b>I move to approve the creation a new “Deputy County Administrator/ Finance Director” position, Classification 1191, Pay Band 24, effective June 26, 2016, for a total payroll increase of \$12,045, with such funds to come from FY17 Personnel Contingency.</b>				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>XX</b>			
<b>STAFF CONTACT(S):</b>	Steve Nichols, County Administrator				
<b>PRESENTER(S):</b>	Gail Parrish, Human Resources Manager				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	<p>The County’s existing Assistant County Administrator position (#1190) has been vacant since 2010. Workload has continued to increases over the subsequent years, while staffing levels in all departments has remained flat – actually decreased overall by one position, with the exception of the Sheriff’s Office and DSS).</p> <p>Rather than hire another full-time position at a cost of ~\$110,00 to \$120,000 (including benefits), recommend creating a hybrid Deputy COAD position to be filled from existing in-house staff (Cost - ~\$12,000 – Salary increase with benefits).</p> <p>The new “Deputy County Administrator / Finance Director” position, Classification 1191, is the same pay band (24) as the former Assistant County Administrator position.</p> <p>The Deputy County Administrator title is preferred rather than Assistant, in order to be in line with the common titles for similar positions around the Commonwealth and to more clearly specify the duties under the role.</p>				
<b>FISCAL IMPACT:</b>	<p>~\$12,045 increase above current payroll, with such funds to come from FY17 Personnel Contingency.</p> <p>The new position will be effective on June 26, 2016, covering the first payroll of FY17.</p>				
<b>POLICY IMPACT:</b>	None				

<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Position Description - Deputy County Administrator/ Finance Director				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
				<b>X</b>	<b>X</b>





Fluvanna County, Virginia  
Department of Administration  
Job Description

**DRAFT**

---

**DEPUTY COUNTY ADMINISTRATOR / FINANCE DIRECTOR - #1191**

---

**FLSA Status:** Exempt  
**Pay Grade:** 24  
**Job Title ID:** 1191  
**Reports To:** County Administrator

**Summary**

The Deputy County Administrator / Finance Director assists in directing the day-to-day operations of the county government, and manages and directs the county's finance, budgeting, accounting, procurement, and information technology functions. Works under general supervision of the County Administrator.

**Essential Functions**

- Supports the County Administrator in staff supervision and implementation of policies and programs approved by the Board of Supervisors (BOS).
- Assists the County Administrator in developing, integrating, and directing current and long-range strategic plans for the county and in preparing agenda material/reports for BOS meetings.
- Originates, develops, and proposes solutions and/or strategies for improved County operations.
- Represents the county on local and regional boards and commissions and as County liaison with other governmental organizations.
- Develops staff reports and presentations for review by boards and commissions.
- Represents the County Administrator at conferences and meetings.
- Serves as liaison between the County Administrator's office and all departments and constitutional offices on routine administrative matters, and non-routine matters at the direction of the County Administrator.
- Handles day to day personnel matters; makes recommendations on all matters requiring direct action by the County Administrator.
- Plans, organizes, directs and participates in the activities of the Department of Finance, including accounting, data and payroll processing, budget preparation, capital improvements plan, grants administration, risk management, debt management, debt issuance, financial system administration and County procurement functions.
- Oversees the preparation and maintenance of financial records and statements and related reports.
- Assists County Administrator and Board of Supervisors and other departments with the development and implementation of financial matters.
- Organizes and directs the annual audit and the preparation of annual financial statements.
- Prepares revenue forecasts and expenditure projections.
- Directs the preparation of all reports of the fiscal condition of the County.
- Oversees the planning, organizing and management of the County's Information Technology Department functions, operations and staff.
- Oversees the design, development, and maintenance of systems, programs, software and telecommunications equipment to meet the County's information technology needs.
- Evaluates the work performance of subordinates.
- Attends Board of Supervisors meetings and prepares presentations as appropriate.

- Performs the duties of the County Administrator in his or her absence.
- Perform related duties as required.

### **Required Knowledge, Skills and Abilities**

Knowledge of:

- Principles and practices of public administration including thorough familiarity with public financial management practices and personnel management procedures.
- Budget development and management principles.
- Relevant federal and state laws, county ordinances, and department policies and procedures.
- Legislative processes related to local government.
- General laws and administrative policies governing financial practices and procedures.
- Principles and practices of accounting and budgeting in government.
- Principles and practices of a local government purchasing system.
- Practices, methods and laws relating to local government bond financing.
- Laws, ordinances and structural considerations relating to County governments.
- Information technology services.

Skills in:

- Supervision, management, and interpersonal relations.
- Human relations and communications including the ability to instruct, motivate and evaluate professional employees.
- Problem solving.
- Prioritizing and planning.
- Conducting research and preparing reports.
- Oral and written communication.
- Preparing and presenting public information, and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.

Ability to:

- Analyze complex problems and develop specific alternative solutions.
- Establish and maintain effective working relationships with the Board of Supervisors, the department heads and the public.
- Meet the public and to discuss problems and complaints.
- Establish and communicate specific goals and objectives to be accomplished by the staff and to evaluate departmental performance.
- Evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records.
- Prepare informative financial and other reports.
- Plan, organize, direct and evaluate the work of subordinate employees.
- Develop long-range financial plans.
- Work independently and take initiative.
- Thrive in fast-paced, high-stress environments.
- Assess relative cost and benefits of potential actions.

### **Acceptable Education, Experience, and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in public administration, finance, or related field; preference for a master's degree in public administration or a related field. Extensive experience in local government, public administration, and finance, including supervisory experience, or any equivalent combination of education, training and experience.

#### **Working Conditions and Physical Requirements**

- Required to carry a cell phone and subject to recall at any time during an emergency and may be required to work long hours on occasion.
- Must be able to respond independently or as directed at odd hours and for extended periods during emergencies.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.

#### **Post Offer Requirements**

- Background check

<b>Recommended by:</b>	<b>Approved as to form:</b>	<b>Approved:</b>
Department Head Date	Human Resources Manager Date	County Administrator Date

**Approved by Board of Supervisors on** \_\_\_\_\_



# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: 5/18/16

<b>AGENDA TITLE:</b>	Sherriff Department Server Upgrade and IT support				
<b>MOTION(s):</b>	<b>I move to approve the contract between NWG and the county to install a server upgrade at a cost of \$62,502.66 and provide as needed IT services to the Sheriff's Department, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.</b>				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>As part of the FY2016 CIP, the Sheriff's department was given \$82,905 to spend on its server upgrade.</p> <p>The Sheriff's Department Servers are in desperate need up upgrade as most of the equipment is well beyond its useful lifespan. Of the 8 current servers 2 have already stopped working.</p> <p>The new Server recommended by NWG offers 1 Main server as well as several virtual servers giving us a level of redundancy we have not had in the past, and gives us room to expand our system to account for future needs. This also gives us a plan for Business Continuity and Disaster recovery which is vital in maintaining communications for public safety.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>	Contract				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>x</b>	<b>x</b>	<b>x</b>		



**CONTRACT BETWEEN THE COUNTY OF FLUVANNA AND NWG SOLUTIONS,  
LLC FOR SHERIFF'S OFFICE ON-CALL INFORMATION TECHNOLOGY  
SERVICES AND SERVER UPGRADE AND INSTALLATION**

This Contract for **SHERIFF'S OFFICE ON-CALL INFORMATION TECHNOLOGY SERVICES AND SERVER UPGRADE AND INSTALLATION** (collectively with all exhibits hereto, the "Contract") dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016 is between The **COUNTY OF FLUVANNA** (the "County"), a political subdivision of the Commonwealth of Virginia, and **NWG SOLUTIONS, LLC** ("Contractor"), a Virginia limited liability company, and is binding among and between these parties as of the date of the County's signature. The parties hereto agree as follows:

**1. PURPOSE, EXHIBITS AND SCOPE OF WORK:** The Contractor shall provide On-Call Information Technology Services from time to time for the Fluvanna County Sheriff's Office (the "Sheriff's Office") as needed by the County so as to meet or exceed the requirements of: (i) the Request for Proposals, Sheriff's Office On-Call Information Technology Services and Server Upgrade and Installation issued March 7, 2016, RFP Number 2016-03, (the "**RFP**"), which RFP is attached hereto as **Exhibit 1** and made a material part of this Contract; and (ii) the Contractor's Proposal in response to the RFP dated March 30, 2016 (the "Proposal"), which Proposal is attached hereto as **Exhibit 2** and made a material part of this Contract. The On-Call Information Technology Services, including, but not limited to, any labor, services, work, materials and other provisions related thereto and requirements of the RFP and Proposal related or applicable thereto are hereinafter collectively referred to as the "**On-Call Services**". The On-Call Services requirements and details are more specifically laid out in Article IV, Section B of the RFP and the Section entitled "On-Call Services" being pages 19-21 of the Proposal. **Nothing herein requires the County to purchase any On-Call Services; and any On-Call Services must be authorized in writing by the County in a proper Notice to Proceed as laid out specifically in the RFP.** Further, as laid out in the RFP, the County may award multiple contracts under the RFP and may use other contractors or persons of any kind for any On-Call Services.

The Contractor shall also provide the Sheriff's Office Server Upgrade and Installation so as to meet or exceed the requirements of: (i) the RFP; and (ii) the Proposal. The Sheriff's Office Server Upgrade and Installation, including, but not limited to, any labor, services, work, materials and other provisions related thereto and requirements of the RFP and Proposal related or applicable thereto are hereinafter collectively referred to as the "**Server Upgrade**". The Server Upgrade requirements and details are more specifically laid out in Article IV, Section A of the RFP and the Section entitled "Server Upgrade" being pages 7-18 of the Proposal. The Contractor shall provide all labor, services, products, peripherals and materials as required to deliver, install, and render operational the Sheriff's Office Server Upgrade, including all ancillary services and devices for the Sheriff's Office.

Collectively the On-Call Services and the Server Upgrade shall be referred to as the "Services". The Services must be furnished by Contractor in a good and workmanlike manner using the highest quality new materials, so as to pass without exception in the trade and so as to meet or exceed all applicable industry standards. If the RFP or Proposal provide for a longer

warranty period, then such shall prevail and bind the Contractor. In addition, any and all applicable manufacturer's warranties on materials used to complete the Services shall be delivered to and assigned to the County by the Contractor. All Services must conform to the requirements of the RFP, specifically, but not limited to Article IV, Sections A, B, C, D, E, F, G, H, I, J and K. All Services must further conform to the requirements of the Proposal. Notwithstanding the foregoing, if the County purchases any of the software, hardware or parts for any On-Call Services from any person or entity other than Contractor to be used for On-Call Services such as installation, etc. provided by Contractor, the Contractor shall warranty the Services and work as provided hereunder, but shall not warranty any software, hardware or parts which were not purchased from the Contractor. County must purchase exactly as described by NWG.

3. **OTHER REQUIREMENTS:** In performing any Services under this Contract, in addition to all other requirements heretofore noted, the Contractor further agrees that:

- i. Contractor shall furnish all labor, equipment, materials, and services necessary for maintenance, trouble-shooting, repair and other On-Call Services needed by the County;
- ii. Contractor shall comply with applicable local, state and federal requirements while performing work;
- iii. Contractor shall repair or replace any defects, etc. as required by any and all warranties for Services provided under the RFP and the Proposal. This shall apply to all Services performed by the Contractor under this Contract. Contractor shall assign all hardware and material warranties to the County, and, upon the manufacturer's replacement or repair of any such hardware, shall perform any required labor to return the server to proper function at its standard rates. Notwithstanding the foregoing, (ii) if the County purchases any of the software, hardware or parts for any On-Call Services from any person or entity other than Contractor to be used for On-Call Services such as installation, etc. provided by Contractor, the Contractor shall warranty the Services and work as provided hereunder, but shall not warranty any software, hardware or parts which were not purchased from the Contractor; and (ii) the Contractor shall assign to the County the manufacturer's warranty for parts, but should any part or material be defective, then any labor provided by the Contractor for replacement shall be billable to the County at the Contractor's hourly rates as set forth herein. If any manufacturer's warranty includes installation coverage at no cost to the County, then the County may allow such third party to reinstall the defective product and if necessary may allow the third party administrative access to the server and the Contractor agrees to approve such access in advance and such approval shall not be unreasonably withheld, delayed, or conditioned.
- iv. Contractor shall respond to emergency warranty repairs within one (1) hour; and shall respond to routine warranty repairs within twenty-four (24) hours. An emergency shall exist when so determined by the County in its sole reasonable discretion and if the Contractor is required to respond within one (1) hour or less emergency rates shall apply..



- v. Contractor shall assure that all employees who will be performing the Services receive any required training necessary to perform the work and, if applicable, have any licensures, certifications or other prerequisite necessary or appropriate for completing the Services. The County reserves the right to review any Contractor training, licensure, or certification documentation upon request.
- vi. Contractor shall meet or exceed all Insurance Requirements of the RFP for the entire Term of this Contract, to include all renewals.

4. **ESTIMATES AND NOTICE TO PROCEED FOR ON-CALL SERVICES:** In addition to the requirements relating to estimates for On-Call Services and Notices to Proceed under the RFP (including, but not limited to, Article IV(B) and (C) of the RFP) the following additional provisions shall apply:

- i) Each County Notice to Proceed must cite the agreed upon timeframe to complete specified tasks and the total cost based on the County accepted project estimate (may be stated as a “not to exceed” dollar amount);
- ii) The Notice to Proceed must be signed by an authorized representative of the County to be valid and binding on the County;
- iii) The Contractor shall have no claim for compensation greater than the approved amount in the Notice to Proceed;
- iv) A separate Notice to Proceed is required for each On-Call Services task; and
- v) In cases of emergency On-Call Services only, as so designated by the County, the Contractor may perform emergency On-Call Services after providing a verbal estimate for the work and receiving electronic mail, facsimile or verbal notice from the County Administrator, or his authorized agent, to proceed and such emergency services can begin without having first received a written Notice to Proceed. However, as soon as possible thereafter a written Notice to Proceed shall be executed by the parties for such emergency On-Call Services.

5. **TERM OF CONTRACT:** The initial term of this Contract for On-Call Services shall be one (1) year beginning on the \_\_\_\_\_ day of May, 2016 at 12:01 a.m. and terminating on the \_\_\_\_\_ day of May, 2017 at 11:59 p.m. This Agreement may then be renewed at the County’s option for four (4) additional one (1) year terms. Said renewal shall be automatic annually on \_\_\_\_\_ of each year. Should the County desire not to automatically renew the Contract, then the County shall send the Contractor written notice of nonrenewal at least thirty (30) days’ prior to termination of the current term. Term shall be defined to include the initial term and any renewals thereof until this Contract has ended by its terms or has been terminated. Notwithstanding any other provision of this Contract, the County is not required to purchase any On-Call Services from Contractor and the County may choose to purchase On-Call Services or similar services from any other person or entity at any time for any reason.

6. **ONE TIME SERVER UPGRADE:** Notwithstanding any other provision of this Contract or any attachment hereto, the Server Upgrade must be completed consistent with the terms of this Contract within (eight) 8 weeks from the date this Contract is signed by the County (the “Deadline”). **Time being of the essence.** If the Server Upgrade is not complete by the Deadline the Contractor shall be material breach of this Contract and shall be in default

hereunder. The provisions of Section 51 of the General Terms (as defined in Section 13 below) shall apply to such default by the Contractor. Notwithstanding the foregoing, Contractor shall not be responsible for any delay caused solely by the County.

**7. SYSTEM MONITORING AND MAINTENANCE OPTION:** The County may choose in its discretion to elect to purchase System Monitoring and Maintenance, or any portion of such services, as specifically laid out in the section entitled "System Monitoring and Maintenance" of the Proposal being pages 22-25 for the costs per month noted on page 22. Such shall be done by addendum hereto signed by both parties at any time during the Contract term. No charges for System Monitoring and Maintenance shall be incurred until the Completion Date for the Server Upgrade as defined in Section 8.

**8. ONE TIME COSTS OF SERVER UPGRADE:**

**Notwithstanding any cost provisions laid out in the Proposal, the County shall pay the Contractor the actual cost of labor and parts for the Server Upgrade as detailed below, up to no more than a not to exceed amount of FIFTY-EIGHT THOUSAND FIVE HUNDRED TWO AND 66/100 DOLLARS (\$58,502.66).** Contractor hereby agrees to complete all work, services, and labor and provide all parts, software hardware and related items necessary for the Server Upgrade for the lesser of the actual costs of labor and parts (including applicable mark-up) as detailed below or the not to exceed amount of no more than FIFTY-EIGHT THOUSAND FIVE HUNDRED TWO AND 66/100 DOLLARS (\$58,502.66). The Contractor shall keep detailed records of all labor hours worked on the Server Upgrade (page 16-17 of the Proposal includes an estimate of labor costs). The cost of all labor for the Server Upgrade shall be \$135.00 per hour billed in quarter hour increments, with a minimum of a quarter hour billed. The cost of parts, being that software and hardware required for the Server Upgrade, including, but not limited to software and hardware, shall be the actual cost to the Contractor plus no more than a twenty-five percent (25%) mark-up because the County considers the Server Upgrade to be an emergency. Detailed labor invoices with dates, hours worked, person providing work and work done shall be provided to the County. Detailed product invoices shall be provided to the County documenting the costs paid by Contractor for all the products being a part of the Server Upgrade. When the Contractor believes the Server Upgrade is complete it shall so notify the County and shall send detailed invoices for the Server Upgrade with the total cost of the Server Upgrade, which may be less than the specified not to exceed amount, as required hereunder. The County shall pay the actual labor costs up to a not to exceed amount of \$22,545.00 for the labor required for the Server Upgrade. The County shall pay the actual costs plus no more than a 25% mark-up for the products (hardware and software, etc.) required for the Server Upgrade up to a not to exceed amount of \$35,957.66. **The total cost of the Server Upgrade will be the lesser of: (i) the actual labor costs incurred plus the actual product costs, including applicable mark-up; and (ii) the cannot exceed amount of FIFTY-EIGHT THOUSAND FIVE HUNDRED TWO AND 66/100 DOLLARS (\$58,502.66).** Notwithstanding provisions to the contrary in the Proposal, all such payments shall be made in accordance with this paragraph and Section 47 "Payment" of the General Terms, defined below, and in no event shall Contractor be paid prior to the Completion Date, as defined below in Section IV. The date that all Server Upgrade is fully functional, installed, and in compliance with this Contract, the RFP and the Proposal to the satisfaction of the County is the "**Completion Date**".

The County is **not** purchasing the optional Ongoing Remote Server Support for one (1) year shown on page 18.

**9. ONGOING MONTHLY SUBSCRIPTION SERVICES FOR DATTO MONTHLY SERVICE AND SUPPORT:** The County elects to purchase the Ongoing Monthly Subscription Services for Datto Monthly Service and Support (“Datto Services”) for a cost of \$1,103.79 per month to be invoiced monthly in arrears with Datto Services commencing on the Commencement Date. Such Datto Services shall begin on the later of the Completion Date or the date such Datto Services are fully functional (the “Commencement Date”). The County shall be billed for such Datto Services from the Commencement Date until the end of the Contract term. Datto Services for any partial month shall be pro-rated. If Datto Services are unavailable or the system is down for any period including due to any system outage, then the monthly invoice for Datto Services shall be prorated so that the County is not charged for the outage or down time. Datto Services include any and all descriptions, representations and definitions related thereto appearing in the Section entitled “Server Upgrade” being pages 7-18 of the Proposal and in the Supporting Documentation of the Proposal. Notwithstanding provisions to the contrary in the Proposal, all such payments for Datto Services shall be made in accordance with is paragraph and Section 47 “Payment” of the General Terms, defined below, and in no event shall Contractor be paid prior to the Completion Date, as defined below in Section IV.

**10. Business Continuity Planning:** The County elects to purchase the Business Continuity Planning Upgrade for a one-time fee of \$4,000.00 payable which includes a detailed initial plan and a semi-annual written review and assessment of the plan for a period of one year. Semi-annually the Contractor shall provide business continuity planning as described on page 10 and 18 of the Proposal and in the Supporting Documentation of the Proposal. The County shall be invoiced only once by the Contractor only after all testing and inspections related to the initial detailed Business Continuity Plan Upgrade are completed and the written Business Continuity Planning Upgrade, outlining testing completed, functionality, and suggested refinement and implementation of said refinement is delivered to the County and accepted by the County as final and complete in its sole discretion (“Business Plan Completion Date”). Notwithstanding provisions to the contrary in the Proposal, all such payments for Business Continuity Planning Upgrades shall be made in accordance with is paragraph and Section 47 “Payment” of the General Terms, defined below, and in no event shall Contractor be paid prior to the Business Plan Completion Date, as defined supra.

#### **11. PRICING for On-Call Services:**

Except as specifically modified by this Contract, the County shall pay the Contractor for all On-Call Services based on either Option 1, being page 21 of the Proposal or Option 2, being page 22 of the Proposal, at the County’s sole discretion during the Contract Term. Initially the County chooses to be billed in accordance with Option 2 – Block Time. Upon notice to the Contractor in writing, the County may elect to be billed under Option 1 – Time and Materials at any time. During the term, the County may elect between Option 1 or Option 2 from time to time upon written notice to the Contractor. Any amounts paid for Block Time shall be fulfilled by Contractor prior to the County’s election to be billed under Option 1.

Option 2 – Block Time is expressly modified as follows:

- i. On-Call Services completed during normal business hours being 7 a.m. to 6 p.m. local standard time shall be billed in blocks as follows:
  - a) Upon the first occurrence of any Notice to Proceed for work to be completed which work can be completed remotely, the Contractor shall submit an invoice to the County for a “Remote 20-hour Block” at \$115.00 per hour for a total of \$2,300.00. A Remote 20-hour Block provides the County with twenty (20) hours of On-Call Services that can be completed remotely.
  - b) Upon the first occurrence of any Notice to Proceed for work to be completed which work can only be completed on-site, the Contractor shall submit an invoice to the County for a “On-Site 20-hour Block” at \$125.00 per hour for a total of \$2,500.00. An On-Site 20-hour Block provides the County with twenty (20) hours of On-Call Services that must be completed on-site at the Sheriff’s Office.
- ii. On-Call Services that are required by the County in writing to be completed after hours, overnight or on holidays (defined to be federally recognized holidays only) shall be billed in block as follows: Upon the first occurrence of any Notice to Proceed for work to be completed which work can only be completed on-site and after hours, overnight or on a holiday, the Contractor shall submit an invoice to the County for a “Emergency 5-hour Block” at \$185.00 per hour for a total of \$925.00. An Emergency Block provides the County with five (5) hours of On-Call Services that must be completed on-site at the Sheriff’s Office after hours, overnight or on holidays.
- iii. Remote 20-hour Block, On-Site 20-hour Block and Emergency 5-hour Block shall be collectively referred to as “Blocks” with each being a “Block”.
- iv. The County shall only be billed initially for each Block upon the issuance of the first notice to proceed for each type of Block.
- v. The County shall be provided with detailed monthly statements of the labor provided relating to On-Call Services including, the time, date, person providing services and work completed, relating to each Block, including the amount of time remaining in each Block, if any. The hours remaining in the Blocks for the County’s use can only be reduced by labor that is properly documented by a detailed invoice provided by Contractor as required hereunder and for labor for On-Call Services that is consistent with all requirements of this Contract
- vi. By purchasing a Block, the County receives at minimum the number of hours of labor stated herein.
- vii. For all labor provided time shall be billable in fifteen (15) minutes increments. The minimum charge for on-site On-Call Services shall be one (1) hour. The minimum charge for remote services shall be fifteen (15) minutes.
- viii. When On-Call Services billable to any Block nearing expiration (i.e. that Block reaches 25% or 5 hours remaining available), then the County shall be invoiced for another Block of that type by the Contractor.

If this Contract terminates for any reason, including at the end of the Term, any amounts paid for Block Time not used by the County shall be immediately refunded to the County by the Contractor.

Notwithstanding the foregoing, any work under this Contract to be completed at emergency/after hours/night/weekend rates must be specifically approved in advance by the County in the applicable Notice to Proceed signed by the County, except for emergency services performed pursuant to Section 3.iv. and 4.v. Unless specifically indicated otherwise in a Notice to Proceed, it is understood that all Services under this Contract are to be completed during regular business hours. Any night/weekend work not approved by the County in the Notice to proceed in advance with specific reference shall be billed to the County at the standard rates.

All On-Call Repair Services work shall be billable to the County in increments of a quarter of an hour. The minimum charge shall be a quarter of an hour for remote services; and an hour for on-site services. Pursuant to the RFP, the Contractor cannot charge for travel time, lunch or other non-working time.

Any materials, parts, or other reimbursable items for the On-Call Services shall be invoiced at cost plus any applicable shipping fees or taxes paid by Contractor, but without any mark-up of any kind. The County may choose to purchase such parts from Contractor or may purchase them from any other person or entity. Nothing obligates the County to purchase any parts, software, hardware or other item relating to the On-Call Services from the Contractor. Notwithstanding the foregoing, the Contractor shall perform On-Call Services relating to labor and services at the request of the County, but the Contractor shall not be obligated or required to sell any parts, software or hardware to the County and may do so in its sole discretion. If the Contractor elects to sell any parts, software or hardware to the County it shall be at cost, plus any applicable shipping fees or taxes paid by Contractor, but without any mark-up of any kind.

If the County chooses to purchase parts from someone other than Contractor, Contractor does not warrant such part against defects and shall not be held responsible for any additional time, labor or cost associated with the installation, configuration, repair, replacement or maintenance of such parts owing to any defect thereof. If the County purchases labor similar to the On-Call Services hereunder for to the server or other technology at the Sheriff's Office and such substantially contributes to a defect or otherwise damages the system or the County allows a third party administrative access to the server at the Sheriff's Office, excepting any access which is reasonably required by applicable law or approved by Contractor in advance, then the Contractor's warranties hereunder shall not apply.

Any payments shall be made in accordance with this Section and Section 47 "Payment" of the General Terms, defined below in Section 13, and in no event shall Contractor be paid prior to the On-Call Completion Date of any one project under a Notice to Proceed. The date that all Services and work related to or necessary for completion of any On-Call Services task under any one Notice to Proceed is installed, operational and in full compliance with this Contract, to the sole satisfaction of the County is the "On -Call Completion Date".

Notwithstanding any of the foregoing, the cost of any Services under a Notice to Proceed shall not exceed any not to exceed amount set out in such Notice to Proceed. The Contractor agrees to complete the Services under any Notice to Proceed with a not to exceed cost for the not to exceed amount set out therein.

**12. NOTICES:** 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:

ATTN: Ms. Cyndi Toler  
County of Fluvanna  
P.O. Box 540  
Palmyra, VA 22963  
Telephone: (434) 591-1930  
Facsimile: (434) 591-1911  
Email: [ctoler@fluvanna.org](mailto:ctoler@fluvanna.org)

With a Copy to:  
Fluvanna County Attorney  
Attn: Kristina M. Hofmann, Assistant County Attorney  
414 East Jefferson Street  
Charlottesville, VA 22902

Contractor:  
NWG Solutions, LLC  
913 E. Market Street  
Charlottesville, VA 22963  
Telephone: (434) 979-0555

With a Copy to:  
Peter J. Caramanis, Esq.  
Royer, Caramanis & McDonough, PLC  
200-C Garrett St.  
Charlottesville, VA 22902

**13. ADDITIONAL TERMS:**

The County of Fluvanna General Terms, Conditions and Instructions to Bidders and Contractors (the "General Terms") are attached hereto as pages 16 to 43 of the RFP and incorporated herein by reference and made a material part of this Contract. Where any of the provisions of the General Terms, RFP or Proposal conflicts with any of the provisions of this Contract, this Contract shall control.

The parties hereto understand and agree that nothing herein shall obligate the County to purchase any Services from the Contractor and that the County intends to have similar contracts for on-call electrical services with other contractors and to purchase electrical services from

other contractors and sources. During the Term, the Contractor agrees to provide any Services requested of it under a Notice to proceed issued by the County.

**A Business Associate, Confidentiality and Non-Disclosure Agreement for the sole protection and benefit of the County is attached hereto as Exhibit 3 and made a material part of this Contract.**

In witness hereof the undersigned duly authorized representatives have executed this Contract on the dates set forth beside their respective signatures:

Contractor:  
NWG Solutions, LLC

County:  
County of Fluvanna, a political subdivision of the  
Commonwealth of Virginia

By: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

APPROVED AS TO FORM:

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



**Exhibit 1**  
**RFP**

COUNTY OF FLUVANNA, VIRGINIA  
REQUEST FOR PROPOSALS

Sherriff's Office On-Call Information Technology Services and Server Upgrade and Installation

Issue Date: March 7, 2016

Due Date & Time: March 31, 2016 @ 2:00 p.m. local prevailing time

RFP Number: 2016 – 3

Issuing Department: County of Fluvanna, VA  
Finance Department  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963

Procurement Contact: Cyndi Toler  
Purchasing Officer  
Phone: 434-591-1930 ext. 1124  
Email: [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)

Technical Inquiries: Cyndi Toler  
Purchasing Officer  
Phone: 434-591-1930 ext. 1124  
Email: [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)

The Fluvanna County Board of Supervisors (hereinafter the "County") is requesting sealed proposals from qualified Contractors to provide On-Call as-needed information technology ("IT") services, including regular maintenance, and to provide server upgrade and installation services for the Fluvanna County Sheriff's Office. The firm shall have the necessary expertise to perform such services as described within this solicitation. This solicitation shall be referred to as the "RFP".

Sealed Proposals will be received until 2:00 p.m. local prevailing time on the 31st day of March, 2016 for furnishing the services described herein.

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 1<sup>st</sup> floor, Palmyra, VA 22963 or by clicking on the following link: <http://www.fluvannacounty.org/services/finance/procurement/solicitations>. All Proposals that are delivered via mail must be addressed to the "Issuing Department" listed above. Any Proposals that are hand delivered must be turned into the "Issuing Department" listed above. Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.

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## **I. Purpose**

The County is seeking competitively sealed Proposals from qualified Contractors for on-call as needed general IT services, including regular maintenance (the “On-Call Services”) for the Fluvanna County Sheriff’s Office (the “Sheriff’s Office”) as well as a flat fee price for upgrade of the Sheriff’s Office’s servers including data migration and all labor and materials, and other work or items related thereto (the “Server Upgrade”), as such On-Call Services and Server Upgrade are more specifically described herein. The initial term of the Contract for On-Call services shall be for one (1) year, with the option to renew for four (4) additional one-year terms in the County’s sole direction. The On-Call Services shall cover the current system utilized by the Sheriff’s Office as well as the system after any Server Upgrade, should the County desire to purchase Server Upgrade Services. Any contract(s) resulting from this RFP shall be between the Contractor, the County, and the Fluvanna County Sheriff’s Office. Collectively the On-Call Services and the Server Upgrade shall be referred to herein as “Services”.

## **II. Background**

The needs of the Sheriff’s Office are multifaceted. The Sheriff’s Office functions as the County’s primary law enforcement agency, 911/Emergency Communications Center, and Emergency Operations Center. A sound IT infrastructure is especially critical because the IT systems at the Sheriff’s Office must be operational and fully functional at all times (twenty-four hours a day, seven days a week).

The current server infrastructure for the Sheriff’s Office is briefly described in Exhibit 1 hereto, which is incorporated herein by reference and made a material part of this agreement. All Offerors are required to make their own inspection of the current system of the Sheriff’s Office and the County shall not be held responsible for any errors or omissions contained herein relating to the description of the server infrastructure and other system(s) at the Sheriff’s Office.

## **III. Site Inspection and Miscellaneous**

All potential offerors MUST attend a mandatory pre-offer conference at the Sheriff’s Office, 160 Commons Blvd. Palmyra, Virginia 22963, on the 17<sup>th</sup> day of March, 2016 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](mailto: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 affecting 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.

The County will not be responsible for any expenses incurred by a firm in preparing and submitting a Proposal. All Proposals shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. The contents of the Proposal submitted by the successful Proposer and this RFP, and any amendments thereto, will become part of any contract awarded as a result of this RFP. The successful firm will be expected to sign a contract with the County acceptable to the County in its sole discretion and such contract shall include an appropriate business associate agreement that properly protects the County and its data.

Proposers shall include a list of any subcontractors it may use in its Proposal, all subcontractors will also be required to enter into a business associate agreement acceptable to the County in its sole discretion to which the Proposer and the County are a party.

#### **IV. Scope of Work**

##### **A. Server Upgrade:**

###### **1. Statement of Needs:**

The County desires to establish a contractual relationship with Offeror(s) that has products and services best suited to meet the Sheriff's Office On-Call Services needs and for a Server Upgrade. Offerors should also be equipped to perform the seamless migration of data from the current System to the new one, facilitate the transition of the Sheriff's Office's operations to the new server System and provide training and other support services, if necessary. The Offeror must be prepared to coordinate with and educate the Sheriff's Office officers, staff and others who need to access or use the System. The System shall be broadly defined to include the Server Upgrade, server, hardware, software, technology infrastructure, support and equipment of any kind of the Sheriff's Office as proposed by the Offeror.

The Offeror must be able to update the System when changes are requested by the Sheriff's Office or required under applicable law, ordinance or regulation of any local, state or federal authority. The System should be easily adapted to the Sheriff Office's operation without requiring custom programming or new hardware (other than new servers) except as specifically laid out in the Offer's Proposal.

The Offeror shall be required to train the any person/s at the request of the Sheriff's Office and provide local support of the new System. The Offeror will also be required to provide ongoing technical support and documentation to implement System updates as they become available. The Offeror must assist in the process of technical migration and organizational changes involved in moving to the new System. The new System must have appropriate back-up and data security and protection mechanisms. The Offeror's Proposal should include any System back-up or data security and protection hardware, software, equipment and other practices it recommends for the System. This may include replacing, upgrading, modifying or using existing equipment and resources at the Sheriff's Offices, if available.

The chosen Offeror will coordinate data migration activities with the Sheriff's Office to minimize the disruption of normal operations. The chosen Offeror will perform all of the installation, data migration, implementation, and other related project work and effort for the Server Upgrade to a new System. Training and availability of Offeror personnel for user support must be planned to assure a smooth transition to a new System. The goal is not simply to acquire a new System, but to accomplish a successful transition with all work processes proceeding better, faster, and more reliably than with the current system. The Offeror should provide recommendations for staffing, facility upgrades, and overall schedule.

###### **2. Server Infrastructure Requirements:**

Contractors must submit a full written plan for updating and streamlining the Sheriff's Office's current servers and System to be included in any response to this RFP; and such shall include the costs of all products, services, labor, materials or other items being a part of, or required for, the server upgrade project (the server upgrade projects 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 Sever Upgrade or System as defined under this RFP.

The Contractor is to provide all servers, hardware, software and related equipment and materials required to implement their Server Upgrade plan. Contractors are to deliver, install all necessary software and

hardware, lead the program and data migration to the new server platform and to provide all necessary service and support to implement the Server Upgrade. Any and all materials, products or items being a part of the Server Upgrade shall be in 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. The Contractor shall warrant all work relating to the Server Upgrade for a minimum period of two (2) years 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).

Requirements defined herein for the Server Upgrade are only general in nature and the County is relying on the Offerors to present a System that adequately meets the Sheriff's Office's needs as evidenced by the mandatory pre-bid conference. The System must provide a high level of flexibility in meeting the Sheriff's Office's varied current and future computing requirements.

### 3. Redundancy:

The new servers shall have built-in redundancy. This may be accomplished by redundancy built into the primary server through the use of RAID5 or better, redundant power supplies, Network Interface Cards, etc. The Proposal shall describe the built-in redundancies in detail.

### 4. Server and Hardware Requirements:

Proposals requiring replacement of any existing hardware must itemize the labor and material costs of installation, data migration, and support issues, such as 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 hard disk, motherboard, memory, and other server failures.

### 5. Remote Access for Technical Support:

The Sheriff's Office does allow remote access with appropriate security protocols.

### 6. System Security:

Preferences will be given to Systems that provide sufficient network security and password protections, etc. [If applicable, different and distinct levels of security must be provided for each user or class of user.] The system must provide security controls to prevent unauthorized use, access or modification of the System.

### 7. Flexibility:

The proposed System must be designed with the recognition that the Sheriff's Office's will have ever-changing requirements and will seek to continuously remain at the leading edge of technology. The System must also easily accommodate changes, addition, etc. as new technology becomes available.

### 8. Migration from Current Servers to New Servers:

The System implemented by the Server Upgrade must be able to utilize, access, store and effectively accommodate all accumulated data from the servers and system currently in place. All data, software and other items of any kind currently stored on the Sheriff's Office's servers must be seamlessly transferred to the new Servers as part of the Server Upgrade.

### 9. Documentation:

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 Servers and how they interrelate.

#### 10. On-Going Support

The Contractor will be responsible for providing on-going user and technical support for a period of at least One (1) year in a variety of areas for the Server Upgrade and matters relating thereto, including, but not limited to, data migration and the compatibility of the computers and other hardware with the new servers. The cost for this support shall be included in the fees for the Server Upgrade

#### 11. Compatibility:

The Server Upgrade must be compatible with existing software, hardware, including computers, and System Requirements, except to the extent it is specifically disclosed in the plan provided by the Contractor with detailed information on the replacement or other systems necessary to make a fully functioning overall system for the County. The County's current hardware and software systems with which the Server Upgrade and resulting System must be compatible with, include, but are not limited to:

- a. Page Gate
  - i. Processor: Pentium 500 MHz or better
  - ii. Memory: 128 Mb of RAM
  - iii. Hard Drive: 50 Mb Hard Drive Free (for application and database)
  - iv. Connectivity: 300 baud or faster modem for dialup connections, serial cable for direct connections or a dedicated Internet connection
  - v. Operating System: Windows 2000, XP, 2003, Vista (x86)
- b. DaPro
  - i. Processor: Dual Intel Xeon E5-2600 or above at 2.5 ghz
  - ii. Memory: 9-32 GB DD3
  - iii. Hard Drive: 5 or more 200GB or greater SSD drives in RAID-5
  - iv. Software: SQL Server 2012
- c. Interact ICE Console
  - i. Minimal system needs
- d. MPH-900 Mobile Plate Hunter
  - i. SQL 2012
- e. BEAST (Porter Lee Corp)
  - i. Server with 2.7 GHz or higher processor
  - ii. Memory 8 Gig of Ram or Higher
  - iii. Hard Disk 1 Gig of available hard disk space (hard disk usage will vary depending on configuration; custom installation choices may require more or less hard disk space). With Raid 5 Configuration Recommended.
  - iv. Data Storage Minimum space suggested is 20 Gig. Actual needs will depend on size of agency and system configuration
  - v. Display Super VGA (1024x768) or higher – resolution monitor with 32 Bit Color.
  - vi. Operating System Windows 2008 Server or Later Operating system

#### 12. Other needs:

- a. File storage for approximately 3TB of data (including static videos)
- b. Backup and disaster recovery solution
- c. AD Sync for Microsoft Hosted Exchange

- d. Future purchase of Body Camera estimated Virtual Server requirements
  - i. The VM should be dedicated to the application
  - ii. At least 1 processor minimum; 2 are recommended
  - iii. Minimum 4GB Ram
  - iv. 2 Virtual network cards
  - v. Storage
    1. C Drive > 60GB
    2. Other partitions are maxed out to 2TB or 5TB depending on Vmware software.

**B. On-Call Services/IT Support Service Requirements:** The County desires to receive proposals from providers of support, maintenance, and repair of computers, servers, network hardware and peripherals, and system software and hardware, and related services. The County intends to outsource certain work and tasks for the installation, servicing, maintenance, repair, and related activities for computer, server, and network hardware and peripherals, network administration and network management, and related IT services (the “On-Call Services”) at the Sheriff’s Office. The Contractor shall provide all labor, services supervision, equipment, tools, materials and incidentals required to complete and satisfactorily perform various On-Call Service, including regular maintenance, as identified by the Sheriff’s representative. Paramount will be the contractor’s ability to provide timely, expert on-demand IT On-Call Services. The On-Call Services include, but are not limited to, the following:

1. Ability to provide 24/7 local support;
2. Response time within 1 hour for an Emergency. An Emergency shall exist whenever the County so identifies the same in its sole discretion;
3. Ability to work closely with the Fluvanna County Sheriff (the “Sheriff”), and/or other authorized County representative, to coordinate service calls;
4. Accomplishing all the essential functions of the work under contract in a timely manner;
5. Responding to multiple simultaneous On-Call Service requests with pre-qualified technical service personnel within time frames set out in the written Notice to Proceed, as defined herein, and any contract entered into by the parties under this RFP;
6. Providing complete confidentiality and security for all computers, networks, data, hard drives and other computer media, and information owned or generated by the County or Sheriff’s Office or associated with the work performed hereunder, as more particularly set out in the written contract to be entered into by the parties;
7. Ability to install, configure, support, troubleshoot, and document network hardware and peripherals, computers and computer equipment and peripherals, operating systems, applications, and listed software utilized by the Sheriff’s Office. Installation shall include, where applicable, delivery, unloading, uncrating, assembling, setting in place, fastening to walls, floors, counters or other structures or fixtures where required, and the connection of all components of the system, plus all other related work including the final “burn in” of the system;
8. Ability to diagnose, troubleshoot, and repair server, network, domain, internet, computer hardware and peripheral equipment, such as personal computers, laptops, tablets, monitors, printers, scanners, keyboards, cameras, and other equipment; test and evaluate new hardware and software;
9. Ability to diagnose, troubleshoot, and repair network hardware and peripheral equipment, such as hubs, switches, routers, media converters, fiber optic repeaters, network connections; test and evaluate new hardware;
10. Performing general maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting/testing equipment, lubricating equipment, replacing



- parts, cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; report faulty equipment;
11. Ensuring the timely backup of files, the integrity of the backups and appropriate on and off-site storage of backups, as appropriate;
  12. Accomplishing or attempting to accomplish hard drive recovery and return;
  13. Maintaining documentation of services provided to each item of equipment for the County's evaluation; provide the Sheriff with copies of the documentation;
  14. Providing the Sheriff period management and technical reports. Describe the reports you propose and include samples in your proposal;
  15. Complying with all applicable software licensing agreements and requirements related to the Services, and working with the Sheriff ascertain and document licensed software inventory and expiration dates, with notification to the County of same;
  16. Supporting the Sheriff in maintaining all network, hardware and peripheral warranty information and notify of expiration and renewal procedures;
  17. Coordinating troubleshooting with the Sheriff's telecommunications providers when outages occur that affect the County's data, voice and fax services;
  18. Communicating effectively and maintaining good working relationships with the Sheriff, personnel and other individuals as needed to discuss work in progress, exchange information, and resolve problems; and
  19. Performing any other necessary, appropriate or related services.

**C. Contractor Performance Responsibilities:** At a minimum, the Contractor should meet the following performance standards in completing all Services:

1. Unless an emergency exists, the Contractor should respond to the Sheriff's request within 24 hours of notification. In cases of an emergency as determined by the County in its sole discretion, the Contractor shall respond by beginning work on the On-Call Services within one (1) hour.
2. The Contractor shall provide the County with a written non-binding estimate of the promulgated work and receive written approval to proceed (the "Notice to Proceed") before initiating any work which estimate and Notice to Proceed shall be considered an addendum to any contract resulting from this RFP. At a minimum, the Contractor's non-binding estimate shall include the number of labor hours needed for each defined grade of worker, start date and time of work, estimated duration of time the Contractor is occupying the job site and the materials required for the work. The Contractor shall not charge the County for their time to inspect the work site and to develop the written non-binding estimate. Contractor(s) shall review safety plans with County prior to beginning any work. The Contractor(s) shall coordinate all work with the County to minimize site disturbance and service impacts.
3. The Contractor shall begin work within three (3) business days of the County's issuance of a Notice to proceed, except in cases of emergency or where the Notice to Proceed requires that work begin sooner.
4. The Contractor shall possess the appropriate license(s) with the specific specialty services as recognized by the Virginia Department of Professional and Occupational Regulation to perform the Services.
5. The Contractor shall be responsible for providing quality Services in accordance with industry standards, plans, directions and instruction as provided by the County's representative for each task.
6. The Contractor shall be solely responsible for obtaining any necessary permits to perform any particular task.

7. All equipment, materials and installation work provided shall conform to applicable law and the specifications of this solicitation and any resulting contracts.
8. Time charged to a task shall ONLY be for the actual time spent on the job site. Travel time, break time, and overhead costs shall not be billable for any task and included within the Contractor's hourly rate.
9. Invoices for materials provided by the Contractor shall be solely limited to the actual invoice cost for the materials or equipment provided by the Contractor and used for the task plus the appropriate markup percentage to be identified in the proposal. All costs shall be included in the work authorization and receipts showing contractor purchased, date, description and cost are required for material reimbursement. For multi-day projects, the County requests that a daily log be submitted which includes details concerning the completed work, labor, materials and costs.
10. The Contractor shall provide a clear and legible copy of an invoice showing all of the work performed, indicating the time or arrival and departure at the County facility for each employee performing services, including copies of any material or equipment invoices that denote the Contractor's cost. The Contractor shall contact the County's representative at the completion of work in order to verify the time allotted to the service.
11. Contractor(s) shall report any safety concerns, near misses, accidents and injuries related to the work area to the County immediately.
12. Contractor(s) shall warrant replace or repair any defective product, materials, installation or services for one (1) year from County's acceptance of any services hereunder, work or services at no additional cost. County shall be deemed to have accepted services hereunder only after receipt of a proper and detailed invoice from Contractor for such services and payment by the County to Contractor in full on such invoice.
13. Contractor(s) shall respond to emergency warranty repairs within one (1) hour and shall respond to routine warranty repairs within three (3) business days.
14. The Contractor shall transfer and assign to the County any and all warranties or similar guarantees for any materials or products provided by Contractor to the County hereunder.

**D. Contractor Experience, Qualifications and Other Requirements:** Contractor must have:

1. A license to provide the specified Services within the Commonwealth of Virginia for a minimum of three (3) consecutive years preceding a submission relative to this solicitation;
2. Successfully complete the CJIS certification which includes reading and agreeing to adhere to the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.
3. Been in business providing similar services promulgated in this solicitation for a minimum of three (3) consecutive years.
4. A minimum of 2 engineers on call at all times;
5. A minimum of 3 Microsoft Certified Engineers (at least one with network certification);
6. Engineers that can complete security awareness training, background checks, and fingerprinting;
7. Demonstrated Support with at least one other Virginia municipality;
8. Experience in critical emergency services;
9. Be a Microsoft Certified Partner;
10. An Ability to monitor network, servers and workstations in real time;
11. Experience in Business Continuity and Disaster Recovery Planning;
12. Access to hardware and software distributors; and
13. Must have prior experience with:
  - a. Firehouse

- b. DaPro IBR/Computer Aided Dispatch systems
- c. CNET
- d. Interact
- e. Mobile Cop
- f. SQL Database Support
- g. GeoComm Mapping Software
- h. MTH9000 Plate Hunter
- i. PageGate
- j. ID Networks liveScan fingerprint software
- k. VCIN/NCIC
- l. SonicWall Firewall/Routers and VPN Software
- m. Windows multi-server environment
- n. Microsoft 365 Services
- o. Microsoft Exchange
- p. Windows Server 2003-2012
- q. General network infrastructure support
- r. Managing security patching
- s. Monitoring AntiVirus events

**E. Personnel:**

1. Contractor(s) shall perform all work under the supervision of a qualified project manager, as defined below. A qualified project manager shall be a Microsoft certified network engineer and have graduated from an accredited school or program and shall have five (5) years plus of practical experience in IT services. Contractor(s) shall assure that all employees who will be performing work receive any required training necessary to perform the work. The County reserves the right to review any Contractor(s) training documentation.
2. Other persons provided by the Contractor should have a minimum of three (3) years of experience performing IT services and must be supervised by a project manager.
3. The Contractor's personnel assigned to the resulting contract should wear appropriate uniforms that, at a minimum, bear the contractor's company name, the employees name, and shall be maintained in a professional condition at all times.

**F. Damage to County Premises:** The Contractor shall repair and/or replace any damage done to any County property by their employees or resulting from Contractor's services at Contractor's sole cost and expense as soon as practicable, but in any event, no more than ten (10) calendar days after notification by the County. All such repairs or replacements shall be completed to the County's sole satisfaction. The Contractor shall document any damages in the project area prior to commencing work. This written record shall be provided to the County prior to commencing work.

**G. Work Authorization by Notice to Proceed:** Any work desired under the resulting contract shall be ordered through the issuance of a written Notice to Proceed by the County which will be accompanied by the Contractor's estimate for the work and such Notices(s) to Proceed shall be considered addenda to any contract resulting from this RFP. The anticipated process should occur as follows:

1. County will request the Contractor to provide a non-binding written estimate for the desired work that includes the labor categories and labor hour rates anticipated for the work, start date and time of the work, duration of time the Contractor will need to occupy the worksite and complete the work and an estimate of the cost of materials that will be needed to complete the work. The County may request a not-to-exceed cost for the services.

2. Upon receipt of the non-binding estimate, the County will review it for completeness and in-turn will issue a Notice to Proceed by e-mail or letter to the Contractor if the County finds the terms acceptable and wishes to engage the Contractor to complete the services.
3. The Contractor shall arrive on the job site and begin work on the date and time provided in the Contractor's non-binding estimate.
4. If the County's Notice to Proceed is not issued to the Contractor within twenty-four (24) hours of the start date and time, either party may request a rescheduled start date and time. If the Notice to Proceed is issued after the start date and time, the Contractor shall coordinate a new start date and time with the County.
5. The Contractor(s) shall obtain prior written approval for any work that exceeds the work authorization in order to be compensated for such work. The County shall not be required to pay Contractor for any work, services or materials not authorized by a valid Notice to Proceed hereunder or which exceeds the scope of a Notice to Proceed.
6. Notwithstanding the foregoing, should the County determine an emergency exists, then the Contractor must respond by beginning work within one (1) hour of notification by the Sheriff's Office of said emergency. If possible, under the circumstances, the Contractor shall deliver an estimate to the Sheriff's Office; however, an authorized representative of the Sheriff's Office may verbally authorize the Contractor to begin work without an estimate or issuance of a written notice to proceed only in cases of emergency. The Contractor is required to submit a written estimate or invoice as soon as practicable in cases of emergency.

H. **Invoices:** The Contractor will be paid on the basis of invoices submitted. Invoices shall include the following: the contract number, Notice to Proceed number, work authorization, copies of supplier invoices or inventory list for materials used for project, and total amount due. Invoices shall be submitted to the invoice-to address as specified in the contract under this RFP. Payment will be made forty-five (45) days after receipt of a proper invoice, or forty-five (45) days after receipt of all goods or acceptance of work, whichever is later.

I. **Coverage:** This solicitation includes Services at all facilities, buildings, structures and property owned, leased or possessed by the County and used by the Sheriff's Office.

J. **County Contact:** Any and all correspondence or questions regarding the Contract resulting from this RFP or any Notice to Proceed shall be directed to the Procurement Contact shown on the cover page of this RFP.

K. **No Construction Services:** The scope of work of this RFP does NOT include any services defined as "construction" under Section 2.2-4301 of the Virginia Procurement Act.

## **V. Insurance Requirements**

A. By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the insurance coverage required at the time the work commences. The Offeror further certifies that the contractor will maintain the specified coverage during the entire term of the

contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

B. During the period of the contract the County reserves the right to require the Contractor to furnish certificates of insurance for the coverage from time to time.

## **VI. Proposal Format**

- A. The County will follow the evaluation process and selection criteria described in this Request for Proposals. In order to provide each Offeror an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Offeror may deem appropriate.
- B. The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside his format. The following paragraphs provide guidelines to each Offeror for information to include in the proposal:
- C. **Cover Letter** - Provide a cover letter cover letter that confirms the Offeror's understanding; of this Request for Proposal and a general understanding of the scope of work (the "Project").
- D. **Overview** - The purpose of this section is to provide Fluvanna County with an overview of the history, qualifications and abilities of the Offeror's firm and for the Offeror to demonstrate the specific qualifications of the staff the Offeror will assign to this Project if selected. At a minimum, the proposal should:
  - 1. Designate a Project Manager and indicate office location.
  - 2. Include the organization chart, functional discipline, and responsibilities of Project team members.
- E. **Resumes/Qualifications** - Provide a concise resume or description of each team member's education, relevant professional experience, length of time employed by the Offeror and/or sub-consultant, and professional licenses. Each firm submitting a proposal shall provide an updated statement of qualifications highlighting the expertise and experience of the firm and its personnel related to the scope of services contained in this RFP. Identification.
- F. **Demonstrated History of Successful Projects** - Discuss the Offeror's ability to work in harmonious, non-adversarial relationships with Fluvanna County and their agents.
  - 1. The personnel named in the proposal shall remain assigned to the Project throughout the period of the contract unless requested to be replaced by the County. If the County requests an individual to be replaced (including any personnel of any sub-contractor), the Offeror shall do so within 30 days of the request, and without any additional charge to Fluvanna County. No replacement may be made without submission of a resume of the proposed replacement for approval by The County.
  - 2. This section shall include recent project information of similar type completed by the firm along with the name and telephone number of the point of contact for each project.
  - 3. Financial responsibility of the firm shall be demonstrated.
- G. **Proposed Sub-Consultants** - The Offeror shall clearly state whether it is proposing to subcontract any of the work herein. The names of all proposed sub-consultants shall be provided. By proposing such firm(s) or individuals, the Offeror assumes full liability for the sub-

consultant's performance. The Offeror shall state the amount of previous work experience with the sub-consultant(s).

- H. **Project Approach** - The purpose of this section is to provide Fluvanna County with the Offerors understanding and proposed approach to the Project. The Offeror should discuss in detail the proposed management and Project approach.
- I. **Representative Projects:** This section of the Offeror's Proposal should list and describe representative clients currently served. Describe the local office experience including the project name and location, brief description of the project, description of the scope of services provided, and principal contact person.
- J. **Cost and Effective Cost Control** – The Offer should detail the cost for services, a demonstrated history of effective control of costs and ability to accomplish work in a timely manner:
  - 1. Indicate the hourly rates for On-Call services: Offers must include a table or list of hourly rates and costs for services on a time and material basis. Hourly rates shall detail all levels of employees involved. Annotate the usual team (employee levels, number of personnel, etc.) responding to a Service call. All materials and equipment used for repair services SHALL be at the Contractor's cost with no mark-up passed along to the County. Additionally, the offeror is to identify any additional costs that could be incurred by the County for services required at nights, weekends or for emergencies.
  - 2. Indicate any pricing information relevant to parts required for On-Call Services.
  - 3. Indicate any other information relating to pricing, equipment or material costs
  - 4. Describe the Offeror's cost control methodology
  - 5. Describe the approach for reducing Project costs
  - 6. Describe the documentation, tracking and reporting system
  - 7. Describe the program for quality control.
- K. **References:** Provide the current name, address, and telephone number of at least five (5) references the Offeror has served either currently or in the past three (3) years; preferably those where one or more of the Project team members provided the same or similar services as requested herein. Indicate the Scope of Services provided to each reference.
- L. **Forms:** All forms required to be submitted under this RFP must be included in the Proposal.

## **VII. Submittal Instructions**

- A. Each Offeror shall submit one (1) original and four (4) copies of its proposal.
- B. An authorized representative of the Offeror shall sign proposals. All information requested should be submitted. Failure to submit all information requested may result in the County, requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.
- C. All forms attached to this RFP must be fully completed, executed by the Offeror and returned as a part of Offer's Proposal.
- D. Offers shall be prepared simply and economically, providing a straight forward, concise description of firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

- E. 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 of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP. 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.
- F. Each proposal shall be in writing and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or email shall be rejected.
- G. Cost will be considered in evaluating the Proposals.

### **VIII. Evaluation Criteria**

- A. All Proposals received shall be evaluated based upon the evaluation criteria listed below.
  - 1. Hourly Rates and Costs **(15 pts.)**
  - 2. Offeror(s) Qualifications and Experience, Resumes **(25 pts.)**
  - 3. Representative Projects and Approach **(20 pts.)**
  - 4. Proximity and availability to Fluvanna County **(25 pts.)**
  - 5. References and Successful Projects **(15 pts.)**
- B. The County may arrange for discussions with Offerors submitting Proposals for the purpose of obtaining additional information or clarification if needed.
- C. The Selection Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.
- D. The County reserves the right to make such additional investigations as it may deem necessary to establish competency and financial stability of any Offeror. If, after the investigation, the evidence of competency and financial stability is not satisfactory, in the sole opinion of the County, the County reserves the right to reject the Proposal.
- E. The County reserves the right to hire a firm to assist the County in evaluating Proposals and determining which Proposal meets

### **IX. Contract Award**

The award(s) shall be based on the Offeror(s)' ability to meet all RFP requirements and the right is reserved to make the award to other than the lowest priced Offeror when it is in the best interest of the County and consistent with the Virginia Procurement Act, the County's Code, the County's Procurement Policies and Procedures and other applicable law. The provisions set forth herein are for contractual goods/services rendered to the County of Fluvanna, Virginia and this solicitation is done under Virginia Code Section 2.2-4302.2(A)(3) as a competitive negotiation for goods and/or nonprofessional services. 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 factors involved in the Request for Proposal, including price. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole or primary determining factor. After negotiations have been conducted with each

offeror so selected, the public body shall select the offeror(s) which, in its opinion, have made the best proposals and provides the best values, and shall award the contract to those offeror(s).

The County's General Terms, Conditions, and Instructions to Bidders and Contractors are attached hereto and incorporated herein by reference. 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 projects identified herein. The services described herein related to multiple projects and a Notice to proceed shall be issued for each project. A project shall include such services as the County deems properly grouped together. The County may choose not to award a contract or Notice to Proceed for any or all projects described herein.



## **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.

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### **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/Vendor: 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 “Vendor”.
- 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, 2<sup>nd</sup> 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 Vendor.

**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 vendor.

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.

## VENDOR 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 vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor'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. Vendor 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 vendor’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 vendor’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 vendor 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

\_\_\_\_\_

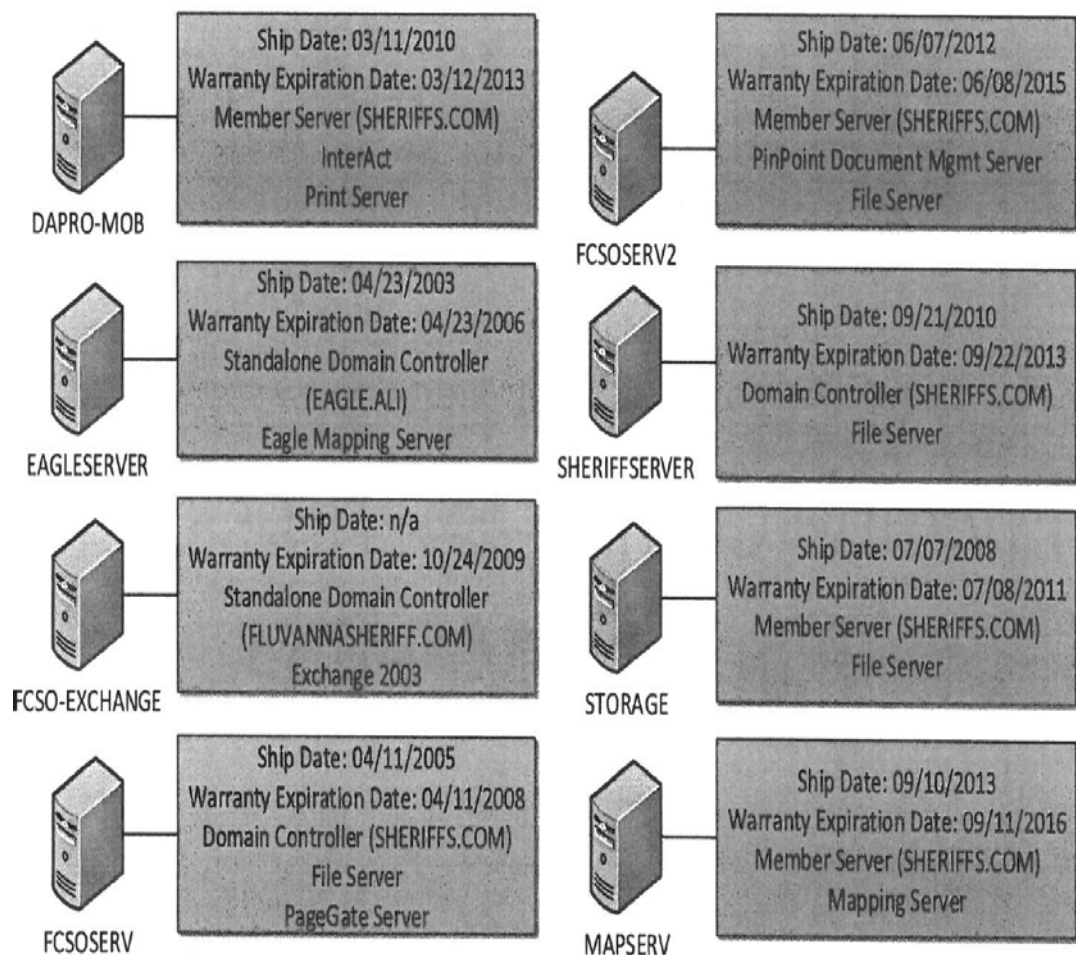
Notary Public in and for the State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

**Exhibit 1 (page 1 of 2) - Existing Software System Requirements**

## Existing Infrastructure



**COUNTY OF FLUVANNA, VIRGINIA**

**RFP #2016-03**

**ADDENDUM #1**

**3/18/2016**

**ADDENDUM NO. 1 TO ALL BIDDERS:**

Reference - Invitation For Bids: RFP #2016-03  
Title of Invitation for Bids: SHERRIFF'S OFFICE ON-CALL INFORMATION  
TECHNOLOGY SERVICES AND SERVER UPGRADE  
AND INSTALLATION  
Issue Date: March 17, 2016  
Bid Due Date and Time: March 31, 2016 2pm

The above RFP #2016-03 is hereby amended and modified as follows:

1. The following are clarifications that amend and supplement Article VI, Proposal format, of the RFP:
  - a. Section J-1, in order to match language in Article IV Section C-9, will be changed to read:

*Indicate the hourly rates for On-Call services: Offers must include a table or list of hourly rates and costs for services on a time and material basis. Hourly rates shall detail all levels of employees involved. Annotate the usual team (employee levels, number of personnel, etc.) responding to a Service call. All materials and equipment used for repair services SHALL be at the Contractor's cost plus the appropriate percentage markup. Additionally, the offeror is to identify any additional costs that could be incurred by the County for services required at nights, weekends or for emergencies.*
2. The following are clarifications that amend and supplement Article IV, Scope of work, of the RFP:
  - a. Section B-1 to read:

*Ability to provide 24/7 local support for 51 desktop sites, with the possibility of adding additional at a later time, if necessary.*

**Note: A signed acknowledgment of this addendum must be received at the location indicated on the IFB 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: \_\_\_\_\_

## **Exhibit 2 Proposal**



NWG Solutions  
913 E. Market St.  
Charlottesville, VA 22902  
434-979-0555

March 30<sup>th</sup> 2016

County of Fluvanna, VA  
Finance Department  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963

RE: Request for Proposal 2016-3 Sheriff's Office On-call Information Technology Services and Server Upgrade and Installation

Dear. Ms. Toler,

Thank you for the opportunity to conduct business with the Fluvanna County Sheriff's Office. We have analyzed the RFP and are pleased to submit our proposal for the Information Technology Services and Server Upgrade and Installation.

Our proposal is based on proven success supporting Fluvanna County Sheriff's Office infrastructure and all business critical applications for the past 3 years as well as our industry partnerships, certifications, best practices and experiences with environments with similar IT needs.

NWG Solutions understands FCSO's need to be able to operate critical services to the County of Fluvanna and has documented success with assisting the Sheriff's office in accomplishing this by monitoring the current IT infrastructure and responding in a timely manner to all issues, day or night.

We are the only IT Vendor in the area with this demonstrated 24/7 emergency support and guarantee an SLA of 1-hour response to any critical outage. Our extensive knowledge of FCSO's systems and expertise will translate into efficient, cost effective support all while keeping FCSO's Emergency Operations up and accessible 24/7.

Thanks again for the opportunity to respond to this RFP. We look forward to supporting your future needs.

Regards,

Shannon Connors  
Chief Operating Officer  
NWG Solutions





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## Company Overview

At NWG Solutions, we like to say that we are not just in the tech business. We're in the service business.

Since 2001, we've taken pride in partnering with businesses to deliver top notch IT support across central Virginia. We are the largest IT firm in the area and because of this our team is able to respond to your IT needs quickly, whenever you need us.

Our partnerships provide above-and-beyond resources for a wide range of hardware and software issues. That's why we say that no one of us knows as much as all of us.

We are a Microsoft Gold Certified Partner and have had this accreditation since 2010. This gives us direct access to Microsoft and their engineers as well as free support and incident troubleshooting 24/7. All of our engineers are Microsoft Certified Professionals. We have more highly trained and certified engineers with the most extensive continuing education and training program of any IT resource in the area, with more constantly in the works.

As a Dell Preferred Partner, we are able to get the most competitive pricing as well as US based support for all of your hardware needs.

We take your security seriously. All of our engineers undergo a thorough background check and sign a Confidentiality Agreement.

We never eat, sleep or go on vacation. We offer unparalleled critical care through our 24/7 Managed Services suite. We always have 2 engineers on call 24 hours a day 7 days a week with a guaranteed SLA of one-hour emergency response time (day or night).





## Resumes and Qualifications

### **Ben Thomas, Founder**

Ben Thomas founded NWG Solutions in 2001 to respond to the computer and network support needs of small businesses without an IT staff. He started his career as a senior IT Consultant with Medical Center Computing at the UVA Medical Center and worked as a Senior System Engineer for the Telemedicine division of Multimedia Medical Systems then headed the network design engineering group at Broadslate Networks.

### **Shannon Connors, Chief Operating Officer**

Joined NWG in June 2006. She holds a Bachelor's of Science degree in English from Oneonta State University in New York. Shannon's early career was focused on customer service. She brought that knowledge and to NWG Solutions where she focused on improving the customer experience through a non-technical point of view. She has continued her work with NWG to focus on the all facets of Operations and has recently been promoted to Chief Operating Officer.

### **Sarah Sensor, Operations Manager**

Sarah recently joined NWG Solutions in March. She holds a B.S in Business Administration from Christopher Newport University. Her career started as a Technical Support Specialist with Cybernetics and employee recruiting with The Lee Group. Most recently she was with AT&T as a Retail Sales Consultant. Sarah's main focus with NWG is Customer Service and Operations. She is the main point of contact for all IT requests.

### **Aimee Dumaresq, Office Manager**

Aimee joined the NWG team in the fall of 2015. She holds an A. A. in Liberal Arts from PVCC and a B.A in Communications Studies with a concentration in Rhetoric and Public Culture from Regent University. Aimee handles all internal office needs and social media communications.

### **James Fretwell, Account Manager**

James has been with NWG Solutions since October 2014. He holds a B.S in Business Administration from UVA. Coming from a wide variety of customer support related fields, James enjoys the daily interaction with clients ensuring that all tasks, large or small, meet or exceed their expectations.



#### **Michael Donlon, Sales/Systems Engineer**

Michael joined NWG in 2007 as a PVCC student. Michael's board range of knowledge and expertise comes from his extensive experience he has gained over the past 8 years with the company. Michael holds the following technical certifications.

- Microsoft Qualifications
  - Microsoft Certified IT Professional
  - Microsoft Certified Technology Specialist
  - Microsoft Certified Professional
  - Microsoft Certified Systems Administrator
  - Microsoft Certified Desktop Support Technician

#### **Ian MacCall, Senior Systems Engineer**

Ian is our most tenured NWG Engineer and has been with us since October 2005. He has over 15 years of IT experience. He holds a degree from PVCC in networking along with multiple Microsoft certifications. His experience includes website authoring, desktop computing support, server installation and support, and network administration.

- Associates Degree in Networking from PVCC
- Microsoft Qualifications
  - Microsoft Certified Systems Engineer
  - Microsoft Certified IT Professional
  - Microsoft Certified Technology Specialist
  - Microsoft Certified Professional

#### **Stephen Bayne, Systems Engineer**

Stephen started his career with computer and networking while still in high school with a small IT group in Madison. After 6 years as a United States Navy Nuclear Mechanical Engineer, Stephen returned to the area to obtain an Associates of Science with a focus in Computer Science from Germanna Community College. Moving to Charlottesville in 2010, he worked as an IT technician at Martha Jefferson Hospital for 3 years before coming to NWG Solutions in early 2013.

- Microsoft Qualifications
  - Microsoft Certified Professional

#### **John Sumrall, Systems Engineer**

John joined the NWG Solutions team after moving from northern Virginia. John has a B.S from Appalachian State University in Computer Information Systems. John's career experience includes working for BRTRC as a Research Analyst and SharePoint Administrator as well as an IT Support Technician for KS Computer Systems.

- Microsoft Qualifications
  - Microsoft Certified Professional

**Marc Insana, Systems Engineer**

Marc Insana joined NWG in the fall of 2015. He holds an Associates in Network Administration from Commercial Technical and Business School in Washington, PA. Marc's career has been focused on IT support for the past 10 years with work for Augusta County Schools, Staunton City Government as well as Blue Ridge Internetworks.

**Tyler Aker, Systems Engineer**

Tyler Aker comes to NWG Solutions from CvilleITPros where he was co-founder. He was also the Systems Engineer for Aker Wade Power Technologies. He has attended PVCC and Virginia tech where he received his A+ Certification.

- Microsoft Qualifications
  - Microsoft Certified Professional

**Stephen Carey, Systems Engineer**

Stephen joined NWG Solutions in March of 2016. He holds a B.S in Business Information Technology from Virginia Tech where he gained knowledge in Java, C++, PHP, MySQL, VB, HTML, LAN Architecture, and Cisco. He currently holds CompTIA A+ and Network+ certifications. Before NWG, he was a Technical Support Specialist with Trident Maritime Systems and a Technical Support Specialist and Webmaster with the Charlottesville City Schools.

- Microsoft Qualifications
  - Microsoft Certified Professional

**Josh Gannon, NOC Engineer**

Josh is our NOC Engineer and is responsible for real-time Monitoring and Automated alerting for NWG's Managed Services. He was Co-Founder of CvilleITPros and also as a Lab Trainer and Research Assistant for RelayFoods.com. He holds an Associate of Science Degree from PVCC in Computer Science.

- Microsoft Qualifications
  - Microsoft Certified Professional







## Demonstrated History of Successful Projects

NWG Solutions has over 15 years of experience not only supporting firms like Fluvanna County Sheriff's Office (FSCO) but also implementing servers, networks and backup and disaster recovery solutions similar to what FSCO is requesting.

### Supporting FCSO

NWG has been providing Fluvanna County Sheriff's office with ongoing service, support and Managed Services since 2013. We have successfully managed the implementation of the following projects:

- Replacement of outdated and failing networking equipment, while simplifying and flattening the network infrastructure
- Replacement of all mobile unit devices
- Replacement of radio console PCs
- Replacement of VCIN and CAD PCs to meet VITA requirements
- Replacement of outdated mapping system
- Installation and implementation of a new, remotely managed and monitored wireless system
- Installation and implementation of a new evidence tracking and inventory application
- Installation and implementation of VPN for secure access to mobile applications
- Emergency recovery of and migration of email from on-premises to cloud-based email service

All of these projects were performed in a timely manner with minimal downtime and no disruption to Fluvanna's emergency 911 Systems.

Besides these projects, NWG has provided the following on-going maintenance, monitoring and support 24/7/365.

- VITALSIGNS Real-time Server and Network monitoring 24/7 with a response time of less than 1 hour for critical outages and emergency calls
- PATROL Managed Antivirus on all workstations

### Other Municipality Support

#### **Town of Louisa Police Department**

Ronnie Roberts 434-566-1446

2/2016: Assessed and resolved network connection issues and suggested future upgrades and projects for consideration.



**City of Charlottesville Police Department**

Blaine Cosgro

Procurement of desktops

**Greene County Sheriff's Office**

11/2011: Worked with Clear Communications to assist with networking issue

02/2012: Worked with Clear Communications to up direct connection between two networks

**Recent Projects**

Along with supporting FCSO, NWG Solutions has also performed similar services, server migrations we well as monitoring and implementation of business continuity and disaster recovery plans as FSCO is requesting for the following businesses:

Legal Aid Justice Center

*2003 Server Replacement/Migration*

*Fall 2015*

Dan Epstein

434-977-0553

[dan@justice4all.org](mailto:dan@justice4all.org)

Albemarle Square Family Healthcare

*Backup/Disaster Recovery/Business Continuity  
Implementation (Datto)*

Courtney Pfister

434-978-2126

[c.pfister@asfhc.com](mailto:c.pfister@asfhc.com)

Ashbury International Group

*2003 Server Replacement/Disaster Recovery  
and Business Continuity Implementation  
(Datto)*

*Summer 2014*

Troy Perry

434-296-8600

[tperry@ashburyintlgroup.com](mailto:tperry@ashburyintlgroup.com)

X-Officio

*Server 2008 Migration/Datto Install  
Spring 2015*

Kerri White

434-327-1740

[kwhite@x-officio.com](mailto:kwhite@x-officio.com)

W.E. Brown

*2003 Server Migration*

Jay Taggart

434-295-1177

[jay@webrown.com](mailto:jay@webrown.com)



## Server Upgrade

NWG Solutions proposes the following server infrastructure to meet or exceed the RFP criteria.

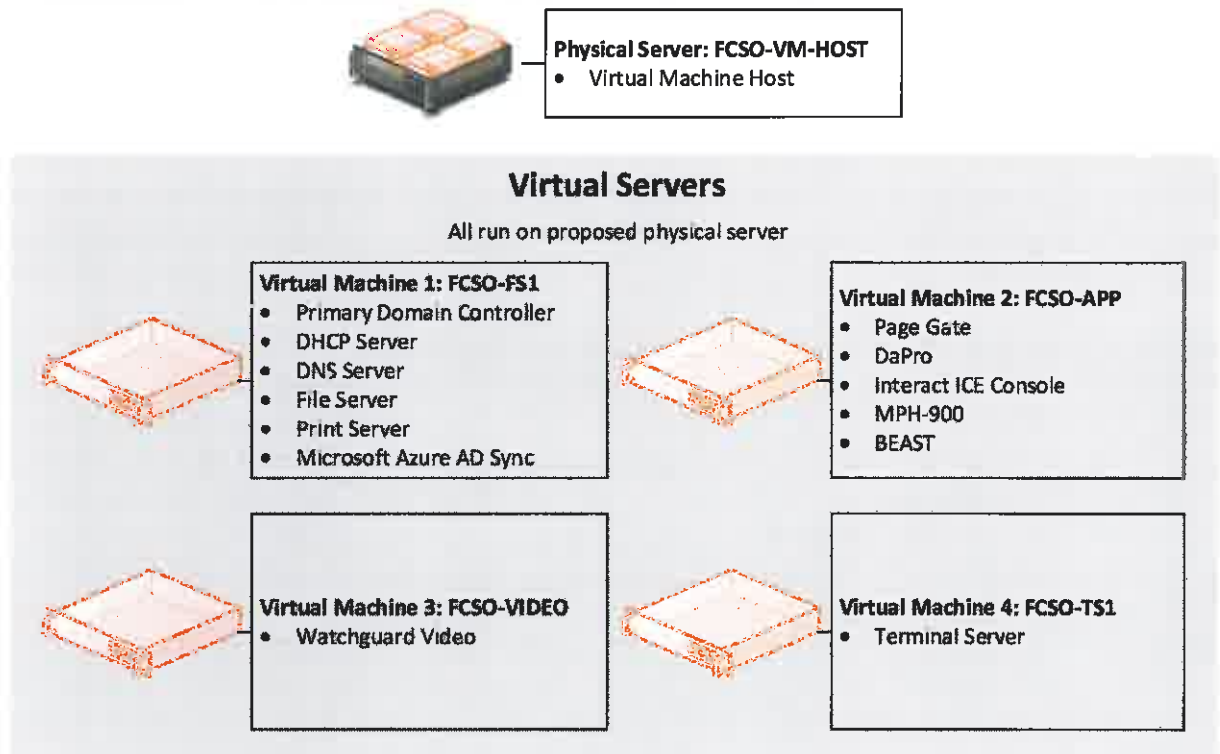
### Proposed Server Architecture

#### Overview

The following details the configuration of the proposed server. Overall, the proposed server is a single Dell PowerEdge R930 server with twin Intel Xeon E7-4809 Processors (each of which has 8 cores) and 128GB of memory. The server will be populated with a total of 18 hard drives that will be combined together through RAID (Redundant Array of Independent Drives) to allow for a total storage capacity of 6,400GB.

This physical server will be configured as the virtual machine host for 4 virtual machines running on Microsoft Hyper-V. All servers will run Windows Server 2012 R2 Standard. All virtual machines will be joined to the local domain while the Virtual Machine Host will remain a standalone server to allow for continued functionality in the event of virtual machine failure. As part of this migration, the local domain SHERIFFS.COM is to be renamed to FLUVANNASHERIFF.local to match the public domain name currently in use.

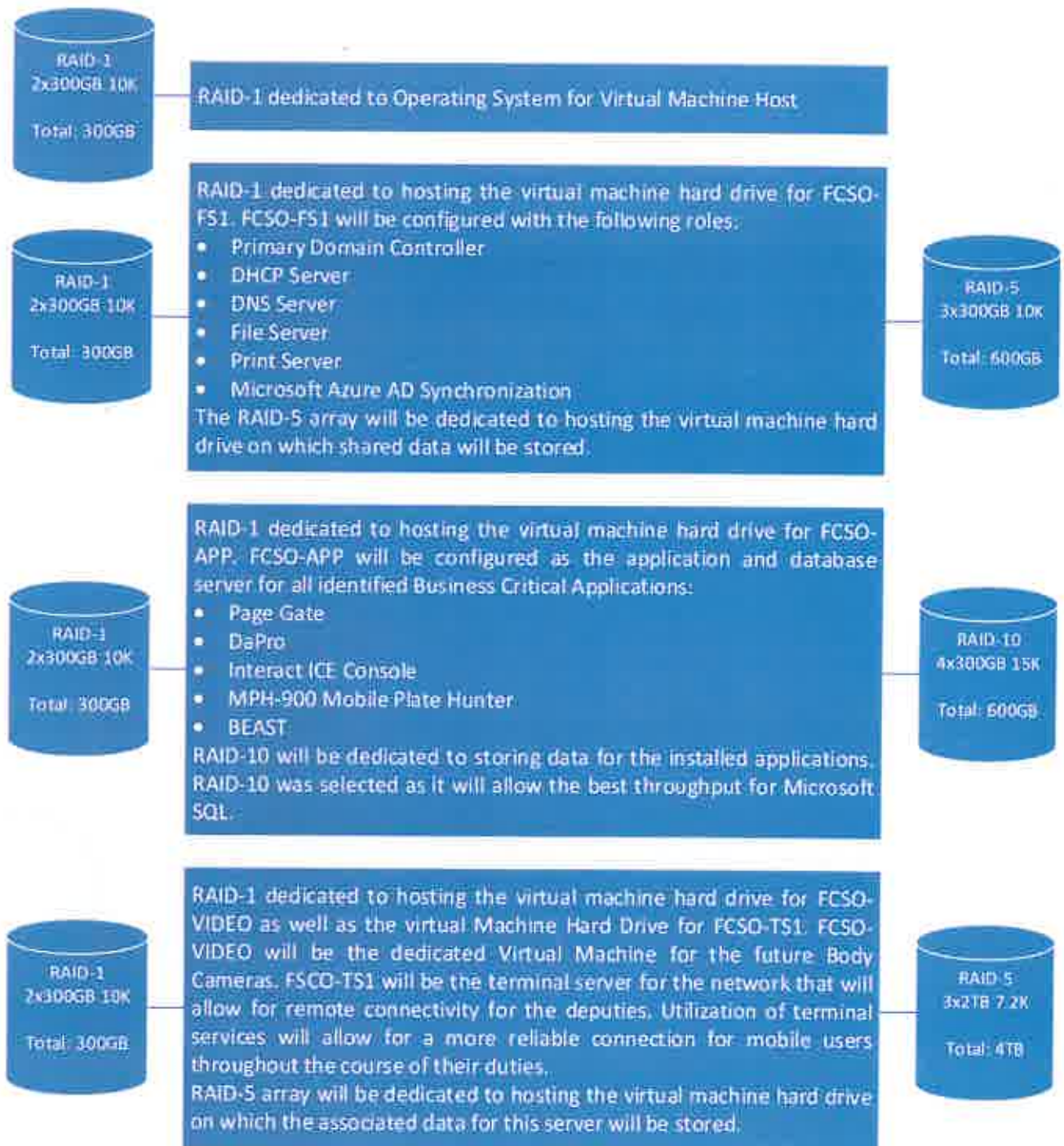
Upon completion of this project, the server environment will appear as follows:







As indicated, the server drives themselves will be configured in a variety of RAID arrays. These arrays themselves will host a combination of servers to meet the requirements set by the customer in their Request for Proposal as well as drawing on internal knowledge of the system from supporting the environment.





## Redundancy

The server is configured to allow for failure of commonly problematic components within the chassis:

- All data will be stored on RAID Arrays to allow for failure of individual drives without data loss while the drives themselves are hot-swappable to allow replacement without powering off the server.
- Power supplies are redundant and hot-swappable to allow for failure and replacement without incurring downtime to the server.

## Hardware Warranty

The hardware warranty is currently set for 3 years but expandable to 7 years. Additionally, the proposed hardware warranty for the server is the quickest response warranty available from the manufacturer (based on client location): a 4-hour Mission Critical response 24x7. This plans for a guaranteed delivery of parts within 4 hours from the time of dispatch so as to minimize potential downtime for the server.

## Backups

The virtual machines will be backed up using a Datto SIRIS 2 appliance. This device implements a hybrid methodology for backing up all data on the servers at regular intervals to allow for the minimum possible downtime in the event of a server failure. Through the use of a Datto device, the servers are backed up as frequently as every hour on a 24x7 basis so that any changes made by users are almost immediately backed up. This allows for a significant increase in potential restore points and flexibility when deciding what data needs to be recovered in the event of data loss.

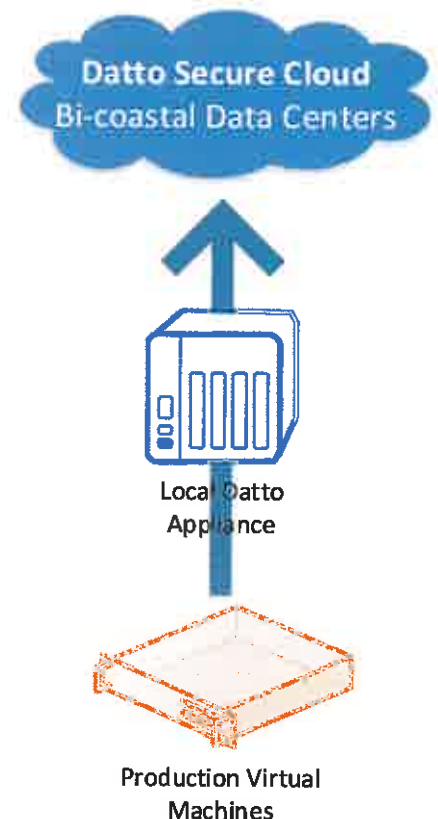
## Disaster Recovery

Once on the device, data is transferred offsite to Datto's secure data storage facilities to allow for disaster recovery. This process is run on a daily basis. All backups are secured prior to leaving the production servers using AES-256 encryption.

## Business Continuity

The purpose of using Datto as a backup solution is that it is designed to function as both a regular backup and Disaster Recovery/Business Continuity solution. In the event of a disaster, either the local device or the Datto cloud (whichever is available, based on the severity of the disaster) can start up replicated copies of the last good backup of the servers. The device and the cloud are then capable of functioning in this role until the production environment can be restored.

*NWG will work with Fluvanna County Sheriff's Office to develop an IT business continuity plan to keep internal mission critical applications running through a disaster scenario. At semi-annual intervals, NWG will test the plan with FCSO to ensure functionality and refine the plan as needed (see page 18- Business Continuity Planning Upgrade).*





### **Expandability**

The quoted physical server is designed to allow for additional growth as business needs change over the projected life-span of the server. The server chassis supports up to 4 physical processors (with a maximum of 72 cores), 6TB of memory, and 24 hard drives. At this time, the server will be loaded with 2 processors, 128GB of memory and 18 hard drives to allow for future upgrades in the event of changes to business requirements.

### **Remote Access for Technical Support**

The proposed system security meets or exceeds all industry best practices. Remote access will be configured for technical support and will be encrypted with at least 128-bit encryption, restricted base on the incoming IP address, restricted to non-standard ports and restricted only to personnel approved by VITA.

### **System Security**

The System security will consist of standardized, complex password policies, password expiration policies, multifactor authentication requirements for mobile devices, strong network firewall rules to restrict incoming connection attempts, monitored Anti-virus services, network device monitoring and encrypted backups. System will meet or exceed all of the current industry Best Practices and IT security settings.

### **Flexibility**

NWG has configured the servers for maximum flexibility. The virtualized servers allow for future growth and expandability with expandable RAID arrays for future server and storage growth and hardware capable of growth in the form of adding more processors, memory, and storage space.

### **Compatibility**

The new server meets or exceeds all business critical application minimum requirements and will exceed current needs in planning for updated software and the flexible virtual server design allows for customizable resource allocation to support future applications while keeping downtime to a minimum and controlling costs.

### **Other Needs**

NWG has configured the system with 6TB of initial storage space to accommodate current storage needs and future needs of car camera systems and upcoming body camera video. We have proposed Datto – hourly backups as well as local and cloud-based virtualization for disaster recovery. AD Sync with Office 365 will be available with the newer server operating systems. Storage capacity for this is considered in the initial server purchase. Resources will be allocated appropriately to a dedicated virtual server.





## Implementation Plan

NWG proposes a side-by-side server installation for minimum interruption with a staged domain, data, and application migration to reduce workflow impact with no effect on FCSO's 911 Emergency Services. NWG will schedule a project kick off meeting to address any and all questions and concerns with all parties. Meetings will also occur regularly during the project to provide updates as well as time estimates to make sure that everyone is kept up to date on the schedule and project scope.

NWG's implementation team will consist of all employees outlined in this document. The Lead Engineer will be Stephen Bayne, based on his number of years of experience supporting FCSO. The Project Manager will be Shannon Connors based on her 9 years of experience managing similar client projects and scopes.

The following details the steps that NWG will take to implement the proposed server upgrade. Location and dates will be determined based on FCSO's implementation timeline.

### Fluvanna County Sheriff's Office Server Migration Scope of Work

Lead Engineer: Stephen Bayne, Systems Engineer

Project Manager: Shannon Connors, COO

#### Pre Implementation

Task	Responsible Party	Target Date(s)	Completed Date
Identify old users and security groups, and clean Active Directory	Andrea Gaines & NWG	TBD	
Implement Comcast and CenturyLink Upgrade	Andrea Gaines	TBD	
Review current mapped network drives and identify required changes	NWG	TBD	
Coordinate with software vendors to plan for software and data migration	NWG	TBD	
Review current security policies and access	Andrea Gaines & NWG	TBD	
Provide Credentials for Testing Software	Andrea Gaines	TBD	
Order Software	Shannon Connors	TBD	
Order Hardware	Shannon Connors	TBD	
Verify all Software Received	Stephen Bayne	TBD	
Verify all Hardware Received	Stephen Bayne	TBD	



### Pre Staging of Server at NWG Solutions

Task	Responsible Party	Target Date(s)	Completed Date
Unbox all hardware and software at NWG to confirm all present	NWG	TBD	
Install and Configure Windows Server Operating System and Hardware RAID settings	NWG	TBD	
Name VM Host: FSCO-VM-HOST	NWG	TBD	
Install Hyper-V Server Role	NWG	TBD	
Set up and configure virtual machines for domain controller, application servers, and terminal server	NWG	TBD	
Name Domain Controller: FCSO-FS1	NWG	TBD	
Name Application Server: FCSO-APP	NWG	TBD	
Name Watchguard Server: FCSO-VIDEO	NWG	TBD	
Name Terminal Server: FCSO-TS1	NWG	TBD	
Apply all applicable Microsoft licensing	NWG	TBD	

### Pre Staging at FCSO

Task	Responsible Party	Target Date(s)	Completed Date
Deliver all hardware onsite at customer site	NWG	TBD	
Configure new server on network	NWG	TBD	
Join new Virtual Servers to existing domain	NWG	TBD	
Install server roles	NWG	TBD	
Prepare file shares	NWG	TBD	
Prepare printer shares	NWG	TBD	
Install VITALSIGNS on Physical Server	NWG	TBD	
Install VITALSIGNS on Domain Controller	NWG	TBD	
Install VITALSIGNS on Application Server	NWG	TBD	
Install VITALSIGNS on Watchguard Server	NWG	TBD	
Install VITALSIGNS on Terminal Server	NWG	TBD	



## On-Site Server Replacement

Task	Responsible Party	Target Date(s)	Completed Date
Perform domain rename from SHERIFFS.COM to FLUVANNASHERIFF.local	NWG	TBD	
Migrate Domain Controller Roles to Domain Controller	NWG	TBD	
Migrate DHCP Role to Domain Controller	NWG	TBD	
Migrate Server Shares to Domain Controller	NWG	TBD	
Migrate Printer Shares to Domain Controller	NWG	TBD	
Install IBR Plus on Application Server	NWG/Software Vendor	TBD	
Install CNET on Application Server	NWG/Software Vendor	TBD	
Install Mobile Cop on Application Server	NWG/Software Vendor	TBD	
Install PageGate on Application Server	NWG/Software Vendor	TBD	
Install Firehouse FTP software on Application Server	NWG	TBD	
Install Watchguard software on Watchguard Server	NWG	TBD	
Migrate IBR data from FCSOSERV2 to Application Server	NWG/Software Vendor	TBD	
Migrate CNET data from FCSOSERV to Application Server	NWG/Software Vendor	TBD	
Migrate PageGate from FCSOSERV to Application Server	NWG/Software Vendor	TBD	
Migrate Firehouse FTP from FCSOSERV to Application Server	NWG	TBD	
Migrate Watchguard data to Watchguard Server	NWG	TBD	
Test Server Software	NWG	TBD	



### On-Site Workstation Testing

Task	Responsible Party	Target Date(s)	Completed Date
Point Workstations to new servers	NWG	TBD	
Confirm network IP address being assigned by new server	NWG	TBD	
Confirm Mapped Network Drives Updated	NWG	TBD	
Confirm Printers Mapped	NWG	TBD	
Confirm Business Critical Application Access	NWG	TBD	
Test with Customer before start of Next Business Day	NWG	TBD	
Leave post-Project Note	NWG	TBD	

### Post Migration

Task	Responsible Party	Target Date(s)	Completed Date
NWG Solutions Onsite after Migration to Provide Support as needed	NWG	TBD	

### Old Equipment Disposal

Task	Responsible Party	Target Date(s)	Completed Date
Remove Old Servers from Customer Site	NWG	TBD	
Erase all Hard Drives and Return to Client for Disposal	NWG	TBD	



## Server Upgrade Proposal

The following proposal is for all hardware and labor associated with the Server Upgrade. Server hardware and software mark-up is 25% from NWG approved Vendors. All labor is estimated based on the Scope of Work. The hourly labor rate can change based on the IT services options decided upon by FCSO.

NWG will warranty honor the manufacturer's OEM warranty for all hardware. NWG will warranty all work relating to the Server Upgrade for a 2 year period providing warranty request can be documented to be a direct result of the labor performed for the Server Upgrade.

### Fluvanna County Sheriff's Office Server Replacement Proposal

March 30, 2016

Part	Qty	Cost	Total
<b>Project Coordination</b>			
• Project management to ensure adherence to established schedule for migration	18	\$135.00	\$2,430.00
<b>Network Installation</b>			
• Configuration of servers on network for local and remote connectivity	2	\$135.00	\$270.00
<b>Server Installation</b>			
<ul style="list-style-type: none"> <li>• Physical installation of server</li> <li>• Configuration of virtual machine host</li> <li>• Configuration of virtual machine clients</li> <li>• Migration of Active Directory to FCSO-FS1</li> <li>• Migration of DNS &amp; DHCP to FCSO-FS1</li> <li>• Configuration of Printer Shares on FCSO-FS1</li> <li>• Deployment of printers through Group Policy</li> <li>• Configuration and Migration of File Shares to FCSO-FS1</li> <li>• Deployment of file shares through Group Policy</li> <li>• Configuration of backups on FCSO-FS1</li> <li>• Migration of existing Business Critical Applications (BCA) to FCSO-APP</li> <li>• Migration of existing BCA Shared Data to FCSO-APP</li> <li>• Configuration of backups on FCSO-APP</li> <li>• Migration of existing camera data to FCSO-VIDEO</li> <li>• Configuration of backups on FCSO-VIDEO</li> <li>• Configuration of terminal services on FCSO-TS1</li> <li>• Configuration of backups on FCSO-TS1</li> </ul>	63	\$135.00	\$8,505.00



<b>Workstation Installation</b>			
Testing of individual workstations to ensure network connectivity. Including: <ul style="list-style-type: none"> <li>• Correct DHCP Assignment</li> <li>• Deployment of Mapped Network Drives</li> <li>• Deployment of Printer Shares</li> <li>• Reconfiguration of BCAs to match new configuration</li> </ul>	60	\$135.00	\$8,100.00
<b>Other Labor</b>			
<ul style="list-style-type: none"> <li>• Installation and configuration of Datto Backup Appliance</li> <li>• Initial run of Backups to ensure successful completion</li> <li>• Export of Data for initial seed of backup data to Datto Cloud</li> <li>• Confirmation of successful start to automatic offsite backups</li> </ul>	10	\$135.00	\$1,350.00
<b>Post Project Support and Training</b>			
<ul style="list-style-type: none"> <li>• On site support following installation to troubleshoot issues post-migration</li> </ul>	14	\$135.00	\$1,890.00
<b>Subtotal Labor (Estimated)</b>	<b>167</b>		<b>\$22,545.00</b>

<b>Part</b>	<b>Qty</b>	<b>Cost</b>	<b>Total</b>
<b>Dell PowerEdge R930 Server</b> <ul style="list-style-type: none"> <li>• Dual Intel Xeon E7-4809 CPU</li> <li>• 128GB Memory</li> <li>• Total Storage Capacity: 6,400GB</li> </ul>	1	\$22,476.79	\$22,476.79
<b>Microsoft Windows Server 2012R2 Standard</b> <ul style="list-style-type: none"> <li>• Licensing for VM Host and Client VM Operating System</li> </ul>	2	\$891.73	\$1,783.46
<b>Microsoft Windows Server 2012R2 User CALs</b> <ul style="list-style-type: none"> <li>• Client Access Licenses for all users on network</li> </ul>	50	\$38.75	\$1,937.50
<b>Microsoft Windows Server 2012R2 Remote Desktop User CALs</b> <ul style="list-style-type: none"> <li>• Client Access Licenses for Terminal Server Utilization</li> </ul>	10	\$134.40	\$1,344.00
<b>Microsoft Office 2016 Professional</b> <ul style="list-style-type: none"> <li>• Microsoft office for use on Terminal Server by connected users</li> </ul>	1	\$518.32	\$518.32
<b>Datto SE10000</b> <ul style="list-style-type: none"> <li>• Backup Appliance for local backup of data</li> </ul>	1	\$7,897.59	\$7,897.59
<b>Subtotal Parts</b>			<b>\$35,957.66</b>
<b>Tax</b>	0.0%		<b>\$0.00</b>
<b>Project Total (Labor Estimated)</b>			<b>\$58,502.66</b>



Ongoing Monthly Subscription Services	Qty	Cost	Total
<b>Datto Monthly Service and Support</b> • Ongoing service for offsite cloud backups and manufacturer support of backup appliance	1	\$1,103.79	\$1,103.79
<b>Monthly Managed Services</b>			<b>\$1,103.79</b>

Ongoing Remote Server Support for 1 Year	Qty	Cost	Total
<b>Server Based Technical Support- Remote only during business hours (as reference in RFP pg. 6 sec 10.)</b>	1	\$16,200.00	\$16,200.00
<b>Labor Total</b>			<b>\$16,200.00</b>

Business Continuity Planning Upgrade	Qty	Cost	Total
<b>Creation and semi-annual testing of Business Continuity Plan (see pg. 10 for description of services)</b>	1	\$4,000.00	\$4,000.00
<b>Labor Total</b>			<b>\$4000.00</b>

**NOTE:** Prices on hardware subject to change due to market fluctuation. These prices will be verified at time of order and any changes will be provided prior to placing the order. Labor is based on good faith estimate. We will notify you before exceeding the above labor number by 10%. All orders over \$3,000 require full price of parts plus tax or 50% of total project estimate, whichever is greater, as deposit to start. Remainder of project will be billed at project completion.

Our labor is based on an estimate because of the nature of software and computer networks and the multitude of variables. Our estimate is based on years of experience and what we anticipate to complete the project. We bill for "actual" time over or under in our labor estimate.

**WARRANTY:**

NWG Solutions LLC does not extend the warranty of a product past the Original Manufacturer's Warranty (OEM). OEM Warranties do not include NWG Solutions labor to reinstall/repair products. NWG Solutions does not guarantee the success of any third party hardware or software claims and can only work within the parameters of the third party vendor's own technical support. Customer is responsible for all labor charges, regardless of success, for situations outside of NWG Solutions' control. NWG Solutions will warranty that its work shall follow proper vendor installation guidelines.







## On-Call Services

### IT Support Service Requirements

Along with the Server Upgrade Project, NWG Solutions also proposes to support the newly installed infrastructure as well as all on-going support needs for Fluvanna with the following rates and responses. NWG meets or exceeds all the requirements outlined in the RFP page 7, sec. B, including but not limited to:

**Ability to provide 24/7 local support**

*NWG has 2 on-call engineers 24/7*

**Response time within 1 hour for an Emergency. An Emergency shall exist whenever the County so identifies the same in its sole discretion**

*NWG Solutions is based in Charlottesville with less than 1 hour drive time to County*

**Ability to work closely with the Fluvanna County Sheriff (the "Sheriff"), and/or other authorized County representative, to coordinate service calls**

*Demonstrated through past 3 years of support*

**Responding to multiple simultaneous On-Call Service requests with pre-qualified technical service personnel within time frames set out in the written Notice to Proceed, as defined herein, and any contract entered into by the parties under this RFP**

*NWG has demonstrated ability and capability due to number of certified, County approved engineers*

**Providing complete confidentiality and security for all computers, networks, data, hard drives and other computer media, and information owned or generated by the County or Sheriff's Office or associated with the work performed hereunder, as more particularly set out in the written contract to be entered into by the parties.**

*NWG Engineers assigned to work with FCSO have all documented security clearance and fingerprints from FCSO and have watched the Security Awareness PowerPoint assigned by VITA.*

*NWG Solutions also meets or exceeds all of the Contractor Experience, Qualifications and other Requirements as outlined in the RFP page 9 sec. D.*



## Proposal for On-going IT Services

### Option 1- Time and Materials

NWG Solutions proposes a time and materials option for all services below. The hourly rates are the same for all engineers as all of our engineers are Microsoft Certified and bill out at the same rate.

- On-site service hourly rate: \$135/hour (minimum 1-hour charge)
- Remote service hourly rate: \$135/hour (billable in 15 minute increments)
- Emergency hourly rate: \$202.50/hour (minimum 1-hour charge)

Time of Service	Rates
<b>Business Hours</b> Monday – Friday, 7:00am – 6:00pm	Onsite: \$135/hour (1 hour min)
	Remote: \$135/hour (.25 hour min)
<b>After Hours</b> Monday – Friday, 6:00pm – 11:00pm Saturday/Sunday 7:00 am- 11:00 pm,	Onsite: \$202.50/hour (1 hour min)
	Remote: \$202.50/hour (1 hour min)
<b>Overnight</b> Monday – Sunday, 11:00pm – 7:00am	Onsite: \$270/hour (1 hour min)
	Remote: \$270/hour (1 hour min)
<b>Holidays</b>	Onsite: \$270/hour (1 hour min)
	Remote: \$270/hour (1 hour min)



## Option 2- Block Time

NWG Solutions can provide Fluvanna County Sheriff's Office with the following pricing based on a block time agreement:

- On-site service hourly rate: \$125/hour (minimum 1-hour charge)
- Remote service hourly rate: \$115/hour (billable in 15 minute increments)
- Emergency hourly rate: \$185/hour (minimum 1-hour charge)

The blocks of time will automatically renew and bill at 25% remaining block hours and will be configured as follows:

- On-site 20-hour block at \$125/hour- \$2500.00
- Remote 20-hour block at \$115/hour- \$2300.00
- Emergency 5-hour block at \$185/hour- \$925.00

Time of Service	Rates
<b>Business Hours</b> Monday – Friday, 7:00am – 6:00pm	Onsite: \$125/hour (1 hour min)
	Remote: \$115/hour (no min)
<b>After Hours</b> Monday – Friday, 6:00pm – 11:00pm Saturday/Sunday 7:00 am- 11:00 pm,	Onsite: \$185/hour (1 hour min)
	Remote: \$185/hour (1 hour min)
<b>Overnight</b> Monday – Sunday, 11:00pm – 7:00am	Onsite: \$185/hour (1 hour min)
	Remote: \$185/hour (1 hour min)
<b>Holidays</b>	Onsite: \$185/hour (1 hour min)
	Remote: \$185/hour (1 hour min)





## System Monitoring and Maintenance

In accordance to the RFP requirements set forth on page 9 D10 "An Ability to monitor network, server and workstations in real time," NWG Solutions Proposes the following Monitoring and Maintenance of FCSO's Servers, Workstations and Network

### NWG Managed Services Pricing

Managed Service	Qty	Price/device	Total/month
VITALSIGNS Server Monitoring	5	\$115.00	\$575.00
PATROL Managed AntiVirus	50	\$3.00	\$150.00
PATROL Patch	50	3.00	\$150.00
<b>Total per month</b>			<b>\$875.00</b>

### NWG Solutions VITALSIGNS Server Monitoring and Maintenance Service Summary

NWG VITALSIGNS includes the following services Advanced Performance Monitoring

- Windows Patch Management
- 1<sup>st</sup> Call Support
- Server Administration

Out of scope activities will be billed at our hourly rates as provided herein. NWG Solutions' service department will contact the customer for approval before performing any out of scope task.



## Advanced Performance Monitoring

The NWG Solutions' NOC monitors the health of your server, and identifies issues that may impact that server's performance. Identified issues are raised to the customer during NWG Solutions' regular business hours for remediation approval.

Services monitored include:

	Scan Interval	Warning	Failed
CPU Usage	15 Minutes	80%	90%
Disk Space	15 Minutes	85%	95%
Disk I/O	15 Minutes		
Memory Utilization	15 Minutes	86%	97%
Patch Status	15 Minutes	31 days	61 days
Connectivity	5 Minutes	N/A	No Connectivity

## Windows Patch Management

All services and/or related components require regularly scheduled maintenance ("Maintenance Window") in order to meet established service levels. Service patch updates and restarts will be performed one night per month between the hours of 8:00 pm and 12:00 am. Customer will be notified within 24 hours of scheduled maintenance by email or phone. These activities will render system and/or applications unavailable for normal user interaction. Service performed outside the scope of work for maintenance will be billed at normal rates.

## 1st Call Support

First Call Support guarantees a technical response within one business hour of a critical outage or client will receive one (1) hour credit towards next month's invoice. Response time shall be defined as one business hour plus responsible drive time. Technical response shall be defined as contact, either onsite or by phone, of the technician who has been assigned to the ticket. Technician will begin troubleshooting the problem at that point. Critical outage shall be defined as any emergency event configured in VITALSIGNS monitoring service. Business hours shall be defined as 8am to 5pm, EST, Monday through Friday, excluding holidays. Client must be in good financial standing in order to receive service credit.



## Server Administration

Server Administration provides simple administration services, from creating a new user account to adjusting permissions or distribution groups. It covers any administrative task on the server that can be covered remotely without troubleshooting. The task will be performed during regular business hours. Some examples include:

- Account management (setup, enable/disable, password change, security/distribution group membership)
- Server management (folder infrastructure, folder security/sharing permissions, license management)
- Exchange management (public folder creation, folder permissions, size restrictions)



## **NWG PATROL- Managed Antivirus and Managed Patch Services Summary**

NWG PATROL includes the following services (the “Services”): (each a “Service” and together, the “Services”):

- OS & 3rd Party Patch Management
- Managed Antivirus
- Reporting

Out of scope activities will be billed at our hourly rates as provided herein. NWG Solutions’ service department will contact the customer for approval before performing any out of scope task.

### **Windows Patch Management**

All services and/or related components require regularly scheduled maintenance (“Maintenance Window”) in order to meet established service levels. Service patch updates and restarts will be performed one night per month between the hours of 8:00 pm and 12:00 am. Customer will be notified within 24 hours of scheduled maintenance by email or phone. These activities will render system and/or applications unavailable for normal user interaction. Work performed outside the scope of the Services will be billed at normal rates.

### **Managed Anti-Virus**

NWG Solutions’ integrated Anti-Virus solution allows our NOC to actively monitor, manage, and update deployed devices, maximizing your business’ protection and security. Managed Anti-Virus includes:

- Signature updates
- Status & Threat monitoring
- Scheduled scans
- Anti-Virus Software updates
- Quarterly Status & Threat reporting
- Remediation of issues preventing the installation or performance of Managed Anti-Virus

Please note: manual removal of malware/virus infection is not included in the Services and will be billed at NWG Solutions’ hourly rate.

### **Reporting**

On an on-demand basis, Patch and AV Status reports will be delivered to the Primary Customer Contact.







## References

The following references are based on the support and scope of services provided that are similar to what NWG proposes for Fluvanna County Sheriff's Office. We have implemented Server Upgrades for all below references except for UVMCO (we only provide monitoring and maintenance for their servers.)

Ashbury International Group

*Client since 2010*

Troy Perry

434-296-8600

[tperry@ashburyintlgroup.com](mailto:tperry@ashburyintlgroup.com)

Yancey, Bowman, and Helsley CPAs PLLC

*Client since 2006*

Dan Bowman, Partner

(540) 433-3777

[dbowman@yanceymiller.com](mailto:dbowman@yanceymiller.com)

Orange Family Physicians

*Client since 2005*

Donna Diaz, Practice Manager

(540) 672-3010 x116

[ddiaz@ofpdocs.com](mailto:ddiaz@ofpdocs.com)

Charlottesville Gastroenterology

*Client since 2005*

Leslie Cosner, Practice Manager

434-817-8484 x198

[licosner@cvillegi.com](mailto:licosner@cvillegi.com)

Legal Aid and Justice Center

*Client since 2015*

Dan Epstein

434-977-0553

[dan@justice4all.org](mailto:dan@justice4all.org)

UVMCO

(University of Virginia Investment Management Co.)

*Client since 2011*

Dubie Dubendorfer

434-924-0276

[dd9m@virginia.edu](mailto:dd9m@virginia.edu)

Investure

Client since 2005

Brent Maddox

434-220-0280

[bmaddox@investure.com](mailto:bmaddox@investure.com)

X-Officio

Client since 2015

Kerri White

434-327-1740

[kwhite@x-officio.com](mailto:kwhite@x-officio.com)





**COUNTY OF FLUVANNA, VIRGINIA**

**RFP #2016-03**

**ADDENDUM #1**

**3/18/2016**

**ADDENDUM NO. 1 TO ALL BIDDERS:**

Reference - Invitation For Bids:	RFP #2016-03
Title of Invitation for Bids:	SHERIFF'S OFFICE ON-CALL INFORMATION TECHNOLOGY SERVICES AND SERVER UPGRADE AND INSTALLATION
Issue Date:	March 17, 2016
Bid Due Date and Time:	March 31, 2016 2pm

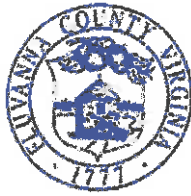
The above RFP #2016-03 is hereby amended and modified as follows:

1. The following are clarifications that amend and supplement Article VI, Proposal format, of the RFP:
  - a. Section J-1, in order to match language in Article IV Section C-9, will be changed to read:

*Indicate the hourly rates for On-Call services: Offers must include a table or list of hourly rates and costs for services on a time and material basis. Hourly rates shall detail all levels of employees involved. Annotate the usual team (employee levels, number of personnel, etc.) responding to a Service call. All materials and equipment used for repair services SHALL be at the Contractor's cost plus the appropriate percentage markup. Additionally, the offeror is to identify any additional costs that could be incurred by the County for services required at nights, weekends or for emergencies.*
2. The following are clarifications that amend and supplement Article IV, Scope of work, of the RFP:
  - a. Section B-1 to read:

*Ability to provide 24/7 local support for 51 desktop sites, with the possibility of adding additional at a later time, if necessary.*

**Note: A signed acknowledgment of this addendum must be received at the location indicated on the IFB 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

NWG Solutions Name of Firm

BY: [Signature]

Signature of duly authorized representative

Title: COO

Date: 3/28/16

## 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 vendor'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 vendor'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 vendor 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) *MLUG Solutions*

Legal Name of Offeror/Bidder *Shannon Connors*

Date *3/29/16*

Authorized Signature *[Signature]*

Print or Type Name and Title *Shannon Connors COO*

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

## VENDOR 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 vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: Shannon Councers Phone: 434-979-0555

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

12 Years \_\_\_\_\_ Months

4. Vendor Information:

FIN or FEI Number: 20-1581124 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: <u>Investure</u>	Contact: <u>Brent Maddox</u>
Phone: <u>434-220-0260</u>	Email: <u>bmaddox@investure.com</u>
Dates of Service: <u>2006-Present</u>	\$\$ Value: <u>\$ 800,000</u>

Company: <u>Charlottesville Castro</u>	Contact: <u>Leslie Cosner</u>
Phone: <u>434-817-8484</u>	Email: <u>lcosner@cvillegi.com</u>
Dates of Service: <u>2005-Present</u>	\$\$ Value: <u>\$ 700,000</u>

Company: <u>Valley Pediatric Group</u>	Contact: <u>Dr. Steven Mumbauer</u>
Phone: <u>540-949-0118</u>	Email: <u>mumbauer@valleypedgroup.com</u>
Dates of Service: <u>2010-Present</u>	\$\$ Value: <u>\$ 170,000</u>

Company: <u>Ashbury International Group</u>	Contact: <u>Troy Perry</u>
Phone: <u>434-296-8600</u>	Email: <u>tperry@ashburyintlgroup.com</u>
Dates of Service: <u>2010-Present</u>	\$\$ Value: <u>\$ 345,000</u>

I certify the accuracy of this information.

Signed: \_\_\_\_\_

Title: COO

Date: \_\_\_\_\_

3/29/18

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

### CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of NWG Solutions, 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]  
Signature of Company Representative

NWG Solutions  
Name of Company

3/29/16  
Date

### ACKNOWLEDGEMENT

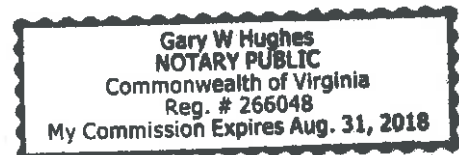
STATE OF VIRGINIA

Albemarle FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of Shannon Connors and dated March 29, 2016 was subscribed and sworn to before the undersigned notary public by Shannon Connors on March 29, 2016.

[Signature]  
Notary Public

My commission expires: August 31, 2018



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.

Shannon Connors / COO

Type or Print Name & Title of Authorized Person

[Signature]

Signature of Authorized Person Submitting This Bid

3/29/16

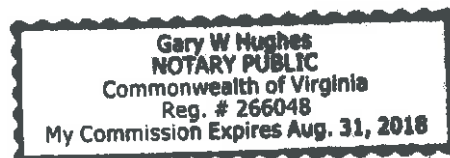
Date

SUBSCRIBED AND SWORN to before me by the above named

certified on the 29 day of March, 2016 cert

[Signature]

Notary Public in and for the State of Virginia



My commission expires: August 31, 2018

PLEASE RETURN THIS PAGE WITH BID SUBMISSION



## PowerEdge R930

The Dell PowerEdge R930 rack server was specifically **designed** for the most demanding enterprise applications and features industry-leading internal storage and memory scalability to optimize application performance.

Accelerate enterprise applications with Dell's most powerful server featuring highly scalable processing, memory and internal storage. The R930 is the ideal foundation for:

- In-memory databases
- OLTP, OLAP
- CRM, ERP
- Unix to Linux migrations

### Scalable performance

Leveraging the latest Intel® Xeon® processor E7 v3 product family (with up to 18 cores per processor), the four-socket R930 flexibly scales to optimize transaction, operations and significantly reduce latency.

- Utilize all 72 processing cores to access up to 6TB (with 64GB DIMMs) DDR4 memory.
- Optimize performance across compute, memory and I/O with up to eight PCIe SSDs.
- Protect mission-critical and data-intensive applications with Intel E7 RAS features.

### Accelerate applications

Reduce licensing costs using the extensive internal resources of a single R930 to accelerate applications and optimize compute processing. With 96 DIMM slots and 24 hard drives, the R930 can easily adapt to the demands of any workload.

- Cost-effectively scale memory using lower-cost, smaller DIMMs.
- Architect internal storage with SSDs and SAS drives to optimize for specific applications.
- Double I/O bandwidth utilizing dual PCIe 3.0 RAID cards.

### Innovative management with intelligent automation

The Dell OpenManage portfolio simplifies and automates server lifecycle management tasks by leveraging the incomparable agent-free capabilities of the embedded Dell Remote Access Controller (iDRAC) with Lifecycle Controller. With this technology, server deployment, configuration and updates are streamlined across the OpenManage portfolio and through integration with third-party management solutions. Monitoring and control of Dell and third-party data center hardware is provided by OpenManage Essentials and with anytime, anywhere mobile access, through OpenManage Mobile. OpenManage Essentials now also delivers Server Configuration Management capabilities that automates one-to-many bare-metal server and OS deployment, providing quick and consistent replication of configurations and ensures compliance to a predefined baseline configuration with automated drift detection.

## PowerEdge R930

- Latest Intel Xeon E7-8800 v3 and E7-4800 v3 processors
- Up to 96 DIMMs DDR4 memory
- Supports up to 8 Express Flash NVMe PCIe SSDs
- Up to 10 PCIe 3.0 slots

Feature	Technical specification
Form factor	4U
Processor	Intel Xeon E7-5800 v3 and E7-4800 v3 processors
Processor sockets	4
Internal interconnect	Intel QuickPath Interconnect (QPI)
Cache	Up to 45/45
Chipset	Intel C602J
Form Factor	4U
Chassis dimensions	H: 6.0" (152.4mm) W: 18.9" (480.4mm) D: 31.09" (792.3mm) with PSU and bezel D: 31.01" (787.7mm) with PSU and without bezel
Memory	8x DIMM slots: 8GB/16GB, 32GB/64GB, RDIMM, LR-DIMM up to 130GB MT/s
I/O slots	Up to 10 PCIe Gen3 slot + 1 RAID slot + 1 NDC slot
RAID controllers	<b>Internal controllers:</b> PERC H330, PERC H730P <b>External HBAs (RAID):</b> PERC H730 <b>External HBAs (non-RAID):</b> 12Gbps SAS HBA
Hard drives	2.5" SATA/SAS SSD, SAS HDD (15K, 10K), nearline SAS HDD (7.2K) 2.5" PCIe SAS Dell PowerEdge NVMe Express Flash PCIe SSD
Drive bays	Up to 24 2.5" hot-plug 12Gb SAS HDD or SAS/SATA SSD Up to 3 front-accessible Express Flash NVMe PCIe SSD (PCIe 3.0)
Embedded NIC	Refer to <a href="#">Dell.com/poweredge</a> for the supported NICs
Remote management	iDRAC with Lifecycle Controller iDRAC Express (default) iDRAC Enterprise (upgrade option) 1GB or 16GB iFlash media (upgrade option)
Systems Management	IPMI 2.0 compliant Dell OpenManage Essentials Dell OpenManage Mobile Dell OpenManage Power Center Dell OpenManage Integration: <ul style="list-style-type: none"> <li>Dell OpenManage Integration Suite for Microsoft System Center</li> <li>Dell OpenManage Integration for VMware vCenter</li> </ul> Dell OpenManage Connect only: <ul style="list-style-type: none"> <li>HP Operations Manager, IBM Tivoli® Netcool, and CA Network and Systems Management</li> <li>Dell OpenManage Plug-in for Oracle Database Manager</li> </ul>
Power supplies	Hot-plug redundant PSUs: 750W AC, 1100W AC
Availability	Hot-plug hard drive, hot-plug redundant power, hot-plug redundant fans, ECC memory, internal dual SD module
Operating systems	Microsoft Windows Server® 2012 R2 (includes Hyper-V) Microsoft Windows Server 2012 (includes Hyper-V) Novell® SUSE® Linux Enterprise Server Red Hat® Enterprise Linux® VMware vSphere® ESXi® For more information on possible versions and a full list, visit <a href="#">Dell.com/OSsupport</a>
OEM-ready version available	From bezel to packaging, your servers can look and feel as if they were designed and built by you. For more information, visit <a href="#">Dell.com/OEM</a> .
Recommended support	Dell ProSupport Plus for critical systems or Dell ProSupport for premium hardware and software support for your PowerEdge solution. Consulting and deployment offerings are also available. Contact your Dell representative today for more information. Availability and terms of Dell Services vary by region. For more information, visit <a href="#">Dell.com/ServiceDescription</a>

## End-to-end technology solutions

Reduce IT complexity, lower costs and eliminate inefficiencies by making IT and business solutions work harder for you. You can count on Dell for end-to-end solutions to maximize your performance and uptime. A proven leader in Servers, Storage and Networking, Dell Enterprise Solutions and Services deliver innovation at any scale. And if you're looking to preserve cash or increase operational efficiency, Dell Financial Services™ has a wide range of options to make technology acquisition easy and affordable. Contact your Dell Sales Representative for more information.\*\*

## Learn More at [Dell.com/PowerEdge](#)

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## Dell ProSupport Mission Critical

**Get your business up and running in minutes, not hours or days**

### **Dell understands time is money**

Every minute of unplanned downtime is lost productivity; and quite often, lost revenue. So that you can reduce recovery time from days to hours, Dell offers the Mission Critical option with Dell ProSupport.

Mission Critical is Dell's most rapid resolution option, allowing you to choose from 2, 4, or 8-hour onsite parts and/or labor. Rely on Dell's proven and reliable Critical Situation process to get you back up and running fast.

### **Key features of Dell ProSupport with Mission Critical**

**Onsite Response** – 2-Hour, 4-Hour or 8-Hour onsite service\* with 6-hour hardware repair available 24x7, including holidays. 2-hour response is not available on desktops; availability may vary by country

**CritSit Procedures** – Severity level 1 issues will be reviewed by Dell and may be nominated for CritSit incident coverage through Dell Global Command Centers.

**Emergency dispatch** – Onsite service technician dispatched in parallel with phone-based troubleshooting when you declare a Severity level 1 incident.

**Priority production** – In the event of a critical situation caused by natural disaster or other event normally excluded from limited warranty, Dell will expedite production of a new system(s).

**Storage fault monitoring** – Alerts from storage fault monitoring helps you maximize uptime by identifying and correcting potential issues before they occur.

**Shift Resources  
from Maintenance  
to Momentum.**

## Key features of Dell ProSupport

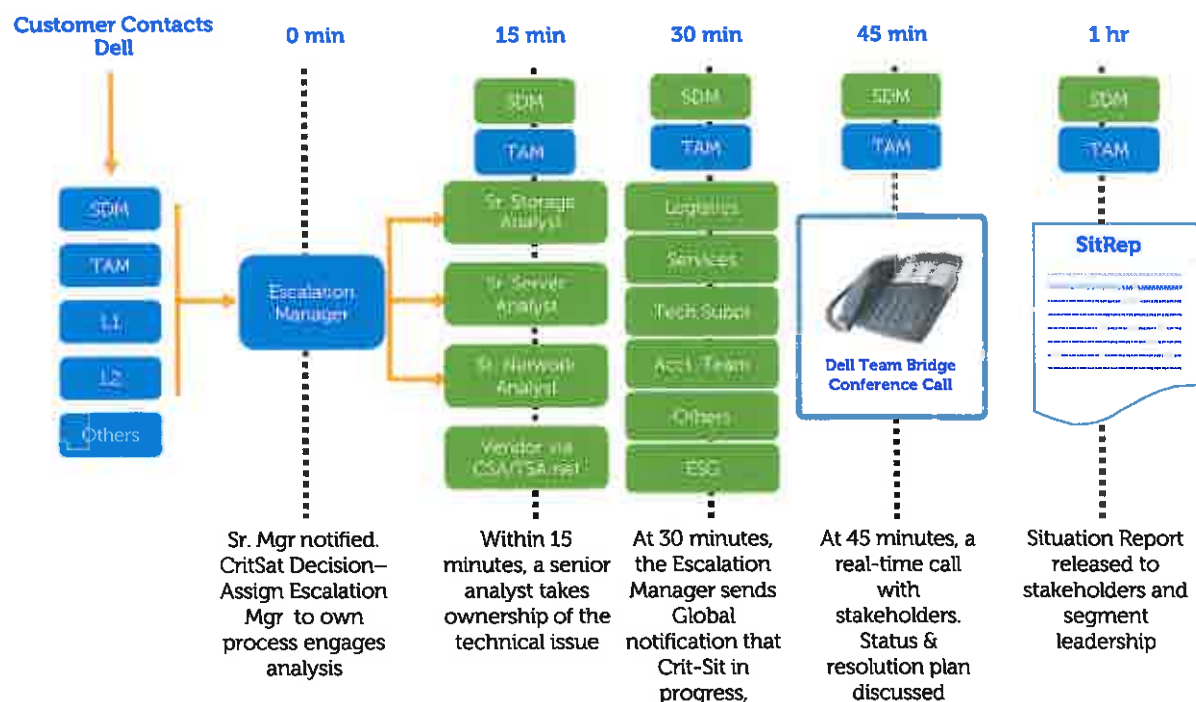
During critical situation events, Dell Global Command Centers will activate our CritSit Process to help ensure that our expert resources are mobilized to get you back up and running fast.

**Dell's CritSit Process** includes:

A Dell Escalation Manager is assigned to your escalation, from there...

- Dell's end-to-end Critical-Situation process helps ensure expert resources are mobilized to get you back up and running fast
- Emergency Dispatch for simultaneous phone and onsite troubleshooting to assist with Severity 1 situations
- Priority Production\*\* to expedite units for critical issues

## Fast & focused resolution, during "critical situation" events



**Dell ProSupport with Mission Critical is only available for purchase with a Dell ProSupport service contract.**

For more information about any of our service offerings, please contact your Dell representative or visit [www.dell.com](http://www.dell.com)

Applications Business Process Consulting Infrastructure Support



**\*\*Priority Production** - In the event of a critical situation caused by natural disaster or other event normally excluded from limited warranty, Dell will expedite production of a new system.

Product and service availability varies by country. For more information, visit [www.dell.com/servicedescriptions](http://www.dell.com/servicedescriptions). \*May be provided by third-party. Technician will be dispatched, if necessary, following phone-based troubleshooting. Availability varies. See [dell.com/service](http://dell.com/service) contracts for details. © 2010 Dell Inc. All rights reserved





SIRIS 2

# ENTERPRISE BUSINESS CONTINUITY BUILT FROM THE GROUND UP

SIRIS 2 Business 500GB to 2TB	SIRIS 2 Professional 1TB to 6TB	SIRIS 2 Enterprise 5TB to 60TB	Virtual SIRIS 1TB to 50TB
-------------------------------------	---------------------------------------	--------------------------------------	---------------------------------



**Datto SIRIS 2** delivers the most aggressive Recovery Time Objective (RTO) of any backup, recovery, and business continuity solution available today. It is the ideal solution for businesses for whom downtime is not an option. SIRIS 2 offers the best protection for a business's mission-critical applications, delivered via the most robust and flexible technology on the market today.

Datto SIRIS 2 is the only backup, recovery, and business continuity solution to offer instant local and off-site virtualization, Screenshot Backup Verification™, and Backup Insights™ all from one simple management interface.

Datto SIRIS 2 features improvements that make it easier to deploy, scale and manage than ever before. ownCloud on SIRIS gives users the capability to sync and share files from a local SIRIS device no matter where they are. The powerful Backup Insights tool gives you a complete picture of how files and folders have changed over time, adding versioning to the robust file restore capabilities.

Full off-site file restores are now possible, too—in a true disaster, you can recover key documents even before the lightning-fast off-site virtualization process has begun, right from the management portal. And perhaps most importantly, it is more straightforward than ever to realize maximum revenue from cloud storage with full billing integration for ConnectWise.

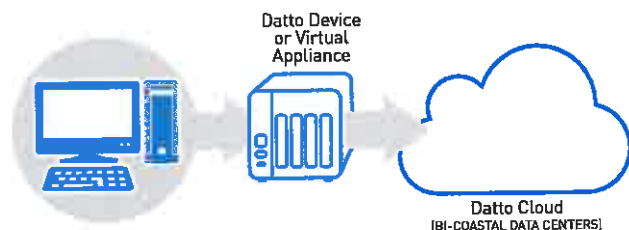
Datto SIRIS 2 is available in four distinct lines to better fit the needs of a wide array of small, medium, and enterprise customers. SIRIS 2 Business packs serious performance in a convenient mini-tower, while SIRIS 2 Professional and SIRIS 2 Enterprise deliver breakthrough rackmount performance, with up to 60TB in backup storage and 1TB RAM. Virtual SIRIS protects both virtual and physical systems, with local storage capacity ranging from 1TB to 50TB.

For mission-critical applications of all sizes, the entire SIRIS family gives you the absolute best in business continuity to protect Windows and Linux machines.

## Hybrid Cloud

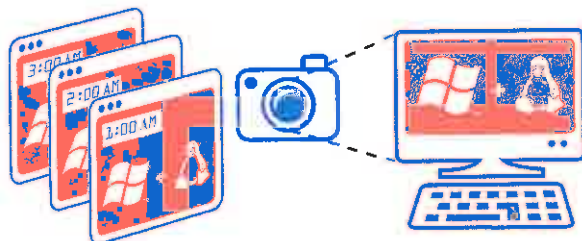
Datto utilizes Hybrid Cloud technology to improve redundancy and give users greater protection of their systems and data. Hybrid Cloud continuity is simple in concept yet robust in feature set; it leverages the advantages of local backup and the security of the cloud.

It starts with workstations and servers protecting data locally across the Local Area Network (LAN) to the Datto appliance. From there it is automatically transmitted to the secure Datto Cloud. This technology improves fault tolerance while reducing the reliance on bandwidth speed. The local Datto device can act as a restore hub for everything from files to application and system fail over, it can also act as a staging environment for off-site transfer. Scheduling off-site data transfers can be critical for bandwidth management and carries no risk of having unsaved backups. In addition, should the local device be compromised, data that was transferred to the Datto Cloud can act as a replica site for the business. A local only backup option cannot ensure data integrity should a site wide disaster occur. Image-based backup is a superior technology vs. outdated tape and disc.



## Image-Based Backup

Datto SIRIS 2 uses image-based backup technology to take a complete picture of the workstation or server. Advantages include quick full system restores, easy recovery of individual files, bare metal restores (BMR) capability, and the ability to boot individual backups as virtual machines.



## eDiscovery Software

eDiscovery gives Datto users the ability to search keywords within their backup data, emails, and attachments and review in an easy to read format. Powered by the industry-leading Kroll Ontrack software, it is compatible with dozens of file formats and systems including Microsoft Exchange, SharePoint, and SQL server.

## Screenshot Backup Verification

No more guessing if your backup is working properly. SIRIS 2 boots backups as virtual machines, capturing an image of the login page to give you visual proof that your data has been successfully backed up. An industry first.



## Instant Local Virtualization

Should a business experience a server failure, the system can be virtualized instantly on the Datto device. The advanced web interface allows for configuration of CPU and memory resources. Networking resources can also be configured dynamically, allowing for changes to be made without restarting the virtual machine. With the system now virtualized, the business can operate "business as usual" until it has the time to fix its server issue, without compromising any data or incurring any downtime.

## Instant Off-Site Virtualization

Datto protects clients from site-wide outages using instant off-site virtualization. In the event of a local disaster such as a fire or flood, the entire network can be recreated in the secure Datto Cloud in a matter of minutes. Secure connections are provided to employees and a business can resume normal operations.

## Inverse Chain Technology™

Datto's proprietary Inverse Chain Technology eliminates the problem of broken backup chains—the place where most issues arise in the backup process.

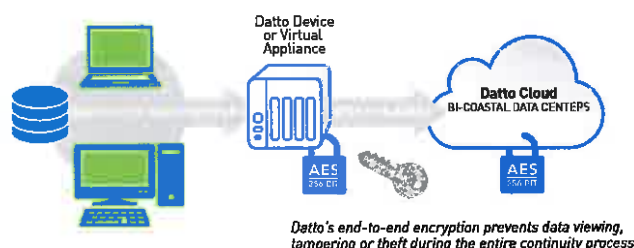
Each time a backup occurs data is saved in a universal virtual file format (VMDK). These backups are not dependent on previous snapshots, giving you the freedom to change retention and delete snapshots without resetting the chain or having to take a new base image. Since each backup is a fully bootable virtual machine, there is no need for complex, time-consuming conversion processes before performing a restore. Data is always available immediately, both on and off-site, for near instantaneous recovery and virtualization.

## ShadowSnap™ by StorageCraft®

Datto uses ShadowSnap by StorageCraft to create image-based backups. ShadowSnap features multiple backup methods: application-aware VSS snapshots by default and the StorageCraft Volume Snapshot Manager direct method as a safety net. ShadowSnap is particularly useful in performing bare metal restores as it supports recovery on dissimilar hardware.

## End-to-End Encryption

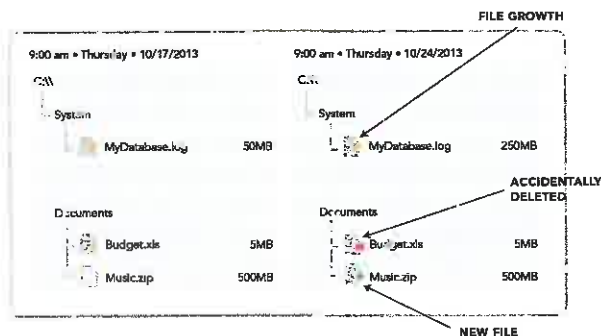
All data is protected by AES-256 encryption both in transit and in the cloud. Additionally, users have the option to encrypt data locally, and passphrases can be specified per appliance or per protected machine to meet compliance regulations.



## Backup Insights™

Has a client ever asked to find a folder that was deleted, and you need to know when? Or, do you need to determine which files were affected by a virus? Datto's proprietary Backup Insights can give you the answers you need, fast.

Backup Insights has the ability to identify file and application changes between any two backup points. It recovers files and applications directly from the interface with almost no information about when they were lost or even where on the machine they resided. Users can intelligently track trends over time to see what files have been created, modified and deleted. This tool is extremely easy to use and can be accessed right from the user interface. In a matter of seconds you can simultaneously mount points and see all files broken down with an easy to read file tree.



## Bare Metal Restore

Restore full machines quickly and efficiently through our Bare Metal Restore (BMR) process. Kick the process off with a PXE (network) boot, or just image a USB thumb drive with the included wizard. Go from physical machines to virtual (P2V) or vice versa with our unique dissimilar hardware tool that allows for maximum flexibility when restoring. No drives or cables are needed as the process runs over the local network.

## Hot-Swappable Drive Bays

Datto's unmatched upgrade policy means you can deploy the appliance that fits your client today, then upgrade to a larger capacity unit later on. Hot-swappable drive bays mean most upgrades can be done right in the field.

## Multiple Appliance Platforms

Virtual SIRIS supports VMware as an appliance platform. Our Intelligent Business Continuity solution can now be purchased as a virtual appliance on virtual infrastructure in addition to our physical hardware.

## ownCloud on SIRIS

Datto is proud to partner with ownCloud to deploy the Enterprise Edition v7 of their solution to SIRIS 1, SIRIS 2 and Virtual SIRIS devices. This new best-in-class file sync and share utility lets users access files from anywhere using desktop or mobile clients and synchronizes changes to keep files up to date all while storing the data right on their SIRIS in their local infrastructure rather than relying on a public cloud. And because IT professionals manage the onsite hardware and can establish granular access restrictions, users get enterprise level simplicity and security unmatched by consumer file sharing services.

## PSA and RMM Integration

Datto SIRIS 2 was designed from the ground up to integrate seamlessly with the remote monitoring and management (RMM) and professional services automation (PSA) tools that are the lifeblood of a managed services practice. SIRIS 2 devices are easily connected with Autotask, AVG Managed Workplace, ConnectWise, GFI Max and Kaseya. Keep tabs on your fleet, set up alerts and notifications, and track billing and setup across your client base. All of this means less time spent on technology and more time invested in growing your business.





Solutions for businesses of any size:



To convert your existing device to a Datto SIRIS 2 use our GENESIS 2 USB-based imaging solution. To learn more go to [www.datto.com/products/genisis](http://www.datto.com/products/genisis)

	Datto SIRIS 2	Virtual SIRIS	Virtual ALTO	Datto ALTO XL	Datto ALTO 2	Datto NAS
	Medium to enterprise businesses	Medium to enterprise businesses	Medium to enterprise businesses	Small to medium businesses	Small businesses	Businesses of any size
Instant On-Site Virtualization	✓	✓				
Instant Off-Site Virtualization	✓	✓	✓	✓	✓	
Hybrid Virtualization™			✓	✓	✓	
Local and Off-Site File Level Restore	✓	✓	✓	✓	✓	✓
VMK/VHD Export	✓	✓	✓ <sup>1</sup>	✓	✓	
Inverse Chain Technology™	✓	✓	✓	✓	✓	✓
RoundTrip Device Seeding	✓	✓	✓ <sup>2</sup>	✓	✓	✓
Screenshot Backup Verification	✓	✓	✓ <sup>3</sup>	✓	✓	
Bare Metal Restore	✓	✓	✓ <sup>4</sup>	✓	✓	
Granular Exchange and SharePoint Recovery	✓	✓	✓	✓	✓	
End-to-End Encryption	✓	✓	✓	✓		
Unlimited Cloud Storage Capabilities	✓	✓	✓	✓	✓	✓
Backup Insights™	✓	✓	✓	✓		
ownCloud on SIRIS	✓	✓				
Unlimited Agent Licensing	✓	✓	✓	✓		
24/7/365 Technical Support	✓	✓	✓	✓	✓	✓
Appliance Type	Physical	Virtual	Virtual	Physical	Physical	Physical
Deploy to paid VMware vSphere	N/A	✓	✓	N/A	N/A	N/A
Deploy to VMware vSphere Free Hypervisor	N/A		✓	N/A	N/A	N/A
Deploy to Microsoft Hyper-V	N/A		✓	N/A	N/A	N/A
Deploy to Citrix XenServer	N/A		✓	N/A	N/A	N/A

1. USB Export not available on Virtual ALTO for Hyper-V or XenServer platforms.
2. Device seeding on Virtual ALTO for Hyper-V and XenServer platforms requires Datto-provided RoundTrip NAS unit (personal drives not supported).
3. Screenshot Backup Verification not available on Virtual ALTO for Hyper-V or XenServer platforms.
4. Bare Metal Restore not available on Virtual ALTO for Hyper-V or XenServer platforms.



Datto devices use the award-winning ShadowSnap™ by StorageCraft agent to capture data change on Windows systems.

## datto

### Corporate Headquarters

101 Merritt 2  
Norwalk, CT 06851  
United States  
partners@datto.com  
www.datto.com  
888-294-4312

### Regional Offices

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Toronto, CAN 877.811.0577  
Reading, UK +44 (0) 116 402 9606

### About Datto

Datto is an innovative provider of comprehensive backup, recovery and business continuity solutions used by thousands of managed service providers worldwide. Datto's 140+ PB purpose-built cloud and family of software and hardware devices provide Total Data Protection, everywhere business data lives, for businesses of every size.

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8/10/2015

Protect your data no matter where it lives with Datto's complete product line



• SIRIS 2  
• Virtual SIRIS



• ALTO 2  
• ALTO XL  
• Virtual ALTO



• Office 365  
• Google Apps  
• Salesforce  
• Social Media

# The Datto Cloud: Uncompromising Security & Constant Availability

THE DATTO CLOUD:  
SECURE CONTROLS  
SECURE MANAGEMENT  
REDUNDANT DATA CENTERS  
RELIABLE INFRASTRUCTURE

## Secure Controls

Datto's data centers are compliant with the Service Organization Control (SOC 1/ SSAE 16 and SOC 2) reporting standards. Renowned as the predominant credential for data centers, the criteria for SOC auditing are set forth by the American Institute of Certified Public Accountants. The operational controls and activities of Datto's facilities are audited annually in order to maintain compliance.\*

## Secure Management

Datto's Cloud Engineering team proactively monitors and maintains the servers of the Datto Cloud. This includes ensuring the health and optimization of hardware, overseeing OS updates, and conducting reactionary fixes for any security exploits either published or discovered. The Datto Engineering team is on-call 24/7 for emergency support.

**Encryption:** Data remains AES-256 bit encrypted during the entire synchronization, storage, and replication process

**Data Security:** Datto Cloud Engineering's access to node servers is authenticated via a unique RSA SSH key, and root permission is guarded by a robust 22-character minimum **passcode**.\*\*

**Physical Access:** Physical access is guarded 24/7 by personnel, biometric scanning, and activity logging.

**Remote Access:** Reverse SSH connections are utilized when providing any remote web services.

## Redundant Data Centers

Datto's geographically diverse cloud is comprised of five data centers internationally. All data is first synchronized to the primary facility in Pennsylvania. A secondary location in Utah serves as means of replication for the primary data center. All sites are capable of providing users remote access to protected files and systems in the case of a disaster.

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Toronto, CAN 377.811.0577  
Reading, UK +44 (0) 118 402 9606

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6/12/15

140+ PETABYTES  
PROTECTED

1 MILLION  
BACKUPS PER WEEK

5 MILLION  
ENDPOINTS PROTECTED

3,000+  
DISASTERS RECOVERED

### Reliable Infrastructure

The data centers themselves are TIER 3 rated according to the American National Standards Institute (ANSI/TIA-942). This means that all infrastructure components are fully fault-tolerant, which translates to a minimum guaranteed uptime of 99.982%. This acts as a safeguard against the failure of any given piece of equipment required for data center functionality, infrastructure redundancy, and ensures that the Datto Cloud remains intact and operational.

**Power:** Two utility feeds, N+1 generators, and 2 dual module UPS battery systems supply Datto's servers.

**Networking:** Diverse physical entry points and load balancing across three Internet Service Providers (ISP).

**Cooling:** Industry-grade passive and active HVAC systems regulate temperature and humidity.

**Fire Protection:** Waterless FM200 systems use vapor to extinguish fires in 10 seconds while neither conducting electricity nor causing harm to occupants.

\* SOC reports and bridge/gap letters may be released to partners upon request, but Datto does not publish them to the web.

\*\* Agent data encrypted prior to cloud syncing cannot be decrypted off-site without the partner entering their private key in the partner portal.

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6/12/15

## Microsoft Certified Professional Transcript

Last Activity Recorded : October 16, 2013  
Microsoft Certification ID : 7037817

**Microsoft**  
**CERTIFIED**  
Professional

IAN MACCALL  
2507 Willard Dr  
CHARLOTTESVILLE, Virginia 22903 US  
immaccall@gmail.com

### ACTIVE MICROSOFT CERTIFICATIONS:

#### Microsoft Specialist

Certification Number :	F490-3493	Achievement Date :	12/01/2015
Certification/Version :	Windows 7, Configuring		
Certification Number :	F490-3492	Achievement Date :	12/01/2015
Certification/Version :	Windows 7, Enterprise Desktop Administrator		
Certification Number :	E114-2551	Achievement Date :	12/26/2012
Certification/Version :	Administering Office 365 for Small Business		

#### Microsoft® Certified Solutions Associate

Certification Number :	D992-4039	Achievement Date :	04/16/2012
Certification/Version :	Windows 7		

#### Microsoft® Certified IT Professional

Certification Number :	D097-8001	Achievement Date :	03/24/2011
Certification/Version :	Enterprise Desktop Administrator on Windows 7		

#### Microsoft® Certified Technology Specialist

Certification Number :	E014-8431	Achievement Date :	09/24/2012
Certification/Version :	Windows Small Business Server 2011, Configuring		
Certification Number :	D943-0099	Achievement Date :	07/03/2012
Certification/Version :	Windows Server 2008 Network Infrastructure, Configuration		
Certification Number :	D691-6101	Achievement Date :	03/21/2012
Certification/Version :	Windows 7 and Office 2010, Deployment		
Certification Number :	D097-8000	Achievement Date :	05/06/2010
Certification/Version :	Windows 7, Configuration		

#### Microsoft Certified Professional

Certification Number :	E114-2552	Achievement Date :	12/26/2012
Certification/Version :	Microsoft Certified Professional		

### LEGACY MICROSOFT CERTIFICATIONS:

#### Microsoft Certified Systems Engineer

Certification Number :	D606-3102	Achievement Date :	01/05/2012
Certification/Version :	Windows Server 2003		

#### Microsoft Certified Professional

Certification Number :	D097-7983	Achievement Date :	07/17/2009
Certification/Version :	Microsoft Certified Professional		

## Microsoft® Certified Professional Transcript

### MICROSOFT CERTIFICATION EXAMS COMPLETED SUCCESSFULLY :

Exam ID	Description	Date Completed
410	Installing and Configuring Windows Server 2012	Oct 16, 2013
324	Administering Office 365 for Small Business	Dec 26, 2012
169	TS: Windows Small Business Server 2011, Configuration	Sep 24, 2012
642	Windows Server 2008 Network Infrastructure, Configuring	Jul 03, 2012
681	TS: Windows 7 and Office 2010, Deploying	Mar 21, 2012
294	Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	Jan 05, 2012
293	Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	Sep 22, 2011
297	Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure	Jun 28, 2011
686	PRO: Windows 7, Enterprise Desktop Administrator	Mar 24, 2011
291	Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	Nov 11, 2010
680	TS: Windows 7, Configuring	May 06, 2010
290	Managing and Maintaining a Microsoft Windows Server 2003 Environment	Mar 18, 2010
282	Designing, Deploying and Managing a Network Solution for the Small and Medium-sized Business	Jul 17, 2009



## Microsoft Certified Professional Transcript

Last Activity Recorded : January 03, 2012  
Microsoft Certification ID : 6638497



MICHAEL T DONLON  
913 E Market St  
Charlottesville, Virginia 22902 US  
mdonlon@nwgsolutions.com

### ACTIVE MICROSOFT CERTIFICATIONS:

#### Microsoft Specialist

Certification Number :	F489-6459	Achievement Date :	12/01/2015
Certification/Version :	Windows 7, Configuring		
Certification Number :	F489-6458	Achievement Date :	12/01/2015
Certification/Version :	Windows 7, Enterprise Desktop Administrator		

#### Microsoft® Certified Solutions Associate

Certification Number :	D992-2865	Achievement Date :	04/16/2012
Certification/Version :	Windows 7		

#### Microsoft® Certified IT Professional

Certification Number :	D034-0223	Achievement Date :	02/17/2011
Certification/Version :	Enterprise Desktop Administrator on Windows 7		
Certification Number :	D034-0214	Achievement Date :	10/02/2009
Certification/Version :	Enterprise Support Technician on Windows Vista		

#### Microsoft® Certified Technology Specialist

Certification Number :	D500-0971	Achievement Date :	09/28/2011
Certification/Version :	Windows Small Business Server 2008, Configuration		
Certification Number :	D034-0222	Achievement Date :	02/17/2011
Certification/Version :	Windows 7, Configuration		
Certification Number :	D034-0213	Achievement Date :	10/02/2009
Certification/Version :	Microsoft Windows Vista, Configuration		

#### Microsoft Certified Professional

Certification Number :	F090-7084	Achievement Date :	04/16/2012
Certification/Version :	Microsoft Certified Professional		

### LEGACY MICROSOFT CERTIFICATIONS:

#### Microsoft Certified Systems Administrator

Certification Number :	B954-2807	Achievement Date :	10/02/2009
Certification/Version :	Windows Server 2003		

#### Microsoft Certified Desktop Support Technician

Certification Number :	B954-2808	Achievement Date :	01/26/2009
Certification/Version :	Windows XP		

#### Microsoft Certified Professional

## Microsoft Certified Professional Transcript

**Certification Number :** B954-2803  
**Certification/Version :** Microsoft Certified Professional

**Achievement Date :** 12/23/2008

### MICROSOFT CERTIFICATION EXAMS COMPLETED SUCCESSFULLY :

Exam ID	Description	Date Completed
293	Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	Jan 03, 2012
653	TS: Windows Small Business Server 2008, Configuring	Sep 28, 2011
680	TS: Windows 7, Configuring	Feb 17, 2011
686	PRO: Windows 7, Enterprise Desktop Administrator	Feb 04, 2011
621	Upgrading your MCDST Certification to MCITP Enterprise Support	Oct 02, 2009
291	Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	Aug 20, 2009
290	Managing and Maintaining a Microsoft Windows Server 2003 Environment	Mar 13, 2009
272	Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System	Jan 26, 2009
271	Supporting Users and Troubleshooting a Microsoft Windows XP Operating System	Dec 23, 2008

Last Activity Recorded : October 01, 2014  
Microsoft Certification ID : 10925891

**Microsoft**  
**CERTIFIED**  
Professional

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Palmyra, Virginia 22963 US  
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**ACTIVE MICROSOFT CERTIFICATIONS:**

**Microsoft Certified Professional**

<b>Certification Number :</b>	F016-2708	<b>Achievement Date :</b>	10/01/2014
<b>Certification/Version :</b>	Microsoft Certified Professional		

**MICROSOFT CERTIFICATION EXAMS COMPLETED SUCCESSFULLY :**

<b>Exam ID</b>	<b>Description</b>	<b>Date Completed</b>
687	Configuring Windows 8.1	Oct 01, 2014



## Microsoft® Certified Professional Transcript

Last Activity Recorded : April 16, 2014  
Microsoft Certification ID : 10298583

**Microsoft**  
**CERTIFIED**  
Professional

JOHN P SUMRALL  
3724 Skyline Crest  
CHARLOTTESVILLE, Virginia 22903 US  
jsumrall@nwgsolutions.com

### ACTIVE MICROSOFT CERTIFICATIONS:

#### Microsoft Specialist

<b>Certification Number :</b>	F507-7316	<b>Achievement Date :</b>	12/01/2015
<b>Certification/Version :</b>	Windows 7, Configuring		

#### Microsoft Certified Professional

<b>Certification Number :</b>	F160-6443	<b>Achievement Date :</b>	04/16/2014
<b>Certification/Version :</b>	Microsoft Certified Professional		

#### Microsoft® Certified Technology Specialist

<b>Certification Number :</b>	E782-3283	<b>Achievement Date :</b>	04/16/2014
<b>Certification/Version :</b>	Windows 7, Configuration		

### MICROSOFT CERTIFICATION EXAMS COMPLETED SUCCESSFULLY:

Exam ID	Description	Date Completed
680	TS: Windows 7, Configuring	Apr 16, 2014

## Microsoft Certified Professional Transcript

Last Activity Recorded : March 18, 2016  
Microsoft Certification ID : 12462960

**Microsoft**  
**CERTIFIED**  
Professional

John Tyler Aker  
187 Bryan Ct.  
Charlottesville, Virginia 22902 US  
taker@nwgsolutions.com

### ACTIVE MICROSOFT CERTIFICATIONS:

#### Microsoft Certified Professional

<b>Certification Number :</b>	F626-6912	<b>Achievement Date :</b>	03/18/2016
<b>Certification/Version :</b>	Microsoft Certified Professional		

### MICROSOFT CERTIFICATION EXAMS COMPLETED SUCCESSFULLY:

Exam ID	Description	Date Completed
687	Configuring Windows 8.1	Mar 18, 2016

## Microsoft Certified Professional Transcript

Last Activity Recorded : March 25, 2016  
Microsoft Certification ID : 12464838

**Microsoft**  
**CERTIFIED**  
Professional

joshua gannon  
187 bryan ct  
charlottesville, Virginia 22902 US  
mutualview@gmail.com

### ACTIVE MICROSOFT CERTIFICATIONS:

#### Microsoft Certified Professional

<b>Certification Number :</b>	F634-5813	<b>Achievement Date :</b>	03/25/2016
<b>Certification/Version :</b>	Microsoft Certified Professional		

### MICROSOFT CERTIFICATION EXAMS COMPLETED SUCCESSFULLY :

Exam ID	Description	Date Completed
687	Configuring Windows 8.1	Mar 25, 2016

### **Exhibit 3**

**Exhibit 3**  
**BUSINESS ASSOCIATE, CONFIDENTIALITY AND NON-DISCLOSURE**  
**AGREEMENT**

This BUSINESS ASSOCIATE AGREEMENT, CONFIDENTIALITY AND NON-DISCLOSURE (the “Agreement”) is entered into by and between **NWG SOLUTIONS, LLC**, a Virginia limited liability company authorized to transact business in Virginia (hereinafter the “Business Associate”), and **FLUVANNA COUNTY**, a political subdivision of the Commonwealth of Virginia, (hereinafter the “County”) and the **FLUVANNA COUNTY SHERIFF’S OFFICE** (the “Sheriff”) effective as of the date of the SHERIFF’S OFFICE ON-CALL INFORMATION TECHNOLOGY SERVICES AND SERVER UPGRADE AND INSTALLATION (the “Contract”) between the County and the Business Associate to which this Agreement is attached.

Fluvanna County and the Sheriff are collectively referred to herein as the “County”. 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 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 Steve Nichols, 132 Main Street, Palmyra, VA 22963 with a copy to the County Attorney, Frederick W. Payne, 414 east Jefferson Street, Charlottesville, VA 22902. County**
- 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 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, inn 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.
2. “Designated Record Set” shall have the meaning given such term in 45 C.F.R. §164.501.
3. “Electronic Protected Health Information” shall have the same meaning as the term “electronic protected health information” in 45 C.F.R. § 160.103.
4. “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).

5.County

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 Sheriff and/or the County and that its disclosure could cause irreparable damage to the County and potentially to on-going investigations and cases related to the Sheriff. 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 Server Upgrade and On-Call Services, as the Services, including, but not limited to, the migration of all the Sheriff's data from the current server system to a 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 subcontractors 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.



- A. 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.
- B. The Business Associate shall not, without specific prior written authorization of the County, remove any PHI or Confidential Information from the Sheriff's Office.

#### **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.**

1. 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 Count 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: Steve Nichols

Title: County Administrator Date: \_\_\_\_\_

**SHERIFF: The Fluvanna County Sheriff's Office**

\_\_\_\_\_  
Eric Hess, Sheriff Date: \_\_\_\_\_

**BUSINESS ASSOCIATE: NWG Solutions, LLC**

Signature: \_\_\_\_\_

Printed Name of Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

T

**Meeting Date:** May 18, 2016

<b>AGENDA TITLE:</b>	Recognition of Commendation				
<b>MOTION(s):</b>					
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			<b>X</b>		
<b>STAFF CONTACT(S):</b>	Captain Von Hill; Sheriff Eric B. Hess				
<b>PRESENTER(S):</b>	Sheriff Eric B. Hess; Captain Von Hill				
<b>RECOMMENDATION:</b>					
<b>TIMING:</b>	Annual				
<b>DISCUSSION:</b>	<p>Recognition of Sheriff's Office Award's</p> <p>Fundamentally, law enforcement service awards are for the purpose of publicly recognizing and rewarding extraordinary, exceptionally meritorious or outstanding acts of heroism and other acts that are beyond those normally expected, and which distinguish the individual among those performing similar acts. Superior performance by an individual of his or her normal duties over an extended period is not necessarily the basis for an award. The individual must have brought distinction on himself/herself or the Fluvanna Sheriff's Office by such an act. It is the policy of this agency to recognize such acts by presentation of the awards described by Sheriff's office policies and general orders. The agency will make information available to the public on recognizing employees for these exceptional performances or acts, whenever it is practical to do so.</p> <p>On today, and other occasions in the future, we will present to the Board of Supervisors certain nominees for such awards. Tonight, we will present to you two such nominees from the Sheriff's Office.</p> <p>This award is aligned with the Distinguished Commendation, which will be awarded to an Appointee who distinguishes himself/herself by extraordinary heroism.</p> <p>Deputy Tyler Thornton:</p> <ol style="list-style-type: none"> <li>1. Legion of Mercy</li> <li>2. Legion of Mercy</li> </ol> <p>Deputy Patrick Wood:</p> <ol style="list-style-type: none"> <li>1. Legion of Mercy</li> </ol>				

	<p>There are two different Awards Possible for this Section:</p> <p>(a) Sheriff Commendation, or</p> <p>(b) Sheriff Achievement</p> <p>The Appointee will be presented with a ribbon, which is white, red, blue, red and white in color.</p>				
<b>FISCAL IMPACT:</b>	NONE				
<b>POLICY IMPACT:</b>	NONE				
<b>LEGISLATIVE HISTORY:</b>	NA				
<b>ENCLOSURES:</b>	Two memoranda describing the incident and action by your Sheriff's public safety staff.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	SHERIFF



**FLUVANNA COUNTY SHERIFF'S OFFICE**  
**SHERIFF ERIC B. HESS**

P. O. BOX 113; PALMYRA, VA 22963  
PHONE (434) 589-8211 FAX (434) 589-6594

## **MEMORANDUM**

---

**Date:** May 9, 2016  
**To:** Fluvanna County Board of Supervisors  
**From:** Captain Von L. Hill  
**Subject:** Life-saving efforts of Deputy Patrick Wood

Deputy Wood was returning from a call-out assignment for a TDO transport. Wood heard a call for service come over the radio of a man whom was injured by a gunshot. Deputy Wood responded to that incident, and was the first deputy to arrive at the scene of this incident. Deputy Wood had the forethought to carry an emergency medical kit with him to the scene. After Deputy Wood secured the scene, he provided immediate on-scene medical care to the injured man. The man was shot at close range with a shotgun and sustained massive trauma to his torso and was bleeding heavily. Deputy Wood managed to provide care and help control the bleeding, skills he learned from his time in the Marine Corps, until EMTs arrived 14 minutes later.

Thanks in no small part to Deputy Patrick Wood's rapid response, critical thinking, and care, the gunshot victim survived his injuries. Deputy Patrick Wood is nominated for the Legion of Mercy award.

Fluvanna County Sheriff's Office  
160 Commons Boulevard  
Post Office Box 113; Palmyra, Virginia 22963  
Emergency: 911  
Non-Emergency: (ph) 434-589-8211; (fax) 434-589-6594  
Administration: (ph) 434-591-2013; (fax) 434-591-2012



**FLUVANNA COUNTY SHERIFF'S OFFICE**  
**SHERIFF ERIC B. HESS**

P. O. BOX 113; PALMYRA, VA 22963  
PHONE (434) 589-8211 FAX (434) 589-6594

## **MEMORANDUM**

---

**Date:** May 9, 2016  
**To:** Fluvanna County Board of Supervisors  
**From:** Captain Von L. Hill  
**Subject:** Life-saving efforts of Deputy Tyler Thornton

Deputy Tyler Thornton has two lifesaving incidents.

1. Deputy Thornton responded to a call for service, in which an individual intentionally cut off his hand with an electric saw in an attempt to end his own life. Once on the scene of this incident, Deputy Thornton acted quickly before EMS arrival and secured a tourniquet on the individual to control the bleeding. He determined the patient as critically injured, requiring a medical air transport to the Emergency Department of the closest hospital.
2. Deputy Thornton responded to a call for service in which a man intentionally cut his own throat with a pocketknife, lacerating his trachea and jugular vein while attempting to end his own life. Using minimal supplies available, Deputy Thornton was able to control the bleeding, and assist EMS with transporting the victim to a medical air transport. Largely due to the immediate decisive actions of Deputy Thornton, the victim later made a full recovery.

Thanks to Deputy Tyler Thornton's rapid response, critical thinking, and care, the victim survived his injuries. Deputy Tyler Thornton is nominated for two distinct Legion of Mercy awards.

Fluvanna County Sheriff's Office  
160 Commons Boulevard  
Post Office Box 113; Palmyra, Virginia 22963  
Emergency: 911  
Non-Emergency: (ph) 434-589-8211; (fax) 434-589-6594  
Administration: (ph) 434-591-2013; (fax) 434-591-2012

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

U

**Meeting Date:** May 18, 2016

<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, May 4, 2016 Regular Meeting, be adopted.</b>				
<b>CATEGORY</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft minutes for May 4, 2016				
<b>REVIEWS</b>	Legal	Finance	Purchasing	HR	Other





**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**ORGANIZATIONAL MEETING AND REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**May 4, 2016**  
**Regular Meeting - 4:00 pm**

**MEMBERS PRESENT:** Mike Sheridan, Columbia District, Chair  
Mozell Booker, Fork Union District, Vice Chair  
Patricia Eager, Palmyra District,  
Tony O'Brien, Rivanna District  
Donald W. Weaver, Cunningham District

**MEMBERS ABSENT:** None.

**ALSO PRESENT:** Steven M. Nichols, County Administrator  
Fred Payne, County Attorney  
Kelly Belanger Harris, Clerk to the Board of Supervisors

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

Chair Sheridan called to order the Regular Meeting of Wednesday, May 4, 2016, at 4:02pm, in the Circuit Courtroom in Palmyra, Virginia. After the Pledge of Allegiance was recited, Chair Sheridan called for a moment of silence.

**ADOPTION OF AGENDA**

Mr. Nichols noted the inclusion under New Business of the Resolution Recognizing Tyler Andrew Gavrilovic, Eagle Scout.

**MOTION**

Mr. Weaver moved to accept the Agenda for the May 4, 2016, Regular Meeting of the Board of Supervisors, as corrected. Mrs. Booker seconded and the Agenda was adopted with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

**COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- Hands On Fluvanna / Community Clean Up Day Event--Friday, April 22nd
  - ~75 volunteers participated.
  - Collected 80 bags of trash along route 15 while working in the rain!
  - Mulched Carysbrook playground, mulched PG Park playground along with helping dig tree holes along hedgerows, over-seeded, strawed, and picked up trash along ADA trail at PG Park.
  - FCHS carpentry club (shed demolition crew) were effective and industrious in helping clean up the hill behind Commonwealth Attorney's facility; picked up litter in the large woody yard area, disassembled the old wood shed, stacked wood in one pile and metal in another pile, filled holes within shed foundation
  - HUGE THANKS to Will Shaw and Aaron Spitzer for their coordination. The Public Works Team played a major role in making sure the day was successful.
- Farm Museum Update
- Reminder about the Employee Recognition and Community Service Award Programs.
- Spotlight on Business: Community Business Forum: Thursday, May 19<sup>th</sup>, 2016.
- Welcome our new Building Official, Mr. Florin Moldovan.
- Update our ordinance to avoid extra paperwork? Waiver of Building, E&S, and Planning fees for County projects. [Board approved preparing draft ordinance change and advertisement package for the May 18, 2016 meeting]
- Highway 53 Speed Study Completed--Speed Limit from Ruritan Lake Road to the Roundabout will be reduced to 45 mph; matches existing speed limit from PG Park to Ruritan Lake Road.
- Dominion Brema Coal Ash Pond Dewatering: First report on the water treatment/testing results; all results within limits. <https://www.dom.com/corporate/our-commitments/environment/coal-ash-pond-closure-management/water-testing-results>.
- New Proffers Bill - Must ensure that all proffers are: Truly voluntary, and carefully documented as complying with the requirements of this statute.
- Fluvanna County Website Update & Management Goals: Refresh the look of county site to be modern and more user friendly, improve visible presence of economic development and tourism, make information more accessible for county residents, ensure the site loads quickly on desktops, tablets, and phones, select a website partner for a long term relationship.
  - Project Cost = \$25,000 – \$30,000
  - Seeking Vendor Proposals
- Ongoing/Current Staff Projects List provided to Board members.
- Responded to citizen information request regarding use of a local Fire Tower for the E911 Communications project.
- Next Meetings:
  - Wednesday, May 18, 2016, 7:00pm, Regular Meeting
  - Wednesday, June 1, 2016, 4:00pm, Regular Meeting
  - Wednesday, June 15, 2016, 7:00pm, Regular Meeting

**BOARD OF SUPERVISORS UPDATE**

Booker—TJPDC Mayors and Chairs.

Eager—Audit Firm Review Committee.

O'Brien—Planning Commission, TJPDC May 5, 2016, PWN Council.

Sheridan—None.

Weaver—None.

### **PUBLIC COMMENTS #1**

At 4:41pm, Chair Sheridan opened the first round of Public Comments.

Dr. Denise Bonds, Virginia Department of Health, briefed the Board on the upcoming Community Health Assessment. The Community Health Survey will be available at many locations throughout the County, including at Old Farm Day.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:49pm 4:49:08 PM

Chair Sheridan recommended moving the presentation *State Water Resources Plan Briefing* by Tammy D. Stephenson, Program Coordinator, Office of Water Supply, Virginia DEQ, ahead of Actions Matters. There being no dissent, the change was made.

### **PRESENTATIONS**

*State Water Resources Plan Briefing* – Tammy D. Stephenson, Program Coordinator, Office of Water Supply, Virginia DEQ, presented the State Water Resources Plan, highlighting the vision, purpose, and development of the Plan.

### **PUBLIC HEARINGS**

*None.*

### **ACTION MATTERS**

*Agreement for the Hazard Mitigation Grant Program (HMGP) for the Acquisition of 4 Properties (Columbia)* – Jason Stewart, Planning and Zoning Administrator, came forward to present the Hazard Mitigation Grant Program that will allow for the acquisition of the several properties in Columbia, which will be demolished as part of future flood mitigation. Mr. Nichols clarified that the funds for the match were transferred to County accounts as a condition of the County assuming the debts of the former Town of Columbia when the town charter was dissolved.

#### **MOTION**

Mrs. Eager moved to approve the agreement entitled, “Agreement for the Hazard Mitigation Grant Program,” between the Thomas Jefferson Planning District Commission and Fluvanna County for the specified term of February 29, 2016 to September 15, 2017, and with a \$9,975 payment as a required 5 percent match to the Thomas Jefferson Planning District Commission, and authorize the County Administrator to execute the agreement subject to County Attorney approval as to form. Mr. O’Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*Establishment of the Economic Development and Tourism Advisory Council (EDTAC)* –Aaron Spitzer, Interim Director of Parks & Recreation, came before the Board to present the vision and purpose for an Economic Development and Tourism Advisory Council (EDTAC). The Council would solicit input from citizens and business owners in the County to promote Fluvanna County. With little discussion,

#### **MOTION**

Mrs. Eager moved that the Board of Supervisors approve the proposed charter and structure for the Economic Development and Tourism Advisory Council (EDTAC) to be effective immediately. Mr. O’Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*Appointment to TJPDC Rural Transportation Advisory Council* – Steve Nichols, County Administrator, presented Jason Stewart, Planning and Zoning Administrator, for appointment to the TJPDC Rural Transportation Advisory council. With no discussion,

#### **MOTION**

Mr. O’Brien moved to appoint Jason Stewart, Planning and Zoning Administrator, replacing Bobby Popowicz, to the TJPDC Rural Transportation Advisory Council, effective immediately. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*E911 Radio Project: Utilizing Project Contingency Funds* – Cheryl Elliott, Emergency Services Coordinator, presented an update on the E911 Radio Project and highlighted several upcoming contingency funded projects. Ms. Elliott focused on the E911 Center Renovation as well as tower site changes and final costs.

#### **MOTION**

Mrs. Booker moved the Board of Supervisors approve the renovation budget for the E911 Dispatch Center, not to exceed \$98,000 with funds from the E911 Project contingency. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Mrs. Booker moved to issue a Purchase Order to Unicom in the amount of \$64,059.20 for the purchase of Dispatch furniture for the E911 Center with funds from the E911 Project contingency, and further authorize the County Administrator to execute the Purchase Order. Mr. O’Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*Sheriff’s Department Server Upgrade and IT Service Contract* – Cyndi Toler, Purchasing Officer--**DEFERRED**

### **CONSENT AGENDA**

The following items were approved under the Consent Agenda:

- *Minutes of April 13, 2016*—Kelly Belanger Harris, Clerk to the Board
- *Minutes of April 20, 2016*—Kelly Belanger Harris, Clerk to the Board
- *Ratification of Purchase Action*—Cyndi Toler, Purchasing Officer
- *E911 Tower Planning/E&S Fee Waiver*—Cheryl Elliott, Emergency Services Coordinator

- *FY16 Department of Social Services Insurance Claim*—Cyndi Toler, Purchasing Officer

6:03:31 PM      MOTION

Mr. Weaver moved to approve the items on the Consent Agenda for May 4, 2016, noting changes to motion for *Tab K: E911 Tower Planning/E&S Fee Waiver*. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

*Resolution Recognizing Tyler Andrew Gavrilovic*—Steven M. Nichols, County Administrator, presented a Resolution for Recognizing Tyler Andrew Gavrilovic on the occasion of earning Eagle Scout status. With no discussion,

MOTION

Mrs. Eager moved the Fluvanna County Board of Supervisors adopt the resolution entitled, "Recognizing Tyler Andrew Gavrilovic for Award of Eagle Scout." Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Mrs. Eager brought forward a concern regarding citizens having difficulty obtaining mortgages on certain property types in the County. She asked if the Planning Commission could research and provide information on a remedy. Mr. Payne suggested that a more expeditious route would be to direct Planning Staff to research the nature of the problem. Mrs. Eager indicated that she would like to pursue that option and Mr. Nichols acknowledged that Staff would be so directed.

**PUBLIC COMMENTS #2**

At 6:09pm, Chair Sheridan opened the floor for the second round of public comments.  
With no one else wishing to speak, Chair Sheridan closed the second round of public comments at 6:09pm.

**CLOSED MEETING**

MOTION TO ENTER INTO A CLOSED MEETING

At 6:10pm, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, A.6, and A.7, of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Investment of Funds, and Legal Matters. Mr. O'Brien seconded and the motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 8:32pm, Mr. Weaver moved "BE IT RESOLVED, the Board of Supervisors does hereby certify that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting." Mrs. Booker seconded. The motion carried, with a roll call vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**ADJOURN**

MOTION:

At 8:33pm, Mrs. Booker moved to adjourn the meeting of Wednesday, May 4, 2016. Mr. O'Brien seconded and the motion carried with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_  
John M. Sheridan  
Chair



# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

V

Meeting Date: May 18, 2016

<b>AGENDA TITLE:</b>	Bond Counsel Representation				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a transfer of files for Bond Counsel matters in Exhibit A and Bond Counsel representation from Kaufman &amp; Canoles, P.C. to Haneberg Hurlbert P.L.C., effective May 13<sup>th</sup>, 2016.</b>				
<b>CATEGORY</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>X</b>	
<b>STAFF CONTACT(S):</b>	Eric Dahl, Director of Finance				
<b>PRESENTER(S):</b>	Eric Dahl, Director of Finance				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	<p>The County has been working with Richard Hurlbert with Kaufman &amp; Canoles, P.C. on bond counsel matters going back to FY12. Exhibit A shows the debt issuances and leasing matters that the County has been represented on by Mr. Hurlbert with Kaufman &amp; Canoles, P.C. Mr. Hurlbert is resigning his position and has established his own firm Haneberg Hurlbert, P.L.C. The County has four options for the files in Exhibit A:</p> <ol style="list-style-type: none"> <li>1. Remain with Kaufman &amp; Canoles, P.C. and be assigned to another attorney</li> <li>2. Be transferred to Mr. Hurlbert and the firm Haneberg Hurlbert P.L.C</li> <li>3. Be transferred to another law firm of the County's choice</li> <li>4. Have the files available for pick-up by the County</li> </ol> <p>The County has been represented in a professional and favorable manner on the matters in Exhibit A with MR. Hurlvbert. For continuity, it makes reasonable sense to retain the knowledge and representation of Mr. Hurlbert and transfer the files in Exhibit A to Haneberg Hurlbert, P.L.C.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Kaufman &amp; Canoles, P.C. Representation Letter</li> <li>• Bond Counsel Matters – Exhibit A</li> </ul>				
<b>REVIEWS</b>	Legal	Finance	Purchasing	HR	Other
		<b>XX</b>			



**KAUFMAN & CANOLES**  
attorneys at law

Richard L. Hurlbert Jr.  
(804) 771.5795  
rlhurlbert@kaufcan.com

Kaufman & Canoles, P.C.  
Two James Center  
1021 East Cary Street, Suite 1400  
Richmond, VA 23219

*Mailing Address*  
Post Office Box 27828  
Richmond, VA 23261

T (804) 771.5700  
F (888) 360.9092

kaufCAN.com

April 27, 2016

**VIA E-MAIL**

Steven M. Nichols, County Administrator  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia 22963

**Re: County of Fluvanna  
File No.(s): (see Exhibit A)**

Dear Steve:

We are writing this joint letter to advise you that Richard Hurlbert will be resigning his position with Kaufman & Canoles, P.C. effective May 13, 2016 in order to establish a law firm. After his departure, Mr. Hurlbert may be contacted at 804-677-5582.

Mr. Hurlbert will continue to practice law in the areas of corporate and public finance, lender representation, and corporate law. Given that Richard worked on the above matter(s), we want to advise you that you have the ultimate right to decide who will complete or continue your representation on these matters and therefore you have several options:

If you would like Kaufman & Canoles to continue to represent you in this matter and maintain your file, then another attorney in our office will assume responsibility for your case and Richard will coordinate with us to effectuate a smooth transition of your file.

If you would like Mr. Hurlbert to continue to represent you in the future then, upon notification, all or the desired part of the file(s) will be transferred to him and we will coordinate with Richard to effectuate a smooth transfer of your file.

You also have the right to retain other counsel, in which case appropriate arrangements will be made to transfer your file to a firm or lawyer of your choice.

In addition, you have the right to obtain possession of your file, in which case we will make all or the desired part of your file available to you.

Steven M. Nichols, County Administrator  
April 27, 2016  
Page 2

Kindly indicate your preference by checking one of the boxes on the next page, signing, and returning this letter to Thomas Johns via e-mail at [tdjohns@kaufcan.com](mailto:tdjohns@kaufcan.com) or via postal mail to:

Operations Director  
Kaufman & Canoles, P.C.  
P.O. Box 3037  
Norfolk, VA 23514

**Re: County of Fluvanna**  
**File No.(s): (see Exhibit A)**

It is very important that you advise us as soon as possible regarding how you desire to be represented in the above matter(s). If we do not hear from you, these matters will be assigned to Elizabeth G. Hester.

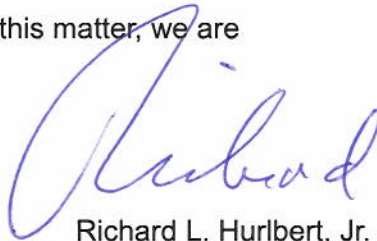
If you have any questions or concerns, please do not hesitate to contact Elizabeth G. Hester at (804) 771-5711 or Richard Hurlbert at (804) 677-5582.

Thank you for your anticipated cooperation in this matter, we are

Very truly yours,



Elizabeth G. Hester



Richard L. Hurlbert, Jr.

I hereby request that the file in the referenced matter:

- ☐ Remain with Kaufman & Canoles, P.C. and be assigned to another attorney.
- ☐ Be transferred to Richard Hurlbert, as per his direction.
- ☐ Be transferred to the law firm of \_\_\_\_\_. The point of contact is: \_\_\_\_\_.
- ☐ Be made available for me to pick up.

\_\_\_\_\_/\_\_\_\_\_/2016

Date

\_\_\_\_\_  
Signature

cc: Eric M. Dahl, Director of Finance



**Exhibit A**

<b><u>Client</u></b>	<b><u>Matter</u></b>	<b><u>Matter No.</u></b>
Fluvanna County	Bond Counsel	0150000
Fluvanna County	Financing of the leasing & acquisition of a fire truck and (8) law enforcement vehicles	0150557
Fluvanna County	Issuance of General Obligation School Bonds, Series 2012 for VPSA Fall Pool	0150561
Fluvanna County	Refunding Series 2008 VPSA Bonds	0150905
Fluvanna County	General Counseling	0152377
Fluvanna County	Local Bond- VRA Fall Pool 2014	0157382
Fluvanna County	Local School Bond- VPSA Fall Pool 2014	0157477



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# COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

W

## MEMORANDUM

**Date:** May 18, 2016  
**From:** Finance Department  
**To:** Board of Supervisors  
**Subject:** Accounts Payable Report for April 2016

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1. Staff recommends that the Board of Supervisors ratify the expenditures in the attached report and summarized below.


CATEGORY	AMOUNT
General	\$1,147,765.21
Capital Improvements	\$64,964.69
Debt Service	\$0.00
Sewer	\$3,032.90
Fork Union Sanitary District	\$14,880.55
<b>TOTAL AP EXPENDITURES</b>	<b>\$1,230,643.35</b>
Payroll	\$ 700,766.73
<b>TOTAL</b>	<b>\$1,931,410.08</b>


## MOTION


I move the Accounts Payable and Payroll be ratified for **April 2016** in the amount of **\$1,931,410.08**.


Encl:  
AP Report




	A	B	C	D	F	G	H	I	J
1	<div> <div>County of Fluvanna</div> <div>Accounts Payable List</div> </div> <div> <div>From Date: 4/1/2016</div> <div>To Date: 4/30/2016</div> </div> 								
2									
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
7	<b>Fund # - 100 GENERAL FUND</b>								
8	<b>GENERAL FUND</b>								
9	FIRST FINANCIAL ADMINISTRATORS,	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 042216	000000042748	4/21/2016	4/22/2016	5,390.92		
10	HERBERT L BESKIN, TRUSTEE	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 040816	000000042439	4/7/2016	4/22/2016	888.00		
11	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 040816	000000042440	4/7/2016	4/22/2016	158.53		
12	NEW YORK LIFE INSURANCE CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 040816	000000042437	4/7/2016	4/22/2016	472.08		
13	NY LIFE INSURANCE & ANNUITY CORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 040816	000000042438	4/7/2016	4/22/2016	90.00		
14	ERIC & BARBARA MACKINNON	CUSTOMERS	PUBLIC HEARING SIGN DEPOSIT	SUP 116:03	4/21/2016	4/29/2016	90.00		
15	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	SHERIFF'S FEES	78160	4/1/2016	4/1/2016	913.84		
16	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 040816	000000042441	4/7/2016	4/22/2016	582.84		
17						<b>Total:</b>	<b>\$8,586.21</b>		
18									
19	<b>REAL ESTATE TAXES</b>								
20	FINT, ROBERT J & JOAN A	R E 2015 - 1ST	RE 2015 18A-5-167	42507	4/13/2016	4/15/2016	226.21		
21	FINT, ROBERT J & JOAN A	R E 2015 - 2ND	RE 2015 18A-5-167	42507	4/13/2016	4/15/2016	226.21		
22	HOMEBRIDGE FINANCIAL SERVICES	R E 2015 - 1ST	RE 2015 18A-12-107	39697	12/11/2015	4/29/2016	484.56		
23						<b>Total:</b>	<b>\$936.98</b>		
24									
25	<b>PERSONAL PROPERTY TAXES</b>								
26	BROWNELL, MATTHEW SPENCER	P P 2014 - 1ST	PP 2014 230018	42508	4/13/2016	4/15/2016	353.27		
27	CONBOY, CRAIG COLE	P P 2015 - 1ST	PP 2015 200847	42512	4/13/2016	4/15/2016	94.26		
28	DAWSON, CORRIE JANE	P P 2014 - 1ST	PP 2014 201472	42509	4/13/2016	4/15/2016	64.77		
29	MAUPIN, KENNETH LEWIS	P P 2014 - 1ST	PP 2014 228276	42510	4/13/2016	4/15/2016	86.59		
30	WEST, JAMES	P P 2014 - 1ST	PP 2014 229593	42511	4/13/2016	4/15/2016	81.34		
31						<b>Total:</b>	<b>\$680.23</b>		
32									
33	<b>PROPERTY TAX PENALTIES &amp; INT</b>								
34	MAUPIN, KENNETH LEWIS	PENALTIES-ALL PROPERTY	PP 2014 228276	42510	4/13/2016	4/15/2016	45.53		
35						<b>Total:</b>	<b>\$45.53</b>		
36									
37	<b>OTHER LOCAL TAXES</b>								
38	BROWNELL, MATTHEW SPENCER	ADMIN FEE VEHICLE	PP 2014 230018	42508	4/13/2016	4/15/2016	33.00		
39	CONBOY, CRAIG COLE	ADMIN FEE VEHICLE	PP 2015 200847	42512	4/13/2016	4/15/2016	33.00		
40	DAWSON, CORRIE JANE	ADMIN FEE VEHICLE	PP 2014 201472	42509	4/13/2016	4/15/2016	33.00		
41	TOWN OF SCOTTSVILLE	SALES TAX-	SALES TAX	78161	4/14/2016	4/14/2016	93.43		
42						<b>Total:</b>	<b>\$192.43</b>		
43									


	A	B	C	D	F	G	H	I	J
1	<div> <div>County of Fluvanna</div> <div>Accounts Payable List</div> </div> <div> <div>From Date: 4/1/2016</div> <div>To Date: 4/30/2016</div> </div> 								
2									
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
44	<b>CHARGES FOR SERVICES</b>								
45	BRIDGET LAROCHELLE	RECREATION PROGRAM	DOG CLASS REFUND	040716	4/7/2016	4/15/2016	65.00		
46						<b>Total:</b>	<b>\$65.00</b>		
47									
48	<b>MISCELLANEOUS</b>								
49	FLUVANNA COUNTY	SALE OF SALVAGE AND	SOLD ASSET	033016	3/16/2016	4/1/2016	5,082.18		
50	PALMYRA VOL FIRE	SALE OF SALVAGE AND	PALMYRA ENGINE #10	20160408	4/5/2016	4/8/2016	42,411.25		
51	WELLS FARGO BANK NA	EXPENDITURE REFUNDS	TAX REFUND PARCEL	22-1-6	4/18/2016	4/29/2016	1,966.92		
52						<b>Total:</b>	<b>\$49,460.35</b>		
53									
54	<b>BOARD OF SUPERVISORS</b>								
55	BANK OF AMERICA	ADVERTISING	STATEMENT	33116	4/20/2016	4/22/2016	149.95		
56	BANK OF AMERICA	OTHER OPERATING	STATEMENT	33116	4/20/2016	4/22/2016	119.72		
57	E.W. THOMAS	OTHER OPERATING	BOS DINNER AND SNACKS	041116	4/7/2016	4/15/2016	160.41		
58	FLUVANNA REVIEW	ADVERTISING	PUBLIC HEARING	2016F12-16	3/24/2016	4/1/2016	1,040.00		
59	FRONTRUNNER SIGN STUDIOS	OTHER OPERATING	PLAQUES	24282-P3161	4/25/2016	4/29/2016	303.90		
60	KAUFMAN & CANOLES, P.C.	PROFESSIONAL SERVICES	LEGAL SERVICES	1072593	4/15/2016	4/22/2016	720.00		
61	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	LEGISLATIVE SUMMARY	82202427	4/18/2016	4/29/2016	95.08		
62	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	ACCT 8000 9090 0151 5654	041116	4/5/2016	4/15/2016	26.75		
63	RICHMOND TIMES-DISPATCH	ADVERTISING	ACCT 6018730	032716	4/5/2016	4/15/2016	424.60		
64	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	421.17		
65	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	220.16		
66						<b>Total:</b>	<b>\$3,681.74</b>		
67									
68	<b>COUNTY ADMINISTRATOR</b>								
69	BANK OF AMERICA	FURNITURE & FIXTURES	STATEMENT	33116	4/20/2016	4/22/2016	1,280.40		
70	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	9.58		
71	KODIAK, LLC.	LEASE/RENT	SHRED	56261	3/31/2016	4/8/2016	35.00		
72	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	ACCT 8000 9090 0151 5654	041116	4/5/2016	4/15/2016	37.22		
73	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	D3464300-16	4/1/2016	4/8/2016	64.30		
74	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	99.99		
75	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	55.33		
76	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	17.70		
77	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18476882	3/30/2016	4/1/2016	626.59		
78						<b>Total:</b>	<b>\$2,226.11</b>		
79									
80	<b>COUNTY ATTORNEY</b>								


	A	B	C	D	F	G	H	I	J
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2									
3									
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6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>		
81	PAYNE & HODOUS, LLP.	PROFESSIONAL SERVICES	LEGAL FEES	116090	4/5/2016	4/15/2016	11,312.53		
82						<b>Total:</b>	<b>\$11,312.53</b>		
83									
84	<b>COMMISSIONER OF THE REVENUE</b>								
85	BANK OF AMERICA	CONVENTION AND	STATEMENT	33116	4/20/2016	4/22/2016	125.00		
86	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	15.96		
87	KODIAK, LLC.	LEASE/RENT	SHRED	56261	3/31/2016	4/8/2016	15.00		
88	KELLY HUDGINS	MILEAGE ALLOWANCES	MILEAGE	040516	4/7/2016	4/15/2016	164.45		
89	SHENANDOAH VALLEY WATER	OFFICE SUPPLIES	WATER	D4232210-16	4/5/2016	4/15/2016	74.43		
90	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	201.10		
91	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	VAMANET PUBLIC SITE	8603	4/7/2016	4/15/2016	300.00		
92	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	21.20		
93	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	49.92		
94	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	49.94		
95						<b>Total:</b>	<b>\$1,017.00</b>		
96									
97	<b>REASSESSMENT</b>								
98	BLUE RIDGE MASS APPRAISAL	PROFESSIONAL SERVICES	TOTAL PARCELS RETAINAGE	70480	4/18/2016	4/29/2016	18,297.95		
99						<b>Total:</b>	<b>\$18,297.95</b>		
100									
101	<b>TREASURER</b>								
102	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING	1419-2016	3/31/2016	4/22/2016	400.00		
103	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	19.16		
104	KODIAK, LLC.	LEASE/RENT	SHRED	56261	3/31/2016	4/8/2016	35.00		
105	M & W PRINTERS, INC.	DMV-ONLINE	REAL ESTATE 1ST HALF 2016	102475P	4/12/2016	4/15/2016	9,846.50		
106	M & W PRINTERS, INC.	PRINTING AND BINDING	PRINTING	101592	3/24/2016	4/1/2016	12.15		
107	MECHUMS RIVER SECURITY	LEASE/RENT	SECURITY SYSTEM	025513	3/31/2016	4/8/2016	60.00		
108	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	D3464500-16	4/1/2016	4/8/2016	34.55		
109	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	1,238.88		
110	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	511.46		
111	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	7.90		
112	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	49.92		
113	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	49.94		
114	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18530089	3/30/2016	4/8/2016	131.38		
115	VIRGINIA DEPT. OF MOTOR VEHICLES	DMV-ONLINE	ACCT 546001282025	041216	4/7/2016	4/15/2016	240.00		
116						<b>Total:</b>	<b>\$12,636.84</b>		
117									


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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
118	<b>INFORMATION TECHNOLOGY</b>								
119	BANK OF AMERICA	ADP SERVICES	STATEMENT	33116	4/20/2016	4/22/2016	812.73		
120	BANK OF AMERICA	ADP SUPPLIES	STATEMENT	33116	4/20/2016	4/22/2016	1,118.80		
121	BANK OF AMERICA	BOOKS/PUBLICATIONS	STATEMENT	33116	4/20/2016	4/22/2016	42.99		
122	CDW GOVERNMENT, INC.	EDP EQUIPMENT	DELL WARRANTY	CMN9192	3/24/2016	4/8/2016	446.60		
123	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	6.39		
124	CGS	ADP SERVICES	MAILBOX MAINTENANCE	N000131090	2/29/2016	4/1/2016	296.64		
125	IBM CORPORATION	ADP SERVICES	SOFTWARE	4605270	4/7/2016	4/15/2016	137.37		
126	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	2,152.68		
127	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	139.85		
128	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	139.89		
129						<b>Total:</b>	<b>\$5,293.94</b>		
130									
131	<b>FINANCE</b>								
132	BANK OF AMERICA	DUES OR ASSOCIATION	STATEMENT	33116	4/20/2016	4/22/2016	45.00		
133	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	15.96		
134	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	ACCT 8000 9090 0151 5654	041116	4/5/2016	4/15/2016	210.89		
135	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	67.98		
136	UPS	POSTAL SERVICES	FEE	0000Y7646Y136	3/26/2016	4/8/2016	6.06		
137	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	7.08		
138	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	MAR AND APR 2016 PYMT	18476884	3/30/2016	4/1/2016	508.35		
139						<b>Total:</b>	<b>\$861.32</b>		
140									
141	<b>REGISTRAR/ELECTORAL BOARD</b>								
142	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COLOR PRINTER	071609	4/6/2016	4/15/2016	155.00		
143	BANK OF AMERICA	POSTAL SERVICES	STATEMENT	33116	4/20/2016	4/22/2016	3.60		
144	BENJ. FRANKLIN PRINTING CO.	OFFICE SUPPLIES	SHIPPING AND POSTAGE	36291 1	3/31/2016	4/15/2016	15.25		
145	CATHERINE E. HOBBS	CONVENTION AND	EXPENSE REIMBURSEMENT	100315	10/3/2015	4/1/2016	243.67		
146	CATHERINE E. HOBBS	MILEAGE ALLOWANCES	MILEAGE	030116	3/22/2016	4/1/2016	152.88		
147	INTAB, LLC	OFFICE SUPPLIES	SUPPLIES	145429A	4/7/2016	4/15/2016	162.81		
148	KODIAK, LLC.	LEASE/RENT	SHRED	56261	3/31/2016	4/8/2016	210.75		
149	PATRICIA A. HASTINGS	MILEAGE ALLOWANCES	TRAVEL REIMBURSEMENT	030116	3/1/2016	4/29/2016	135.13		
150	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	D4031010-16	4/5/2016	4/15/2016	24.57		
151	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	3.58		
152	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	249.92		
153	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	49.94		
154						<b>Total:</b>	<b>\$1,407.10</b>		





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155									
156	<b>HUMAN RESOURCES</b>								
157	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	3.19		
158	FLUVANNA REVIEW	RECRUITMENT	MANAGEMENT ANALYST ADD	2016F13-15	4/7/2016	4/15/2016	412.00		
159	GAIL PARRISH	MILEAGE ALLOWANCES	TRAVEL REIMBURSEMENT	032316	3/31/2016	4/8/2016	86.83		
160	PROTECT YOUTH SPORTS	RECRUITMENT	BACKGROUND CHECK	414905	3/1/2016	4/29/2016	7.95		
161	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18498803	3/24/2016	4/8/2016	44.80		
162	VIRGINIA MUNICIPAL LEAGUE	RECRUITMENT	PUBLICATION OF CLASSIFIED	032216	3/30/2016	4/1/2016	25.00		
163						<b>Total:</b>	<b>\$579.77</b>		
164									
165	<b>GENERAL DISTRICT COURT</b>								
166	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309871364	031616 3	3/16/2016	4/1/2016	229.36		
167	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	42.78		
168	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	10.30		
169	VIRGINIA BUSINESS SYSTEMS	MAINTENANCE CONTRACTS	COPIER	18509995	4/7/2016	4/15/2016	161.51		
170	VIRGINIA WATERS, INC.	MAINTENANCE CONTRACTS	COOLER RENTAL	033116	3/31/2016	4/15/2016	12.00		
171						<b>Total:</b>	<b>\$455.95</b>		
172									
173	<b>COURT SERVICE UNIT</b>								
174	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	12.77		
175	POSTMASTER	POSTAL SERVICES	BOX #307	033016	3/30/2016	4/1/2016	114.00		
176	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	D5790520-16	4/1/2016	4/8/2016	12.50		
177	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	14.68		
178						<b>Total:</b>	<b>\$153.95</b>		
179									
180	<b>CLERK OF THE CIRCUIT COURT</b>								
181	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	25.54		
182	CHARLOTTESVILLE OFFICE MACHINE	MAINTENANCE CONTRACTS	MAINTENANCE AGREEMENT	670994	3/31/2016	4/8/2016	995.00		
183	CHARLOTTESVILLE OFFICE MACHINE	OFFICE SUPPLIES	TONER CARTRIDGE	671007	4/6/2016	4/15/2016	75.00		
184	FLUVANNA CO CIRCUIT COURT	CONTRACT SERVICES	BANK SERVICE CHARGE	041116	4/7/2016	4/15/2016	65.67		
185	KODIAK, LLC.	LEASE/RENT	SHRED	56261	3/31/2016	4/8/2016	15.00		
186	LEGAL DIRECTORIES PUBLISHING CO,	BOOKS/PUBLICATIONS	SHIPPING FEE	0437622-IN	3/9/2016	4/1/2016	8.75		
187	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	CONTRACT	47956	4/15/2016	4/22/2016	2,541.67		
188	SHENANDOAH VALLEY WATER	OFFICE SUPPLIES	WATER	D24843500-16	4/1/2016	4/8/2016	46.55		
189	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	73.11		
190	TREASURER OF VIRGINIA	PROFESSIONAL SERVICES	AUDIT CONTRACTOR EXPENSES	03201607	4/6/2016	4/15/2016	1,400.00		
191	TRISTANA TREADWAY	MILEAGE ALLOWANCES	TRAVEL	040816	4/6/2016	4/15/2016	46.00		

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192	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	18.05		
193	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18600981	4/15/2016	4/22/2016	196.88		
194	VIRGINIA EMPLOYMENT COMMISSION	UNEMPLOYMENT	CLAIM	041116	4/15/2016	4/22/2016	4,158.00		
195						<b>Total:</b>	<b>\$9,665.22</b>		
196									
197	<b>CIRCUIT COURT JUDGE</b>								
198	BANK OF AMERICA	OFFICE SUPPLIES	STATEMENT	33116	4/20/2016	4/22/2016	27.48		
199	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	9.58		
200	ADRIENNE F. VANDERVEER	COMPENSATION-CIVIL	JURY DUTY	14CL172-18	4/5/2016	4/8/2016	750.00		
201	AVA BINGLER BAGBY	COMPENSATION-GRAND	GRAND JURY SERVICE 4/25/2016	GJ042016-1	4/25/2016	4/29/2016	210.00		
202	ONE-TIME JUROR	COMPENSATION-	JURY DUTY	78136	3/16/2016	4/6/2016	120.00		
203	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	2.86		
204						<b>Total:</b>	<b>\$1,119.92</b>		
205									
206	<b>COMMONWEALTH ATTY</b>								
207	BANK OF AMERICA	CONVENTION AND	STATEMENT	33116	4/20/2016	4/22/2016	13.00		
208	BANK OF AMERICA	OFFICE SUPPLIES	STATEMENT	33116	4/20/2016	4/22/2016	2.97		
209	BRIGHT IDEAS, LLC	OTHER OPERATING	JAVALINA SPLASH PEN	041516	4/15/2016	4/22/2016	169.24		
210	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	15.96		
211	FRANK TERWILLIGER	CONVENTION AND	PARKING	041216	4/7/2016	4/15/2016	207.48		
212	JEFF HAISLIP	CONVENTION AND	TRAVEL REIMBURSEMENT	040816	4/7/2016	4/15/2016	168.48		
213	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	ACCT 8000 9090 0151 5654	041116	4/5/2016	4/15/2016	21.16		
214	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	D3547800-16	4/1/2016	4/8/2016	34.55		
215	SHERRI STADER CAREW	OTHER OPERATING	MILEAGE	040116	4/1/2016	4/8/2016	935.17		
216	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	239.09		
217	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	12.50		
218	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	49.92		
219	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	50.44		
220	VIRGINIA VICTIM ASSISTANCE	OTHER OPERATING	MEMBERSHP APPLICATION	040616	4/7/2016	4/15/2016	100.00		
221	WEST PAYMENT CENTER	BOOKS/PUBLICATIONS	VA PRACTICE HANDBOOK	041316	4/7/2016	4/15/2016	210.50		
222						<b>Total:</b>	<b>\$2,230.46</b>		
223									
224	<b>SHERIFF</b>								
225	ANDREA GAINES	SUBSISTENCE & LODGING	TRIAD CONFERENCE	AG1 AG2	3/7/2016	4/1/2016	29.87		
226	AT&T 286-3642	TELECOMMUNICATIONS	ACCT 7305055828001	030616	3/6/2016	4/1/2016	178.09		
227	BANK OF AMERICA	CONVENTION AND	STATEMENT	33116	4/20/2016	4/22/2016	175.00		
228	BANK OF AMERICA	OTHER OPERATING	STATEMENT	33116	4/20/2016	4/22/2016	604.64		

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229	BANK OF AMERICA	POLICE SUPPLIES	STATEMENT	33116	4/20/2016	4/22/2016	128.65		
230	BANK OF AMERICA	SUBSISTENCE & LODGING	STATEMENT	33116	4/20/2016	4/22/2016	322.81		
231	BANK OF AMERICA	TELECOMMUNICATIONS	STATEMENT	33116	4/20/2016	4/22/2016	50.00		
232	BANK OF AMERICA	VEHICLE FUEL	STATEMENT	33116	4/20/2016	4/22/2016	18.00		
233	BANK OF AMERICA	VEHICLE/POWER EQUIP	STATEMENT	33116	4/20/2016	4/22/2016	72.09		
234	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT AND BALANCE TIRES	032216	3/22/2016	4/1/2016	141.00		
235	CENTRAL BATTERY SPECIALIST	VEHICLE/POWER EQUIP	CAR BATTERY	29087	3/29/2016	4/1/2016	204.20		
236	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	1,366.68		
237	DONNA'S NEEDLEWORK & CRAFT	UNIFORM/WEARING	2 PATCHES	041516	4/15/2016	4/22/2016	8.00		
238	EVIDENT CRIME SCENE PRODUCTS	POLICE SUPPLIES	SUPPLIES	104414A	4/15/2016	4/22/2016	2,330.10		
239	FISHER AUTO PARTS, INC.	VEHICLE/POWER EQUIP	COOLANT GASKET	015-294699	4/1/2016	4/8/2016	189.86		
240	FLUVANNA ACE HARDWARE	OFFICE SUPPLIES	SUPPLIES	52290	4/21/2016	4/29/2016	33.78		
241	FLUVANNA ACE HARDWARE	POLICE SUPPLIES	SUPPLIES	51991	4/5/2016	4/8/2016	61.96		
242	FRF, INC.	OFFICE SUPPLIES	NAME PLATE	32812	4/18/2016	4/29/2016	15.70		
243	GE CAPITAL	LEASE/RENT	COPIER	64547260	3/20/2016	4/1/2016	155.46		
244	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	040116	4/1/2016	4/8/2016	2,714.82		
245	KODIAK, LLC.	LEASE/RENT	SHRED	56261	3/31/2016	4/8/2016	35.00		
246	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/00141497	3/22/2016	4/1/2016	195.74		
247	MEDEXPRESS URGENT CARE	PROFESSIONAL SERVICES	PHYSICAL	523042C3908	4/11/2016	4/29/2016	160.00		
248	JEFFREY BARKER	PROFESSIONAL SERVICES	HEM PANTS	JB1	4/7/2016	4/15/2016	41.00		
249	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	032016	3/24/2016	4/1/2016	146.26		
250	POSITIVE PROMOTIONS, INC.	OFFICE SUPPLIES	SUPPLIES	05466106	4/15/2016	4/22/2016	159.93		
251	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	PSYCH TESTING	M-C-7049	4/7/2016	4/15/2016	255.00		
252	SEVEN BOYS INC.	VEHICLES REP & MAINT	REPAIRS	6432	3/16/2016	4/1/2016	10,153.37		
253	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	D3822710-16	4/1/2016	4/8/2016	128.95		
254	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE/ FILTER	1001615	3/16/2016	4/1/2016	110.81		
255	SOUTHEAST ENERGY INC	VEHICLE FUEL	SUPPLIES	0137716-IN	4/12/2016	4/29/2016	305.40		
256	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	304.69		
257	TOWN GUN SHOP, INC.	UNIFORM/WEARING	POLICE SUPPLIES	R79913	4/12/2016	4/29/2016	679.70		
258	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	475.90		
259	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	SHERIFF COPIER	160407-0040	4/7/2016	4/15/2016	85.06		
260	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	PHONE BILL	09245194	3/30/2016	4/1/2016	31.76		
261	VERIZON	TELECOMMUNICATIONS	SHERIFFS OFFICE	9763432559	4/15/2016	4/22/2016	1,783.15		
262	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18546830	4/5/2016	4/8/2016	77.72		
263	VIRGINIA WHOLESALE TIRE	OTHER OPERATING	SHIPPING CHARGES	362585	4/5/2016	4/8/2016	11.51		
264	VIRGINIA WHOLESALE TIRE	VEHICLE/POWER EQUIP	TIRES	362584	4/5/2016	4/8/2016	2,767.76		
265	WATCH GUARD	CLOTHING ALLOWANCE	BELT CLIP	ACCINV0007399	4/15/2016	4/22/2016	32.00		


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266	WAUGH ENTERPRISES HARLEY-	VEHICLE/POWER EQUIP	BATTERY	539061	3/16/2016	4/1/2016	129.95		
267	WEST RIVER AUTO	VEHICLES REP & MAINT	OIL FILTER	33453	3/30/2016	4/1/2016	263.34		
268						<b>Total:</b>	<b>\$27,134.71</b>		
269									
270	<b>E911</b>								
271	BANK OF AMERICA	MAINTENANCE CONTRACTS	STATEMENT	33116	4/20/2016	4/22/2016	204.00		
272	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	2,801.71		
273	JOEL A. ZELINSKY	E911 NEW ROAD SIGNS	SIGNS	2570	4/15/2016	4/22/2016	3,534.00		
274	M & N INDUSTRIES, INC.	E911 NEW ROAD SIGNS	SIGN BRACKET	6775	3/31/2016	4/8/2016	1,253.00		
275	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	BLOCK TIME	37427	3/24/2016	4/1/2016	5,975.00		
276	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	0.19		
277	VERIZON	TELECOMMUNICATIONS	SHERIFFS OFFICE	9763432559	4/15/2016	4/22/2016	309.95		
278	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18546830	4/5/2016	4/8/2016	77.73		
279						<b>Total:</b>	<b>\$14,155.58</b>		
280									
281	<b>FIRE AND RESCUE SQUAD</b>								
282	FLUVANNA COUNTY RESCUE SQUAD	FIRE & RESCUE ASSN	QUARTERLY ALLOCATION	FR4	3/30/2016	4/1/2016	15,979.50		
283	FLUVANNA COUNTY VOLUNTEER FIRE	FIRE & RESCUE ASSN	FCVFD QUARTERLY	FF4	3/30/2016	4/1/2016	30,167.50		
284	LAKE MONTICELLO FIRE & RESCUE	FIRE & RESCUE ASSN	QUARTERLY LM FIRE AND	LM4	3/28/2016	4/1/2016	23,757.75		
285						<b>Total:</b>	<b>\$69,904.75</b>		
286									
287	<b>CORRECTION AND DETENTION</b>								
288	CENTRAL VIRGINIA REGIONAL JAIL	CVRJ COST OF PRISONERS	FY 15/16 4TH QUARTER	040116F	3/4/2016	4/1/2016	214,514.50		
289	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	JUVENILE DETENTION CENTER	FY2016-00000860	3/16/2016	4/1/2016	29,815.54		
290	E.W. THOMAS	FOOD SUPPLIES	INMATE'S MEAL	EWT1 EWT2	2/22/2016	4/8/2016	4.38		
291						<b>Total:</b>	<b>\$244,334.42</b>		
292									
293	<b>BUILDING INSPECTIONS</b>								
294	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	12.77		
295	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	040116	4/1/2016	4/8/2016	61.39		
296	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	ACCT 8000 9090 0151 5654	041116	4/5/2016	4/15/2016	16.16		
297	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	180.26		
298	TREASURER OF VIRGINIA	SURCHARGE	LEVY ON PERMIT FEES	LV201602	4/1/2016	4/8/2016	691.13		
299	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	2.36		
300	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	49.92		
301	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	49.94		
302						<b>Total:</b>	<b>\$1,063.93</b>		


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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
303									
304	<b>EMERGENCY MANAGEMENT</b>								
305	BANK OF AMERICA	CONVENTION AND	STATEMENT	33116	4/20/2016	4/22/2016	325.00		
306	BANK OF AMERICA	SUBSISTENCE & LODGING	STATEMENT	33116	4/20/2016	4/22/2016	105.23		
307	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	3.19		
308	EMS MANAGEMENT & CONSULTANTS,	CONTRACT SERVICES	TOTAL COLLECTIONS	027279	3/31/2016	4/22/2016	3,796.11		
309	ERIC DAHL	CONTRACT SERVICES	REIMBURSEMENT	033016	3/30/2016	4/1/2016	20.00		
310	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	040116	4/1/2016	4/8/2016	37.94		
311	RECTOR & VISITORS OF THE	PROFESSIONAL SERVICES	EMS COVERAGE	041116	4/15/2016	4/22/2016	51,225.75		
312	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	639.98		
313	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	99.22		
314						<b>Total:</b>	<b>\$56,252.42</b>		
315									
316	<b>ANIMAL CONTROL</b>								
317	FLUVANNA SPCA	CONTRACT SERVICES	POUND SERVICES	040116 1	4/25/2016	4/29/2016	10,708.33		
318	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	5177432	4/15/2016	4/22/2016	201.75		
319	MIDLOTHIAN BUSINESS FORMS	OFFICE SUPPLIES	ANIMAL CONTROL	1850	3/31/2016	4/8/2016	500.00		
320	MIDLOTHIAN BUSINESS FORMS	OTHER OPERATING	ANIMAL CONTROL	1850	3/31/2016	4/8/2016	234.08		
321	SEAN BRENNAN	CONVENTION AND	TRAINING CLASS	042016	4/15/2016	4/22/2016	474.45		
322	VERIZON	TELECOMMUNICATIONS	SHERIFFS OFFICE	9763432559	4/15/2016	4/22/2016	99.84		
323						<b>Total:</b>	<b>\$12,218.45</b>		
324									
325	<b>FACILITIES</b>								
326	ARTHURS SEPTIC SERVICE	CONTRACT SERVICES	PUMP AND HAUL CHARGES	040116	4/6/2016	4/15/2016	370.00		
327	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	STATEMENT	33116	4/20/2016	4/22/2016	16.00		
328	BANK OF AMERICA	GENERAL MATERIALS AND	STATEMENT	33116	4/20/2016	4/22/2016	111.78		
329	BANK OF AMERICA	POSTAL SERVICES	STATEMENT	33116	4/20/2016	4/22/2016	9.99		
330	BANK OF AMERICA	VEHICLE FUEL	STATEMENT	33116	4/20/2016	4/22/2016	34.00		
331	BETTER LIVING, INC.	GENERAL MATERIALS AND	ACCT FLUO2312	033116	3/31/2016	4/8/2016	58.73		
332	BROWN MOTOR PARTS, INC.	VEHICLES REP & MAINT	PARTS	5621-70318	3/14/2016	4/15/2016	56.44		
333	BUDGET ELECTRICAL & MECHANICAL,	BLDGS EQUIP REP & MAINT	REPAIRS ELECTRICAL AND	0084	4/4/2016	4/8/2016	2,259.73		
334	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	WIPE BLADES	033016	3/30/2016	4/8/2016	183.95		
335	CAPITAL TRISTATE	GENERAL MATERIALS AND	EMERGENCY COMBO SIGN	S025236782.001	4/21/2016	4/29/2016	64.05		
336	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	12.77		
337	CII SERVICE	BLDGS EQUIP REP & MAINT	KENT FIREHOUSE WO #2277	8896	3/21/2016	4/1/2016	19,202.24		
338	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394741081	3/24/2016	4/1/2016	780.69		
339	COMMONWEALTH BUILDING	GENERAL MATERIALS AND	ACCT #16241	040116	4/1/2016	4/8/2016	12.98		

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
340	COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	FILTER	54219-CM	3/16/2016	4/1/2016	3,621.27		
341	COMMUNITY INTERFACE	AGRICULTURAL SUPPLIES	MULCH	033016	3/16/2016	4/1/2016	2,200.00		
342	E.W. THOMAS	GENERAL MATERIALS AND	MATERIALS AND SUPPLIES	033116	4/7/2016	4/15/2016	1.89		
343	ENVIROCOMPLIANCE LAB	CONTRACT SERVICES	LAB	R6416840	4/15/2016	4/22/2016	110.00		
344	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	SUPPLIES	033116	3/31/2016	4/8/2016	87.99		
345	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	REPLACE ONE DOGWOOD	6758	4/25/2016	4/29/2016	320.00		
346	GARY OSTEEEN PLUMBING	CONTRACT SERVICES	INSTALLED NEW WASHERS	032816 1	3/16/2016	4/1/2016	1,001.00		
347	GILLIAM MOTORS, INC.	VEHICLES REP & MAINT	REPAIRS	040616	4/5/2016	4/8/2016	444.94		
348	INBODEN ENVIRONMENTAL	CONTRACT SERVICES	WASTEWATER MONITORING	58965	3/21/2016	4/1/2016	624.00		
349	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	040116	4/1/2016	4/8/2016	618.28		
350	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	PARTS	033116	3/31/2016	4/8/2016	2,355.11		
351	LANDSCAPE SUPPLY, INC.	AGRICULTURAL SUPPLIES	SUPPLIES	0545861-IN	3/16/2016	4/1/2016	1,196.00		
352	LEGACY SIGNS & GRAPHICS	BLDGS EQUIP REP & MAINT	CUSTOM SIGN	2014-195	4/25/2016	4/29/2016	370.00		
353	LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES	030416	3/31/2016	4/8/2016	476.30		
354	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	030416	3/31/2016	4/8/2016	2,291.72		
355	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	REPAIRS	0024883	4/4/2016	4/8/2016	113.20		
356	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	ACCT 8000 9090 0151 5654	041116	4/5/2016	4/15/2016	0.49		
357	RAFALY ELECTRICAL CONTRACTORS,	CONTRACT SERVICES	REPAIRS	6770	4/25/2016	4/29/2016	3,926.15		
358	RIVANNA WATER & SEWER	CONTRACT SERVICES	WASTE DISPOSAL	INV10255	4/5/2016	4/15/2016	191.69		
359	RUHLMAN'S HAULING	BLDGS EQUIP REP & MAINT	LANDFILL HAUL	040716	4/5/2016	4/15/2016	1,752.63		
360	TRACTOR HILL EQUIPMENT, LLC.	POSTAL SERVICES	FREIGHT	20748	3/24/2016	4/1/2016	8.50		
361	TRACTOR HILL EQUIPMENT, LLC.	VEHICLES REP & MAINT	SUPPLIES	22859	4/25/2016	4/29/2016	327.09		
362	USABLUBOOK	OTHER OPERATING	SUPPLIES	904202	3/30/2016	4/1/2016	36.95		
363	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	2.43		
364	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	382.32		
365	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	385.46		
366	WAGNER'S MOBILE GLASS & MIRROR	BLDGS EQUIP REP & MAINT	SERVICES	031816	3/30/2016	4/1/2016	50.00		
367	WAGNER'S WRECKER SERVICE	BLDGS EQUIP REP & MAINT	PARTS	040116	3/31/2016	4/15/2016	200.00		
368									
369									
370	GENERAL SERVICES								
371	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	REPAIRS	104720	4/12/2016	4/15/2016	594.12		
372	AQUA VIRGINIA, INC.	WATER SERVICES	ACCT 792931 0552932	040616	4/6/2016	4/15/2016	259.95		
373	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 2133-004	032816	3/28/2016	4/8/2016	7,943.88		
374	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	ACCT 85473-001	040516 11	4/5/2016	4/15/2016	182.43		
375	CENTURYLINK 589-8525	TELECOMMUNICATIONS	ACCT BTL00204	A352352	3/25/2016	4/8/2016	50.00		
376	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309428096	031616 5	3/16/2016	4/1/2016	2,020.68		


**Total: \$46,268.76**





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377	CII SERVICE	MAINTENANCE CONTRACTS	SERVICE CONTRACT-APRIL	9019	4/14/2016	4/22/2016	2,437.00		
378	CINTAS	MAINTENANCE CONTRACTS	FIRST AID SUPPLIES	5004688784	3/17/2016	4/1/2016	146.76		
379	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ACCT 9974215007	033016	3/30/2016	4/8/2016	9,693.05		
380	DOMINION VIRGINIA POWER	STREET LIGHTS	ACCT 7080078962	033016 5	3/30/2016	4/8/2016	1,017.55		
381	ENVIRO-KLEAN CO.	MAINTENANCE CONTRACTS	SEWAGE SYSTEM	033016	3/16/2016	4/1/2016	500.00		
382	GENERATOR SERVICE COMPANY	MAINTENANCE CONTRACTS	PM SERVICE AND INSPECTION	15547	4/15/2016	4/22/2016	5,713.19		
383	INTRASTATE PEST	MAINTENANCE CONTRACTS	ACCT 10105788	040616	4/5/2016	4/8/2016	740.00		
384	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	TRASH	0410-000602511	4/5/2016	4/15/2016	1,289.85		
385	SHENANDOAH VALLEY WATER	WATER SERVICES	WATER	D24842500-16	4/1/2016	4/8/2016	48.60		
386	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE	308242	3/30/2016	4/1/2016	1,232.14		
387	THYSSENKRUPP ELEVATOR	MAINTENANCE CONTRACTS	MAINTENANCE	3002492674	4/1/2016	4/8/2016	1,410.99		
388	TIGER FUEL COMPANY	HEATING SERVICES	HEATING OIL	857935	3/24/2016	4/1/2016	2,557.18		
389	TREASURER, FLUVANNA CO	SEWER SERVICES	ACCT 201100-575	25407	3/23/2016	4/1/2016	410.83		
390	TREASURER, FLUVANNA CO	WATER SERVICES	ACCT 11266-3955	25364	3/30/2016	4/1/2016	1,221.10		
391									
392									
393	PUBLIC WORKS								
394	BANK OF AMERICA	OFFICE SUPPLIES	STATEMENT	33116	4/20/2016	4/22/2016	69.70		
395	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	12.77		
396	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	040116	4/1/2016	4/8/2016	57.75		
397	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/00143612	4/1/2016	4/8/2016	147.84		
398	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	42.26		
399	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	108.36		
400	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	90.44		
401	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18536381	3/31/2016	4/8/2016	234.29		
402									
403									
404	CONVENIENCE CENTER								
405	BANK OF AMERICA	OFFICE SUPPLIES	STATEMENT	33116	4/20/2016	4/22/2016	64.25		
406	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH	4347-000005788	3/30/2016	4/1/2016	8,645.47		
407	CAROLINA SOFTWARE	BLDGS EQUIP REP & MAINT	SOFTWARE	60702	4/1/2016	4/8/2016	250.00		
408	CENTURYLINK	TELECOMMUNICATIONS	ACCT 310392717	031616 11	3/16/2016	4/1/2016	121.70		
409	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP & MAINT	TEST/INSPECTION	1272469	4/21/2016	4/29/2016	736.00		
410	HERITAGE CRYSTALCLEAN, LLC	BLDGS EQUIP REP & MAINT	USED OIL SERVICE	13990254	4/15/2016	4/22/2016	215.50		
411	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	040116	4/1/2016	4/8/2016	34.80		
412	LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES	030416	3/31/2016	4/8/2016	184.99		
413	MO-JOHNS, INC.	LEASE/RENT	PORTABLE TOILET	89835	4/15/2016	4/22/2016	60.00		


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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
414	RUHLMAN'S HAULING	BLDGS EQUIP REP & MAINT	LANDFILL HAUL	040716	4/5/2016	4/15/2016	333.40		
415	UPS	OFFICE SUPPLIES	POSTAGE	76V549156	4/15/2016	4/22/2016	8.99		
416	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	45.43		
417	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	33.07		
418						<b>Total:</b>	<b>\$10,733.60</b>		
419									
420	<b>LANDFILL POST CLOSURE</b>								
421	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	GROUNDWATER CHEMISTRY	2016020329	2/29/2016	4/1/2016	3,662.00		
422						<b>Total:</b>	<b>\$3,662.00</b>		
423									
424	<b>HEALTH</b>								
425	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	152.20		
426	THOMAS JEFFERSON HEALTH	CONTRACT SERVICES	FY16 4TH QTR ALLOCATION	40116	3/30/2016	4/1/2016	64,327.50		
427	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	7.69		
428						<b>Total:</b>	<b>\$64,487.39</b>		
429									
430	<b>CSA</b>								
431	BANK OF AMERICA	OFFICE SUPPLIES	STATEMENT	33116	4/20/2016	4/22/2016	436.13		
432	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	6.39		
433	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	ACCT 8000 9090 0151 5654	041116	4/5/2016	4/15/2016	70.75		
434	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18476883	3/30/2016	4/1/2016	92.40		
435						<b>Total:</b>	<b>\$605.67</b>		
436									
437	<b>CSA PURCHASE OF SERVICES</b>								
438	ALLIED INSTRUCTIONAL SERVICES	POS MANDATED SPED-		P01000785101	1/31/2016	4/8/2016	300.00		
439	BARRETT EARLY LEARNING CENTER,	COMM SVCS		P03919139917	3/31/2016	4/15/2016	770.00		
440	BEAUTIFUL GATE MINISTRY, INC	COMM SVCS		P03919137418	3/31/2016	4/22/2016	420.00		
441	BLUE RIDGE RESOLUTIONS, PLLC	COMM SVCS		P03919145919	3/31/2016	4/15/2016	250.00		
442	BONNIE LUNGREN LLC	COMM SVCS		P01919136311	1/31/2016	4/8/2016	1,000.00		
443	CHILD CONNECTION DEVELOPMENT	COMM SVCS		P02919139449	2/29/2016	4/1/2016	1,526.00		
444	COMPASS YOUTH & FAMILY	COMM SVCS		P12919136548	12/31/2015	4/1/2016	4,020.00		
445	COMPASS YOUTH & FAMILY	POS MAND SVCS IN PUBLIC		P03000793327	3/31/2016	4/22/2016	720.00		
446	DETOUR MENTORING	COMM SVCS		P03919143114	3/31/2016	4/8/2016	8,150.00		
447		POS MANDATED FFOP		P03919138133	3/31/2016	4/8/2016	3,467.00		
448	DISCOVERY SCHOOL	RES. CONG. CARE		P03000794130	3/31/2016	4/15/2016	17,050.00		
449	ELK HILL	POS MAND FC LIC RES CONG		P01919142053	1/15/2016	4/1/2016	3,498.64		
450	ELK HILL	POS MANDATED SPED-		P02000789002	2/29/2016	4/15/2016	10,165.00		





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451	FAMILY PRESERVATION SERV.	COMM SVCS		P02919138904	2/29/2016	4/8/2016	26,782.50		
452	GPM INVESTMENTS LLC	COMM SVCS		P03000794723	3/31/2016	4/8/2016	320.00		
453	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P12000789452	12/31/2015	4/1/2016	24,808.00		
454	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P02000794934	2/29/2016	4/8/2016	6,331.00		
455	INTERCEPT YOUTH SERVICE	RES. CONG. CARE		P03000793922	3/31/2016	4/22/2016	6,118.47		
456		COMM SVCS		P03000787717	3/31/2016	4/22/2016	600.00		
457		COMM SVCS		P03919121418	3/31/2016	4/15/2016	380.00		
458		COMM SVCS		P03919143921	3/31/2016	4/15/2016	200.00		
459	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P03000778808	3/31/2016	4/15/2016	53,820.00		
460	M. ELIZABETH LATIMER, MD	POS MAND SVCS IN PUBLIC		P03000794439	3/31/2016	4/8/2016	900.00		
461	PEOPLE PLACES, INC.	COMM SVCS		P02919119751	2/29/2016	4/1/2016	1,350.00		
462	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE		P03919121323	3/31/2016	4/22/2016	4,160.11		
463	PRANA OT LLC	COMM SVCS		P03919136616	3/31/2016	4/22/2016	380.00		
464		POS MANDATED FFOP		P02919145628	2/29/2016	4/8/2016	5,432.00		
465		COMM SVCS		P03919138620	3/31/2016	4/15/2016	960.00		
466	THE FAISON SCHOOL FOR AUTISM,	POS MANDATED SPED-		P03000785302	3/31/2016	4/22/2016	10,620.00		
467	THE WOMEN'S INITIATIVE	COMM SVCS		P12919147410	12/1/2015	4/22/2016	1,200.00		
468	UNITED METHODIST FAMILY	TFC LIC. RES CONG CARE		P02919136737	2/29/2016	4/8/2016	15,044.60		
469	VA HOME FOR BOYS & GIRLS	COMM SVCS		P03000793147	3/31/2016	4/29/2016	899.00		
470	VA HOME FOR BOYS & GIRLS	EDUC SVCS CONG CARE		P02000795124	2/29/2016	4/15/2016	7,220.00		
471	VA HOME FOR BOYS & GIRLS	RES. CONG. CARE		P02000793729	2/29/2016	4/15/2016	13,713.60		
472	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P03000795409	3/31/2016	4/22/2016	45,740.00		
473						<b>Total:</b>	<b>\$278,315.92</b>		
474									
475	<b>PARKS &amp; RECREATION</b>								
476	ASHLEIGH MORRIS	PROFESSIONAL SERVICES	DOGGIE CLASS	28	4/18/2016	4/29/2016	840.00		
477	BANK OF AMERICA	DUES OR ASSOCIATION	STATEMENT	33116	4/20/2016	4/22/2016	690.00		
478	BANK OF AMERICA	FURNITURE & FIXTURES	STATEMENT	33116	4/20/2016	4/22/2016	245.95		
479	BANK OF AMERICA	PRINTING AND BINDING	STATEMENT	33116	4/20/2016	4/22/2016	200.78		
480	BANK OF AMERICA	RECREATIONAL SUPPLIES	STATEMENT	33116	4/20/2016	4/22/2016	1,660.98		
481	BANK OF AMERICA	SITE IMPROVEMENTS	STATEMENT	33116	4/20/2016	4/22/2016	232.30		
482	BANK OF AMERICA	SUBSISTENCE & LODGING	STATEMENT	33116	4/20/2016	4/22/2016	1.79		
483	BYLER'S STORAGE BUILDINGS	SITE IMPROVEMENTS	MOVE 4H BLDG	033016	3/30/2016	4/1/2016	378.00		
484	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309373828	031616	3/16/2016	4/1/2016	594.07		
485	DEVI PETERSON	PROFESSIONAL SERVICES	YOGA	29 1	4/25/2016	4/29/2016	186.40		
486	E.W. THOMAS	RECREATIONAL SUPPLIES	FEB AND MAR MERCHANDISE	040716	4/7/2016	4/15/2016	196.59		
487	HEALTH NUTZ	PROFESSIONAL SERVICES	JAWS WATER AEROBICS	217	4/18/2016	4/29/2016	84.00		

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488	IT'S A BREEZE SPECIALTIES	RECREATIONAL SUPPLIES	DELTA DANCER KITE	108186	4/15/2016	4/22/2016	793.32		
489	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	040116	4/1/2016	4/8/2016	225.84		
490	JOEL A. ZELINSKY	SITE IMPROVEMENTS	SIGNS	2563	4/15/2016	4/22/2016	138.51		
491	LANDSCAPE SUPPLY, INC.	SITE IMPROVEMENTS	SUPPLIES	0096046-IN	3/31/2016	4/8/2016	696.38		
492	LOWE'S	RECREATIONAL SUPPLIES	SUPPLIES	030416	3/31/2016	4/8/2016	70.43		
493	LOWE'S	SITE IMPROVEMENTS	SUPPLIES	030416	3/31/2016	4/8/2016	433.21		
494	METAMORPHOSIS	RECREATIONAL SUPPLIES	EASTER FACE PAINTING	032616	3/28/2016	4/1/2016	150.00		
495	MO-JOHNS, INC.	CONTRACT SERVICES	WATERLESS BATHROOMS	88278	3/16/2016	4/1/2016	1,200.65		
496	PROTECT YOUTH SPORTS	PROFESSIONAL SERVICES	BACKGROUND CHECK	421026	3/31/2016	4/8/2016	39.75		
497	SHENANDOAH VALLEY WATER	CONTRACT SERVICES	WATER	D3442800-16	4/1/2016	4/8/2016	120.80		
498	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8038688842	4/7/2016	4/15/2016	123.54		
499	STRIBLING STRUCTURES, LLC.	SITE IMPROVEMENTS	5 SIGN BOARDS	2016-29	4/12/2016	4/29/2016	2,345.00		
500	USI	RECREATIONAL SUPPLIES	ROCKER SWITCH	0379386301012	4/12/2016	4/29/2016	14.45		
501	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	5.62		
502	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	PHONE BILL	09245194	3/30/2016	4/1/2016	31.76		
503	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	49.92		
504	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	49.94		
505	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18498804	3/30/2016	4/1/2016	585.80		
506	VIRGINIA RECREATION & PARK	RECREATIONAL SUPPLIES	CONSIGNMENT SPRING SAVINGS	24043	4/7/2016	4/15/2016	164.00		
507						<b>Total:</b>	<b>\$12,549.78</b>		
508									
509	<b>LIBRARY</b>								
510	ADVANTAGE OFFICE SYSTEMS	OFFICE SUPPLIES	TONER	4192	4/7/2016	4/15/2016	119.00		
511	AMAZON.COM	BOOKS/PUBLICATIONS	ACCT 60457 8781 0121901	041016	4/10/2016	4/22/2016	5,557.87		
512	BANK OF AMERICA	CONVENTION AND	STATEMENT	33116	4/20/2016	4/22/2016	10.00		
513	BANK OF AMERICA	OFFICE SUPPLIES	STATEMENT	33116	4/20/2016	4/22/2016	31.59		
514	BANK OF AMERICA	POSTAL SERVICES	STATEMENT	33116	4/20/2016	4/22/2016	49.00		
515	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309647441	031616 2	3/16/2016	4/1/2016	2,072.31		
516	DEMCO	OFFICE SUPPLIES	SUPPLIES	5852998	4/18/2016	4/29/2016	121.81		
517	MICROMARKETING LLC	BOOKS/PUBLICATIONS	CD	616653	4/15/2016	4/22/2016	29.95		
518	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	D5329010-16	4/5/2016	4/15/2016	10.00		
519	SHENANDOAH VALLEY WATER	MAINTENANCE CONTRACTS	WATER	D5329010-16	4/5/2016	4/15/2016	30.50		
520	SHOWCASES	BOOKS/PUBLICATIONS	SUPPLIES	291941	3/22/2016	4/8/2016	46.44		
521	SHOWCASES	OFFICE SUPPLIES	CD CLOTH	292301	4/12/2016	4/29/2016	203.10		
522	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	1525201571	3/5/2016	4/1/2016	218.04		
523	VIRGINIA LIBRARY ASSOCIATION	CONVENTION AND	INSTITUTIONAL MEMBERSHIP	2016/30	4/1/2016	4/8/2016	90.00		
524	VIRGINIA LIBRARY ASSOCIATION	DUES OR ASSOCIATION	INSTITUTIONAL MEMBERSHIP	2016/30	4/1/2016	4/8/2016	100.00		

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525						Total:	\$8,689.61		
526									
527	<b>COUNTY PLANNER</b>								
528	AMERICAN PLANNING ASSOCIATION	DUES OR ASSOCIATION	MEMBERSHIP	213633-1643	4/18/2016	4/29/2016	560.00		
529	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	15.96		
530	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	040116	4/1/2016	4/8/2016	68.91		
531	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/00141497	3/22/2016	4/1/2016	19.43		
532	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	ACCT 8000 9090 0151 5654	041116	4/5/2016	4/15/2016	10.59		
533	TIMMONS GROUP	CONTRACT SERVICES	PARCEL MAINTENANCE	179281	4/15/2016	4/22/2016	600.00		
534	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	9.00		
535	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	99.84		
536	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	99.88		
537	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18498802	3/30/2016	4/1/2016	255.26		
538						Total:	\$1,738.87		
539									
540	<b>PLANNING COMMISSION</b>								
541	CITYSCAPE CONSULTANTS, INC.	PROFESSIONAL SERVICES	CONSULTING	3298	3/18/2016	4/1/2016	4,000.00		
542	FLUVANNA REVIEW	ADVERTISING	PUBLIC HEARING	2016F13-16	3/31/2016	4/8/2016	321.00		
543	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	ACCT 8000 9090 0151 5654	041116	4/5/2016	4/15/2016	139.55		
544						Total:	\$4,460.55		
545									
546	<b>ECONOMIC DEVELOPMENT</b>								
547	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	3.19		
548	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	49.92		
549	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	49.94		
550						Total:	\$103.05		
551									
552	<b>VA COOPERATIVE EXTENSION</b>								
553	CENTURYLINK	TELECOMMUNICATIONS	PHONE CHARGES	031616 4	3/16/2016	4/1/2016	15.96		
554	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	14.26		
555	VIRGINIA COOPERATIVE EXTENSION	CONTRACT SERVICES	BILLING SALARY FY2016 3RD	033116	4/7/2016	4/15/2016	14,682.79		
556						Total:	\$14,713.01		
557									
558	<b>NON PROFITS</b>								
559	JAUNT, INC.	JAUNT	FY16 4TH QUARTER ALLOCATION	040116	3/28/2016	4/1/2016	19,535.25		
560	JEFFERSON AREA BOARD FOR AGING	JEFFERSON AREA	FY16 4TH QTR ALLOCATION	040116	3/28/2016	4/1/2016	20,986.50		
561	JEFFERSON AREA CHIP	JEFFERSON AREA CHIP	F16 4TH QTR ALLOCATION	041116	3/28/2016	4/1/2016	12,750.00		

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562	MONTICELLO AREA COMMUNITY	MACAA	FY16 4TH QTR ALLOCATION	040116	3/24/2016	4/1/2016	12,478.25		
563	REGION TEN	REGION TEN COMMUNITY	FY16 4TH QTR ALLOCATION	040116	3/30/2016	4/1/2016	31,562.50		
564	THOMAS JEFFERSON PLANNING	T J PLANNING DIST. COMM.	FY16 4TH QTR ALLOCATION	040116	3/24/2016	4/1/2016	7,921.00		
565							<b>Total:</b>	<b>\$105,233.50</b>	
566									
567							<b>100 GENERAL FUND</b>	<b>Fund Total:</b>	<b>\$1,147,765.21</b>
568	<b>Fund # - 302 CAPITAL IMPROVEMENT</b>								
569	<b>PUBLIC SAFETY CAPITAL PROJ</b>								
570	BANK OF AMERICA	VEHICLE	STATEMENT	33116	4/20/2016	4/22/2016	189.94		
571	CLEAR COMMUNICATIONS AND	CONTRACT SERVICES	CAMERA INSTALL	108103	3/25/2016	4/1/2016	2,218.10		
572	CLEAR COMMUNICATIONS AND	VEHICLE	MISC HARDWARE	107991	3/18/2016	4/1/2016	1,874.42		
573	SEE-MOR TRUCK TOPS & CUSTOMS	VEHICLE	PANEL BOXES	373978	3/24/2016	4/1/2016	2,349.50		
574							<b>Total:</b>	<b>\$6,631.96</b>	
575									
576	<b>FACILITIES CAP PROJ</b>								
577	COMMONWEALTH INTERIORS	CONTRACT SERVICES	COMMUNITY KITCHEN	2016-085	4/13/2016	4/22/2016	1,870.00		
578	CONTAINER RENTALS, LLC.	CONTRACT SERVICES	10 YARD CAN DROP FEE	175632	4/12/2016	4/29/2016	292.00		
579	INTRASTATE PEST	CONTRACT SERVICES	MOLD REMEDIATION	846173	4/25/2016	4/29/2016	8,900.00		
580	LOWE'S	CONTRACT SERVICES	SUPPLIES	030416	3/31/2016	4/8/2016	22.15		
581	RAFALY ELECTRICAL CONTRACTORS,	CONTRACT SERVICES	MAINTENANCE	6769	4/25/2016	4/29/2016	1,854.91		
582	RICH MASONRY, INC.	CONTRACT SERVICES	BID SPECIFICATION	401	4/5/2016	4/15/2016	200.00		
583	T.G.'S LOCK & SAFE SERVICE	CONTRACT SERVICES	LOCKS REKEYED	040616	4/6/2016	4/15/2016	110.00		
584	TJL ENVIRONMENTAL HEALTH	CONTRACT SERVICES	AIR QUALITY INSPECTION	022216	2/22/2016	4/15/2016	725.00		
585							<b>Total:</b>	<b>\$13,974.06</b>	
586									
587	<b>PUBLIC WORKS CAPITAL PROJECT</b>								
588	DEWBERRY ENGINEERS INC.	CONTRACT SERVICES	PER VALIDATION	1286570	3/31/2016	4/8/2016	4,510.00		
589	TRUE NORTH ENVIRONMENTAL, LLC	PROFESSIONAL SERVICES	SURVEY	16-410	3/25/2016	4/1/2016	2,300.00		
590							<b>Total:</b>	<b>\$6,810.00</b>	
591									
592	<b>SCHOOL OPS &amp; MAINT CAP PROJ</b>								
593	ALVAREZ ROOFING, INC	CONTRACT SERVICES	SCHOOL BOARD OFFICE ROOF	041816	4/18/2016	4/29/2016	32,340.00		
594	LOWE'S	CONTRACT SERVICES	SBO ROOF	02342 016399	4/5/2016	4/15/2016	410.88		
595							<b>Total:</b>	<b>\$32,750.88</b>	
596									
597	<b>SCHOOL TECH CAP PROJ</b>								
598	TYLER TECHNOLOGIES	CONTRACT SERVICES	PAYROLL TRAINING	045-156256	4/11/2016	4/15/2016	4,797.79		

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599						Total:	\$4,797.79		
600									
601						302 CAPITAL IMPROVEMENT	Fund Total:	\$64,964.69	
602	<b>Fund # - 502 SEWER</b>								
603	<b>UTILITY OPERATIONAL EXPENSES</b>								
604	ARTHURS SEPTIC SERVICE	CONTRACT SERVICES	PUMP AND HAUL CHARGES	040116	4/6/2016	4/15/2016	925.00		
605	CENTURYLINK	TELECOMMUNICATIONS	ACCT 310089744	031616 12	3/16/2016	4/1/2016	91.84		
606	CINTAS	LAUNDRY AND DRY	DRY CELANING	394741082	3/24/2016	4/1/2016	57.18		
607	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ACCT 7712348080	033016 4	3/30/2016	4/8/2016	835.48		
608	ENVIROCOMPLIANCE LAB	CONTRACT SERVICES	LAB	R6416838	4/15/2016	4/22/2016	115.00		
609	INBODEN ENVIRONMENTAL	CONTRACT SERVICES	WASTEWATER MONITORING	58964	3/18/2016	4/1/2016	297.00		
610	JONES AUTOMOTIVE/ALL STAR AUTO	BLDGS EQUIP REP & MAINT	SUPPLIES	030116	4/7/2016	4/15/2016	14.42		
611	RIVANNA WATER & SEWER	CONTRACT SERVICES	WASTE DISPOSAL	INV10255	4/5/2016	4/15/2016	447.26		
612	USABBLUEBOOK	GENERAL MATERIALS AND	SUPPLIES	911006	3/29/2016	4/8/2016	249.72		
613						Total:	\$3,032.90		
614									
615						502 SEWER	Fund Total:	\$3,032.90	
616	<b>Fund # - 505 FORK UNION SANITARY DISTRICT</b>								
617	<b>FORK UNION SANITARY DISTRICT</b>								
618	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	MONTHLY DEBT PAYMENT	APR-16	4/25/2016	4/25/2016	3,074.35		
619						Total:	\$3,074.35		
620									
621	<b>FUSD OPERATIONAL EXPENSES</b>								
622	ANDERSON TIRE COMPANY	BLDGS EQUIP REP & MAINT	REPAIRS	IN00212517	3/22/2016	4/15/2016	153.32		
623	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	STATEMENT	33116	4/20/2016	4/22/2016	1,989.00		
624	BANK OF AMERICA	PURCHASE OF SERVICES	STATEMENT	33116	4/20/2016	4/22/2016	1,386.00		
625	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309719161	031616 13	3/16/2016	4/1/2016	364.11		
626	CINTAS	LAUNDRY AND DRY	DRY CELANING	394741082	3/24/2016	4/1/2016	357.43		
627	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ACCT 7224360003	032816	3/30/2016	4/8/2016	3,032.76		
628	E.W. OWEN	LEASE/RENT	WELL RENT	04012016	4/1/2016	4/8/2016	300.00		
629	E.W. THOMAS	GENERAL MATERIALS AND	MATERIALS AND SUPPLIES	033116	4/7/2016	4/15/2016	3.99		
630	FERGUSON ENTERPRISES, INC	BLDGS EQUIP REP & MAINT	SUPPLIES	3629607	4/25/2016	4/29/2016	453.84		
631	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	040116	4/1/2016	4/8/2016	371.82		
632	JONES AUTOMOTIVE/ALL STAR AUTO	BLDGS EQUIP REP & MAINT	SUPPLIES	030116	4/7/2016	4/15/2016	111.76		
633	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	030416	3/31/2016	4/8/2016	151.83		
634	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/00141497	3/22/2016	4/1/2016	154.39		
635	MO-JOHNS, INC.	PURCHASE OF SERVICES	PORTABLE TOILET	89836	4/15/2016	4/22/2016	60.00		

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636	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	ACCT 8000 9090 0151 5654	041116	4/5/2016	4/15/2016	356.09		
637	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	WET CHEMISTRY	162760	4/5/2016	4/15/2016	30.00		
638	USABUEBOOK	AGRICULTURAL SUPPLIES	SUPPLIES	929036	4/12/2016	4/29/2016	185.47		
639	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	MONTHLY DEBT PAYMENT	APR-16	4/25/2016	4/25/2016	1,885.65		
640	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T297412	3/28/2016	4/8/2016	84.59		
641	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	PHONE BILL	09245194	3/30/2016	4/1/2016	31.76		
642	VERIZON WIRELESS	TELECOMMUNICATIONS	WIRELESS	9764037729	4/19/2016	4/29/2016	171.17		
643	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9762396889	3/19/2016	4/8/2016	171.22		
644							<b>Total:</b>	<b>\$11,806.20</b>	
645									
646	<b>505 FORK UNION SANITARY DISTRICT</b>						<b>Fund Total:</b>	<b>\$14,880.55</b>	
647							<b>Total Expenditures by Fund:</b>	<b>\$1,230,643.35</b>	

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# COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## MEMORANDUM

**Date:** May 18, 2016  
**From:** Eric Dahl/ Director of Finance  
**To:** Board of Supervisors  
**Subject:** FY16 Capital Reserve Balances

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The FY16 Capital Reserve account balances are as follows:

### County Capital Reserve:

FY15 Carryover	\$15,970.00
<b>FY16 Beginning Budget:</b>	<b>\$100,000.00</b>
Less: HVAC Repairs at Various County Buildings 9.2.15	-\$42,900.00
Less: FSPCA Repairs 9.2.15	-73,700.00
Plus: Transfer from Unassigned Fund Balance 9.2.15	\$50,000.00
Less: Equipment Replacement at Carysbrook Sewage Pump Station 12.16.15	-\$35,000.00
Plus: Transfer from Unassigned Fund Balance 4.6.16	\$49,150.00
Less: Commonwealth's Attorney Building Repairs 4.6.16	-\$49,150.00
<b>Available:</b>	<b>\$14,370.00</b>

### Schools Capital Reserve:

FY15 Carryover	\$203,733.00
<b>FY16 Beginning Budget:</b>	<b>\$125,000.00</b>
Less: Evacuation Chairs and Installation 10.21.15	-\$7,600.00

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Less: School Board Office Roof Repair 12.16.15	-\$90,000.00
Less: New Clocks Fluvanna Middle School 12.16.15	-\$17,300.00
Less: Replace Doors on Walk-in Cooler/Freezer Fluvanna Middle School 1.6.16	-\$8,090.00
Less: Transfer to CIP for Activity Bus Purchase 3.2.16	-12,500.00
<b>Available:</b>	<b>\$193,243.00</b>



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## MEMORANDUM

**Date:** May 18, 2016  
**From:** Eric Dahl/ Director of Finance  
**To:** Board of Supervisors  
**Subject:** FY16 BOS Contingency Balance

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The FY16 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$150,000.00</b>
Less: Rivanna River Renaissance Conference Funding Support 9.2.15	-\$500.00
Less: State Vet Fee for FSPCA 9.16.15	-\$250.00
Less: Fire Ladder Truck Replacement 9.16.15	-\$45,000.00
Less: Advertising Columbia/Cunningham Schools 12.2.15	-\$2,500.00
Less: Pleasant Grove House Security System Installation 1.6.16	-\$3,100.00
Less: Legal Fees for Interjurisdictional Agreement 3.2.16	-\$6,900.00
Less: Legal Fees for Personnel Matter 4.6.16	-\$3,558.00
<b>Available:</b>	<b>\$88,192.00</b>