



**Board of Supervisors
County of Louisa
Tuesday, January 20, 2026
Louisa County Public Meeting Room
5:00 PM**

I. Call to Order - 5:00 p.m.

Closed Session

II. Administrative Items - 6:00 p.m.

1. Invocation - Mr. Barnes
2. Pledge of Allegiance
3. Adoption of Agenda
4. Minutes Approval
 1. Board of Supervisors Regular Meeting Minutes - January 5, 2026
5. Bills Approval
 1. Resolution - To Approve the Bills for the First Half of January 2026
6. Consent Agenda Items
 1. Resolution - Authorizing a Pass Through Appropriation to Fire and Emergency Medical Services
 2. Resolution - To Update the County's Procurement Policy Manual

III. Recognitions

IV. Public Comment Period

V. Information/Discussion Items

1. Discussion - Homebuyer Assistance Program
2. Presentation - Land Conservation Update
3. Discussion – Fiscal Year 2027 Operational & Maintenance and Capital Improvement Plan Budget

VI. Unfinished Business

VII. New Business/Action Items

1. Resolution - Requesting the Thomas Jefferson Planning District Commission to Lobby Funding Support for Potential Special Elections in 2026
2. Resolution - Approving an Agreement for Power Provisioning and Related Services with the Town of Louisa
3. Resolution - Authorizing a Referral to the Louisa County Planning Commission for Review and Recommendation Regarding the Removal of the Technology Overlay District (TOD) Designation from the Assemblage of Acreages Known as the Fisher Chewning and Cooke Rail Properties

VIII. Supervisor Comments**IX. Reports of Officers, Boards and Standing Committees**

1. Committee Reports
2. Board Appointments
3. County Administrator's Report

X. Public Hearings

1. Ordinance - Amendments to Chapter 86 Land Development Regulations – Proposed Addition – Green Springs Agricultural and Forestal District

XI. Adjournment

The Louisa County Board of Supervisors reserves the right to amend and/or change the Agenda the day of the meeting.

**BY ORDER OF:
DUANE A. ADAMS, CHAIRMAN
BOARD OF SUPERVISORS
LOUISA COUNTY, VIRGINIA**



**Board of Supervisors
County of Louisa
Monday, January 5, 2026
Louisa County Public Meeting Room
5:00 PM**

CALL TO ORDER - 5:00 P.M.

Administrator Goodwin called the January 5, 2026, meeting of the Louisa County Board of Supervisors to order at 5:00 p.m.

Attendee Name	Title	Status	Arrived
Tommy J. Barlow	Mountain Road District Supervisor	Present	5:00 PM
Fitzgerald A. Barnes	Patrick Henry District Supervisor	Present	5:00 PM
Christopher C. McCotter	Cuckoo District Supervisor	Present	5:00 PM
H. Manning Woodward, III	Louisa County Supervisor	Present	5:00 PM
R. T. Williams	Jackson District Supervisor	Present	5:00 PM
Duane A. Adams	Mineral District Supervisor	Present	5:00 PM
Rachel G. Jones	Green Springs District Supervisor	Present	5:00 PM

Others Present: Christian Goodwin, County Administrator; Wanda Colvin, Deputy County Administrator/Director of Finance; Patricia Smith, County Attorney; William Newman, Assistant County Attorney; Alexandra Stanley, Executive Assistant/Deputy Clerk; Chris Lee, Deputy Chief – Fire & EMS; and Scott Raettig, Director of Information Technology

ANNUAL ORGANIZATION OF THE BOARD OF SUPERVISORS

Resolution – To Appoint the Chairman of the Louisa County Board of Supervisors for 2026

Administrator Goodwin opened the floor for nominations for Chairman.

Supervisor Williams nominated Supervisor Adams, seconded by Supervisor McCotter. There being no other nominations for Chairman, the Board closed the nominations.

On the motion of Supervisor Williams, seconded by Supervisor McCotter, which carried by a vote of 7-0, to appoint Supervisor Duane A. Adams as Chairman of the Louisa County Board of Supervisors for a one-year term to begin January 5, 2026, and expire on December 31, 2026.

Administrator Goodwin turned the meeting over to the Chairman.

Resolution – To Appoint the Vice Chairman of the Louisa County Board of Supervisors for 2026

Chairman Adams opened the floor for nominations for Vice Chairman.

Supervisor Williams nominated Supervisor Barlow, seconded by Supervisor McCotter. There being no other nominations for Vice Chairman, the Board closed the nominations.

On the motion of Supervisor Williams, seconded by Supervisor McCotter, which carried by a vote of 7-0, to appoint Supervisor Tommy J. Barlow as Vice Chairman of the Louisa County Board of Supervisors for a one-year term to begin January 5, 2026, and expire on December 31, 2026.

Resolution – Establishing Board of Supervisors Meeting Dates and Times for 2026

Each County government is required by law to hold at least one regular meeting each month.

The day and time of the regular meetings are set by the Board of Supervisors at its organizational meeting.

The Board agrees that it is in the best interest of the County to hold said Board of Supervisors' meetings on the first and third Monday of each month, except during the months of July and August when the second meeting for the month shall be optional. Except for the second regular meeting in April, which shall be held on Monday, April 27th, instead of Monday, April 20th.

Regular meetings shall begin at 5:00 p.m., and public hearings will convene after all regular business has concluded. Meetings shall not extend beyond 10:00 p.m., unless extended by a majority vote of the Board, and a motion to extend a meeting beyond 10:00 p.m. shall take precedence over any motion then on the floor. Should said regular meeting day fall on any legal holiday, the meeting, as required by law, will be held on the next regular business day without further action required by the Board of Supervisors.

On the motion of Supervisor Williams, seconded by Supervisor Barnes, which carried by a vote of 7-0, the Board voted to establish board of supervisors meeting dates and times for 2026.

Resolution – Adopting the Bylaws for the Board of Supervisors

The Board of Supervisors created their first set of Bylaws in 1998.

The purpose of the bylaws are as follows:

- (A) To enable county government to transact business expeditiously and efficiently;
- (B) To protect the rights of each individual;
- (C) To preserve a spirit of cooperation among Board members;
- (D) To determine the pleasure of the Board on any matter; and

The Board members have the opportunity to review and amend the Bylaws for any needed changes or updates.

On the motion of Vice Chairman Barlow, seconded by Supervisor Barnes, which carried by a vote of 7-0, the board voted to adopt the Louisa County Board of Supervisors Bylaws, as presented, with amendments to add "Supervisors Comments" between New Business/Action Items and Reports of Officers, Board and standing Committees on the agenda.

CLOSED SESSION

On the motion of Vice Chairman Barlow, seconded by Supervisor Barnes, which carried by a vote of 7-0, the Board voted to enter Closed Session at 5:00 p.m. for the purpose of discussing the following:

1. In accordance with §2.2-3711(A)(1), discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, and evaluation of performance of departments; and
2. In accordance with §2.2-3711(A)(5), discussion concerning a prospective business or industry or the expansion of an existing business or industry, in the Apple Grove District, where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
3. In accordance with §2.2-3711(A)(8), Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

REGULAR SESSION

On the motion of Supervisor Williams, seconded by Supervisor Barnes, which carried by a vote of 7-0, the Board voted to return to Regular Session at 6:03 p.m.

RESOLUTION - CERTIFICATION OF CLOSED SESSION

Voter	Role	Vote
Tommy J. Barlow	Voter	Yes/Aye
Fitzgerald A. Barnes	Seconder	Yes/Aye
R.T. Williams, Jr.	Mover	Yes/Aye
Christopher C. McCotter	Voter	Yes/Aye
Duane A. Adams	Voter	Yes/Aye
Rachel G. Jones	Voter	Yes/Aye
H. Manning Woodward, III	Voter	Yes/Aye

On the motion of Supervisor Williams, seconded by Supervisor Barnes, which carried by a vote of 7-0, the Board voted to adopt the following resolution:

WHEREAS, the Louisa County Board of Supervisors has convened a Closed Meeting this 5th day of January 2026, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia requires a certification by the Louisa County Board of Supervisors that such closed meeting was conducted in conformity with the Virginia Law.

NOW, THEREFORE BE IT RESOLVED on this 5th day of January 2026, that the Louisa County 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 by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the Louisa County Board of Supervisors.

ADMINISTRATIVE ITEMS - 6:00 P.M.**INVOCATION**

Mr. Adams led the invocation, followed by the Pledge of Allegiance.

ADOPTION OF AGENDA

On the motion of Supervisor McCotter, seconded by Supervisor Barnes, which carried by a vote of 7-0, the Board voted to adopt the agenda, as presented, with the following changes:

- Added a section “Supervisor Comments” to the agenda between New Business/Action Items and Reports of Officers, Boards and Standing Committees.

MINUTES APPROVAL**Board of Supervisors Regular Meeting Minutes – December 1, 2025**

On the motion of Supervisor Barnes, seconded by Supervisor McCotter, which carried by a vote of 7-0, the Board voted to approve the minutes from the December 1, 2025, regular meeting.

BILLS APPROVAL**Resolution – To Approve the Bills for the Month of December 2025**

On the motion of Supervisor Barnes, seconded by Supervisor McCotter, which carried by a vote of 7-0, the Board adopted a resolution approving the bills for the Month of December 2025.

CONSENT AGENDA ITEMS

On the motion of Supervisor Barnes, seconded by Supervisor McCotter, which carried by a vote of 7-0, the Board voted to adopt the Consent Agenda as follows:

1. Resolution – Authorizing a Pass Through Appropriation for Insurance Proceeds
2. Resolution – Authorizing a Pass Through Appropriation for Fire & EMS
3. Resolution – Authorizing a Pass Through Appropriation to General Services for the FY2026 Litter Prevention and Recycle Program
4. Resolution – Authorizing a Pass Through Appropriation the Louisa County
5. Resolution – Authorizing a Supplemental Appropriation to the Commonwealth Attorney’s Office for State Asset Forfeiture Funding
6. Resolution – Authorizing a Pass Through Appropriation for Violence Against Women (VSTOP) Grant
7. Resolution – Transferring Ownership of One (1) 2017 Ford Sport Utility From the Louisa County Board of Supervisors to the Louisa County Public School System

RECOGNITIONS

(None)

PUBLIC COMMENT PERIOD

Chairman Adams opened the public comment period.

Ms. Vicky Harte, Louisa District, addressed the Board to express appreciation for the Board's transparency and efforts to make information available to the public. She thanked the Board for the time and effort they dedicate to their work. Ms. Hart also commended Parks and Recreation for the annual tree lighting ceremony, stating it was well done. Additionally, she expressed hope that the County will develop a cohesive, unified plan to celebrate the upcoming 250th anniversary that includes all areas and communities within the County.

With no one else wishing to speak, Chairman Adams closed the public comment period.

INFORMATION/DISCUSSION ITEMS

Discussion – 2026 Election Schedule

The Board received a preliminary update on potential changes to the 2026 election schedule from General Registrar, Cris Watkins, noting that all information is tentative and dependent on actions taken by the General Assembly.

Possible scenarios discussed included a special election in April, a June primary that could shift to August, or the possibility of multiple elections occurring throughout the year, in addition to the November general election. Because Louisa County typically budgets for only one primary and the November general election, the potential for additional elections raises significant budget concerns, as each election costs approximately \$25,000–\$35,000 and is funded entirely with local dollars, with no state reimbursement.

Board members discussed the likelihood that a special election could be triggered by anticipated congressional redistricting, which was characterized as a potential unfunded mandate on localities. To address this concern, the Board directed staff to prepare a resolution for consideration at the next meeting requesting that, if a special election is required by the General Assembly, the associated costs be fully funded by the state.

On the motion of Vice Chairman Barlow, seconded by Supervisor Woodard, which carried by a vote of 7-0, the motion to prepare and advance this resolution to the County's legislators and the Thomas Jefferson Planning District Commission passed unanimously.

UNFINISHED BUSINESS

(None)

NEW BUSINESS/ACTION ITEMS

Resolution – Requesting Recognition of GO Virginia Region 9 as a Distinct Tourism Region

Ms. Cindy King, Community Engagement and Tourism Manager, presented a resolution requesting that the Virginia Tourism Corporation (VTC) recognize GO Virginia Region 9 as a new official tourism district, to be known as the Piedmont Region. This proposed region would be carved out of the existing Central Virginia and Northern Virginia regions and would better reflect actual visitor travel patterns and regional similarities among participating localities, including Louisa County.

Ms. King explained that Louisa County currently lacks a destination development manager through VTC, making Central Virginia the only tourism region in the state without dedicated representation. Establishing a new Piedmont Region could improve visibility, collaboration, and access to destination development resources. She noted that Louisa joined the effort later than other counties, with Greene County serving as the primary driver of the initiative.

Board members discussed the regional benefits, including stronger alignment with nearby counties such as Albemarle, Nelson, Madison, and Culpeper, shared historic assets (e.g., Monticello, Montpelier, and the Jack Jouett Ride), and increased opportunities for collaboration on initiatives like wine trails and heritage tourism.

Ms. King emphasized that the proposal does not place Louisa in the Shenandoah Valley region, but rather creates a new region adjacent to it.

Supervisors asked about potential drawbacks, impacts on grants, and whether the County could return to the Central Virginia region if the change proved unsuccessful. Ms. King indicated no significant downsides, particularly since the County currently has no destination development representation, and explained that rejoining Central Virginia in the future would require a similar formal request process.

On the motion of Supervisors Williams, seconded by Supervisors Barnes, which carried by a vote of 7-0, the Board voted to approve the resolution requesting recognition of GO Virginia Region 9 as a district tourism region.

Resolution – Authorizing a Pass Through Appropriation for Fire & EMS from the Foundation for Lake Anna Emergency Services

Members of the Foundation for Lake Anna Emergency Services provided a donation to Louisa County to support fire and EMS operations. Representatives of the Foundation presented a contribution designated for the purchase of brush truck equipment, and the accompanying resolution authorized the County to accept and appropriate the donated funds.

Foundation representatives explained that the organization serves as the fundraising arm for New Bridge Fire and EMS Station 8, with the broader goal of assisting the County in purchasing needed emergency equipment. While the Foundation's efforts are centered around the Lake Anna community, they noted that the equipment funded through these donations has benefited emergency services countywide by allowing resources to be distributed more effectively.

Funding for the current donation included support from the Bama Works Fund (associated with the Dave Matthews Band) and contributions coordinated with the help of local supporters.

The Board inquired about the Foundation's overall impact, and representatives reported that since its inception, the Foundation has raised approximately \$850,000, with about \$650,000 donated directly to the County to date. They also shared future goals, including continued fundraising toward the purchase of a tanker truck, which is particularly important given low lake levels affecting dry hydrants in the Lake Anna area.

Board members expressed sincere appreciation for the Foundation's leadership, community support, and significant contributions to public safety, noting that the benefits extend beyond the Lake Anna area to the entire County.

On the motion of Supervisor Barnes, seconded by Supervisors Jones, which carried by a vote of 7-0, the Board voted to authorize a pass-through appropriation of \$8,040.05 to Fire & EMS Equipment Addition Capital Project, GL # 30332000-482000 for the purchase of brush truck equipment. The Source of this Funding is Donations/Misc. Revenue, GL # 0303R18-318930.

Resolution – Authorizing the Assignment of Fund Balance to the Long Term County and School Capital Projects Reserve Funds

The Board considered a resolution to assign remaining Fiscal Year 2025 fund balances to the County and School long-term capital project reserve funds. Deputy County Administrator, Colvin, explained that, in accordance with the County's financial policy, unspent funds returned at the end of the fiscal year, particularly from school budget savings, are reserved for future capital needs rather than used for operating expenses.

The proposed resolution allocates approximately \$10.7 million between the County and School capital reserve funds. These reserves are intended to support future large-scale projects, including potential new school construction and other major capital improvements anticipated in upcoming capital improvement planning and budget discussions.

On the motion of Supervisors Williams, seconded by Supervisors Barnes, which carried by a vote of 7-0, the Board voted to authorize the transfer of \$10,698,764 from the General Fund Balance to the Capital Improvement Fund Balance as an assignment to the Long Term School Capital Projects Reserve Fund in the amount of \$7,908,764 and to the Long Term County Capital Project Reserve Fund in the amount of \$2,790,000.

Resolution – Authorizing the Assignment of Fund Balance to Committed Community Development Fees

Staff explained that fees collected for building permits and related Community Development activities must, under the Uniform Statewide Building Code and the Virginia Code, be used solely to support the functions of the local building and community development department.

During Fiscal Year 2025, Community Development collected revenues in excess of expenses, largely due to significant building permit fees associated with large-scale projects, including data center development. Staff noted that the department typically operates at a slight deficit, with

shortfalls historically covered by General Fund (tax) revenues. The recent surplus, approximately \$1.1 million, represents an atypical situation and is not expected to be permanent.

Board members discussed the source of the excess revenues, confirming they are fee-based rather than tax dollars, and clarified that the funds must be restricted for community development-related purposes, such as staffing, inspections, enforcement of the building code, and eligible planning or study efforts. The funds cannot be spent without future Board appropriation and are being set aside to offset anticipated multi-year inspection and enforcement costs associated with ongoing construction activity, as well as potential future deficits once construction activity slows.

The Board also discussed the long-term impact of economic development on Community Development operations, noting that the additional workload and staffing needs will persist beyond the construction phase, and that the restricted funds may help the department become closer to self-sustaining for a period of time.

On the motion of Supervisors Williams, seconded by Supervisors Barnes, which carried by a vote of 7-0, the Board voted to hereby authorize the assignment of General Fund Balance as an assignment to Committed Community Development Fees in the amount of \$1,135,098.65.

Resolution – Authorizing a Pass-Through Appropriation to the Lake Anna Advisory Committee for an Amazon Rappahannock Region Community Fund Grant

The Board considered a resolution authorizing a pass-through appropriation to the Lake Anna Advisory Committee (LAAC) for a grant awarded by the Amazon Rappahannock Regional Community Fund. Staff explained that the grant application was submitted by the LAAC through its Navigation Safety Chair to support the Committee's buoy management and navigation safety program on Lake Anna.

Supervisor McCotter noted the Committee is responsible for maintaining approximately 70 buoys on the lake, including lighted hazard buoys and no-wake buoys near bridges and structures. The Amazon fund awarded \$9,750 to help offset rising costs associated with buoy maintenance, including the purchase of new buoys, replacement lights, and rehabilitation supplies. These buoys were noted as critical to public safety for both County residents and the large number of visitors who use Lake Anna each year.

Board members acknowledged that prior state funding requests for lake-related maintenance were not approved, making this grant particularly valuable. It was emphasized that the grant involves no local or taxpayer funding and helps support a necessary service that is expensive and requires specialized contractors rather than volunteers.

Supervisors expressed appreciation for Amazon's investment in the community and recognized the importance of maintaining safe navigation on Lake Anna, which serves as a key economic asset for the County.

On the motion of Supervisors Williams, seconded by Supervisors Barnes, which carried by a vote of 7-0, the Board voted to authorize a pass-through appropriation to the Lake Anna Advisory Committee (20282200-456471-C8206) in the amount of \$9,750 for buoy supplies. The

source of funding is Lake Anna Advisory Committee of Rappahannock grant revenue (0202R18-318930-C8206).

SUPERVISOR COMMENTS

During the newly established Supervisor Comments agenda item, several Board members shared updates and perspectives on current County issues and community highlights.

Supervisor Williams encouraged residents to attend upcoming comprehensive plan town halls, emphasizing the significant changes occurring across the County. He expressed concern about rapid residential growth in rural areas, particularly outside designated growth areas, and urged staff to bring forward policy options quickly to help limit such development and preserve the County's rural character. Supervisor Williams requested that staff bring forward options to slow residential growth in the A-1 and A-2 zoning districts located outside of designated Growth Areas. He stated his willingness to support and advance these efforts to the Planning Commission as soon as possible.

Supervisor Jones praised the County's successful holiday season, highlighting the efforts of the Town of Louisa, Parks and Recreation, and other community organizations for creating a festive and welcoming atmosphere, describing Louisa County as a "Hallmark County" during the Christmas season.

Supervisor Woodward also shared excitement about the Virginia Scenic Railway's new excursion service operating from the Louisa Depot, including the "Louisa Flyer" routes and future themed trips. The project was noted as a significant boost for the Town of Louisa and the County, with appreciation expressed for staff efforts supporting the initiative.

Vice Chairman Barlow expressed appreciation for progress on the Holly Grove Tower project.

Supervisor McCotter provided recognition of corporate community contributions, particularly Amazon/AWS-sponsored charitable and community events, and acknowledgment of the positive local impact of such partnerships.

Finally, Chairman Adams requested staff prepare details and acreage information on undeveloped land assemblages within the Technology Overlay District for potential zoning consideration referral to the Planning Commission the Board's January 20th meeting.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

Committee Reports

Supervisor Woodward reported on the Commission on Aging Christmas Luncheon held on December 11, noting that just over 200 seniors attended and were served. He described the event as the best he had experienced, praising its continued improvement each year. Special recognition was given to the Big Gavel Band, whose members, reportedly retired judges, including local resident Bud Delaney, volunteered their time and provided music that encouraged attendees to dance and enjoy the event. Appreciation was also expressed for the quality of the food and for the Supervisors and staff who helped make the event successful. The Commission on Aging is also exploring the possibility of hosting a picnic-style event in the summer, which would be a first.

Additionally, Supervisor McCotter provided a report was given from the Lake Anna Advisory Committee, directing the Board's attention to the 2025 annual report titled State of Lake Anna. The report includes updates from several subcommittees, including Finance, Environmental, Safety, Recreation, and Government, as well as a Chairman's report. Board members were encouraged to review the document to better understand the extensive work being done by volunteers on behalf of Lake Anna and the broader County.

No further committee reports were presented.

Board Appointments

On the motion of Supervisor Williams, seconded by Supervisor Barnes, which carried by a vote of 7-0, the Board voted to make the following appointments/reappointments:

1. To reappoint Mr. John Disosway to the Planning Commission to represent the Mineral District (Term Length – Concurrent with Supervisor D. Adams 12.31.29)
2. To reappoint Mr. Dustin Madison to the Industrial Development Authority to represent the Mineral District (Term Length – Concurrent with Supervisor D. Adams 12.31.29)
3. To appoint Mr. Ryan Underwood to the Parks and Recreation Advisory Committee to represent the Mineral District (Term Length – Concurrent with Supervisor D. Adams 12.31.29)
4. To reappoint Mr. Donald Bishop to the Industrial Development Authority to represent the Patrick Henry (Term Length – Concurrent with Supervisor F. Barnes 12.31.29)
5. To reappoint Mr. Nathan Newcomb to the Industrial Development Authority to represent the Mountain Road District (Term Length – Concurrent with Supervisor T. Barlow 12.31.29)
6. To reappoint Ms. Dawn Lipscomb to the Parks and Recreation Advisory Committee to represent the Mountain Road District (Term Length – Concurrent with Supervisor T. Barlow 12.31.29)
7. To recommend appointment of Mr. Kevin McLeod to the Board of Zoning Appeals to replace the vacant position once held by Gerald Bowles, respectfully. (Term Length – 5 Years)
8. To appoint Mr. James Culmer to the Region Ten Board of Directors (Term Length – 3 Years, beginning July 1, 2026 and to end June 30, 2029)
9. To reappoint Mr. James "Jim" Dickerson to the Planning Commission to represent the Green Springs District (Term Length – Concurrent with Supervisor R. Jones 12.31.29)
10. To reappoint Mr. Mark Tubbs to the Industrial Development Authority to represent the Green Springs District (Term Length – Concurrent with Supervisor R. Jones 12.31.29)
11. To reappoint Mr. C. Ellis Quarles to the Planning Commission to represent the Patrick Henry District (Term Length – Concurrent with Supervisor F. Barnes 12.31.29)

12. To reappoint Ms. Mildred Quarles to the Parks and Recreation Advisory Committee to represent the Patrick Henry District (Term Length – Concurrent with Supervisor F. Barnes 12.31.29)
13. To reappoint Mr. Chad Hensley to the Parks and Recreation Advisory Committee to represent the Green Springs District (Term Length – Concurrent with Supervisor R. Jones 12.31.29)

County Administrator's Report

Administrator Goodwin provided several updates to the Board. He noted that additional comprehensive plan public meetings are being planned, including a potential session at either Jouett Elementary School or the middle school, pending coordination with school officials. An additional meeting may be scheduled following the January 14 session.

The Board was informed that the County's audit has been completed, with the final report shared with the Board and made available online for public review. The budget process is also underway, with an initial presentation already made to the Planning Commission and another scheduled in the coming week, as the County moves into the more intensive phase of budget development.

He further highlighted the recent graduation of 16 Fire and EMS recruits, noting a 100 percent pass rate, which he described as a significant achievement. He commended Fire and EMS leadership, training staff, and the new recruits for their success.

Additional updates included information on the addition of Cuckoo Elementary School to the National Register of Historic Places and a progress report on the Virginia Telecommunications Initiative broadband project. He also reported positive developments regarding broadband-related railroad crossing issues near Kentucky Springs Road, indicating that a resolution appears imminent and construction is expected to be scheduled soon.

PUBLIC HEARINGS

Resolution – Approving the Exemption from Real Estate Taxes and Personal Property Taxes by Classification for the Fluvanna-Louisa Housing Foundation

The Board conducted a public hearing on an ordinance amending Chapter 70 of the County Code to grant real estate and personal property tax exemptions to the Fluvanna-Louisa Housing Foundation for properties used exclusively for charitable purposes. Staff explained that the Foundation is a qualified 501(c)(3) organization and that the ordinance applies only to specific parcels listed in the ordinance.

Attorney Smith stated pursuant to Section 6(a) (6) of the Constitution of Virginia, and Va. Code Ann. § 58.1-3651, a county may, by designation or classification, exempt a nonprofit from real estate or personal property taxes, provided such property is used for religious, charitable, patriotic, historical, benevolent, cultural, or public playground purposes.

The Fluvanna-Louisa Housing Foundation is a nonprofit organization and owns certain parcels of real property used for charitable and benevolent purposes; specifically, these parcels of real estate are as follows:

<u>TAX MAP</u>	<u>ACREAGE</u>	<u>ASSESSED VALUE</u>	<u>REVENUE IMPACT</u>
40A1 2A 31	N/A	\$338,100	\$2434.32
40A1 2A 32	N/A	\$338,100	\$2434.32
40A1 2A 63	N/A	\$233,700	\$1682.64
67 24 B	2.00	\$311,200	\$2240.64
23 5 1	0.955	\$311,900	\$2245.68
23 5 2	0.955	\$234,100	\$1685.52
23 5 3	1.034	\$214,300	\$1542.96
71 3B1	1.764	\$237,900	\$1712.88
41 169A	2.26	\$285,600	\$2056.32
93 52	1	\$162,900	\$1172.88
28 12 2	2.8	\$333,200	\$2399.04
28 12 3	3.41	\$338,600	\$2437.92

The Fluvanna-Louisa Housing Foundation owns certain personal property used for charitable and benevolent purposes; specifically, this personal property is as follows:

<u>PERSONAL PROPERTY</u>	<u>ASSESSED VALUE</u>	<u>REVENUE IMPACT</u>
One mobile home located at 2185 Bagby Road, Bumpass, Virginia	\$26,000	\$187.20
One 6101S Intrepid Trailer	\$4,225	\$102.67

The Fluvanna-Louisa Foundation has requested that the parcels specified herein be exempt from real estate taxes and that the personal property specified herein be exempt from personal property taxes.

Chairman Adams opened the public hearing.

Ms. Vicky Harte, Louisa District, asked whether the exempted properties were located within the Towns of Louisa or Mineral and whether town tax revenues would be affected, as well as whether the exemption would apply to future properties acquired by the Foundation.

With no one else wishing to speak, Chairman Adams closed the public hearing and brought it back to the Board for discussion.

It was clarified that the County can only exempt County taxes, not town taxes, and therefore municipal revenues would not be affected. It was also explained that the exemption applies only to the specifically listed parcels and that any future property acquisitions would require separate Board approval. Additionally, if a property were to leave the Foundation's ownership, the tax exemption would no longer apply.

Supervisors expressed strong support for the ordinance, emphasizing the Foundation's role in providing affordable housing and assistance to vulnerable populations, particularly seniors. Several Supervisors underscored the importance of balancing growth and development with the need to ensure safe, affordable housing options for residents, noting personal experiences and long-standing advocacy for housing stability.

On the motion of Supervisor Williams, seconded by Supervisor Barnes, which carried by a vote of 7-0, the Board voted to approve the amendments to Chapter 72-Taxation to include real estate and personal property identified above.

ADJOURNMENT

On the motion Supervisor Barnes, seconded by Supervisor Williams, which carried by a vote of 7-0, the Board voted to adjourn the January 5, 2026, meeting at 7:05 p.m.

BY ORDER OF:
DUANE A. ADAMS, CHAIRMAN
BOARD OF SUPERVISORS
LOUISA COUNTY, VIRGINIA

DRAFT

**BOARD OF SUPERVISORS
COUNTY OF LOUISA
RESOLUTION**

At a regular meeting of the Board of Supervisors of the County of Louisa held in the Louisa County Public Meeting Room at 5:00 PM on the 20th day of January 2026, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

RESULT:

MOVER:	None
SECONDER:	None
AYES:	None
NAYS:	None
ABSTAIN:	None

**A RESOLUTION TO APPROVE THE BILLS FOR THE FIRST HALF OF JANUARY
2026**

WHEREAS, the Louisa County Board of Supervisors, by a resolution adopted April 28, 2025, approved the budget for the County of Louisa for the Fiscal Year 2025-2026; and

WHEREAS, the Louisa County Board of Supervisors, by resolution, appropriated funds to be expended during the Fiscal Year 2025-2026 on May 5, 2025, in accordance with the approved budget; and

WHEREAS, the checks listed for the first half of January 2026 represent payments of invoices which are within the original appropriated amounts and/or supplemental appropriated amounts.

NOW, THEREFORE, BE IT RESOLVED, on this 20th day of January 2026, that the Louisa County Board of Supervisors hereby approves the bills for the first half of January 2026 for the County of Louisa and are hereby approved for payment for the County of Louisa in the amount of \$6,699,523.37.

A Copy, teste:

Christian R. Goodwin, Clerk
Board of Supervisors
Louisa County, Virginia

VENDOR	VENDOR NAME	ORG	ORG DESC	ACCOUNT	ACCOUNT DESC	PO	YEAR	PERIOD	TYPE	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
589	TOMMY J. BARLOW	10011010	Board Of Supervisors	10011010 455010	Mileage	0	2026	7	INV	\$ 1,008.00	C011526	9508	JUL 25-DEC 25	1440 MILES	12/29/2025
				10011010 455010 Total						\$ 1,008.00					
291	CRYSTAL SPRINGS	10012110	County Administrator	10012110 451300	Water & Sewer Service	0	2026	7	INV	\$ 9.18	C011526	9447	23461493 070425	SPRING WTR-BOS	7/4/2025
291	CRYSTAL SPRINGS	10012110	County Administrator	10012110 451300	Water & Sewer Service	0	2026	7	INV	\$ 11.99	C011526	9447	23461493 080125	SPRING WTR-BOS	8/1/2025
291	CRYSTAL SPRINGS	10012110	County Administrator	10012110 451300	Water & Sewer Service	0	2026	7	INV	\$ 177.90	C011526	9447	23461493 082925	SPRING WTR-ADMIN	8/29/2025
291	CRYSTAL SPRINGS	10012110	County Administrator	10012110 451300	Water & Sewer Service	0	2026	7	INV	\$ 82.95	C011526	9447	23461493 092625	SPRING WTR-BOS	9/26/2025
291	CRYSTAL SPRINGS	10012110	County Administrator	10012110 451300	Water & Sewer Service	0	2026	7	INV	\$ 11.99	C011526	9447	23461493 102425	SPRING WTR-BOS	10/24/2025
291	CRYSTAL SPRINGS	10012110	County Administrator	10012110 451300	Water & Sewer Service	0	2026	7	INV	\$ 11.99	C011526	9447	23461493 112125	SPRING WTR-BOS	11/21/2025
291	CRYSTAL SPRINGS	10012110	County Administrator	10012110 451300	Water & Sewer Service	0	2026	7	INV	\$ 11.99	C011526	9447	23461493 121925	SPRING WTR-BOS	12/19/2025
				10012110 451300 Total						\$ 317.99					
19999	THE PIN CENTER	10012110	County Administrator	10012110 460010	Office Supplies	0	2026	7	INV	\$ 327.00	C011526	210269	PIN CENTER-1225113	LAPEL PINS	12/23/2025
				10012110 460010 Total						\$ 327.00					
657	SELECTION.COM	10012120	Human Resources	10012120 431600	Contractual Services	0	2026	7	INV	\$ 130.00	C011526	9498	663394	BACKGROUND CHECKS	1/1/2026
				10012120 431600 Total						\$ 130.00					
607	RICOH USA, INC.	10012210	County Attorney	10012210 435220	Copy Costs	20260104	2026	7	INV	\$ 35.81	C011526	9495	5072561666	B&W/COLOR COPIES-DEC 25	1/1/2026
				10012210 435220 Total						\$ 35.81					
64	J.D. POWER & ASSOC.	10012310	Commissioner Of Revenue	10012310 460120	Books & Subscriptions	0	2026	7	INV	\$ 662.00	C011526	210254	ORDUS374058	USED CAR GUIDE 2/126-1/31/27	1/15/2026
				10012310 460120 Total						\$ 662.00					
607	RICOH USA, INC.	10012320	Reassessment	10012320 435220	Copy Costs	20260744	2026	7	INV	\$ 31.36	C011526	9495	5072561849	COLOR COPIES-DEC 25	1/1/2026
				10012320 435220 Total						\$ 31.36					
323	STAPLES ADVANTAGE	10012410	Treasurer	10012410 460010	Office Supplies	0	2026	7	INV	\$ 65.98	C011526	9501	6051426136	OFFICE SUPPLIES	12/27/2025
				10012410 460010 Total						\$ 65.98					
607	RICOH USA, INC.	10012430	Finance	10012430 435220	Copy Costs	20260002	2026	7	INV	\$ 140.10	C011526	9495	5072562339	COLOR COPIES-DEC 25	1/1/2026
				10012430 435220 Total						\$ 140.10					
274	EAGLE FLIGHT BUSINES	10012430	Finance	10012430 460010	Office Supplies	0	2026	7	INV	\$ 430.30	C011526	9449	146662	ENVELOPES	12/30/2025
274	EAGLE FLIGHT BUSINES	10012430	Finance	10012430 460010	Office Supplies	0	2026	7	INV	\$ 188.55	C011526	9449	146663	TAX ENVELOPES	12/31/2025
				10012430 460010 Total						\$ 618.85					
381	THE KIPLINGER LETTER	10012430	Finance	10012430 460120	Books & Subscriptions	0	2026	7	INV	\$ 249.00	C011526	210278	6022304148 01/26	2 YEAR SUBSCRIPTION	1/1/2026
				10012430 460120 Total						\$ 249.00					
954	B.W. MURRAY & CO.	10012510	Information Technology	10012510 431200	Professional Services	20260009	2026	7	INV	\$ 3,425.16	C011526	9432	2377	LESS-Compliant Cybersecurity Program	11/11/2025
				10012510 431200 Total						\$ 3,425.16					
607	RICOH USA, INC.	10013200	Elections	10013200 435220	Copy Costs	20260004	2026	7	INV	\$ 96.71	C011526	9495	5072561910	B&W/COLOR COPIES-DEC 25	1/1/2026
				10013200 435220 Total						\$ 96.71					
8	MATTHEW BENDER & CO.	10021100	Circuit Court - Judges Expense	10021100 460120	Books & Subscriptions	0	2026	7	INV	\$ 503.61	C011526	9480	47860154	JURIS VA&WV 25 VOL 21	12/15/2025
				10021100 460120 Total						\$ 503.61					
69	PITNEY BOWES GLOBAL	10021600	Juvenile Domestic Court	10021600 454100	Equipment Lease/Rental	0	2026	7	INV	\$ 179.46	C011526	9490	3321912007	MAILING SYSTEM LEASE 11/1/25-1/31/26	1/2/2026
				10021600 454100 Total						\$ 179.46					
322	COTT SYSTEMS, INC	10021700	Clerk	10021700 435020	Microfilming	20260012	2026	7	INV	\$ 2,280.00	C011526	9445	INV-522122	Yearly Subscription	12/5/2025
322	COTT SYSTEMS, INC	10021700	Clerk	10021700 435020	Microfilming	20260012	2026	7	INV	\$ 2,280.00	C011526	9445	INV-537537	Yearly Subscription	1/6/2026
				10021700 435020 Total						\$ 4,560.00					
323	STAPLES ADVANTAGE	10022100	Commonwealth's Attorney	10022100 460010	Office Supplies	0	2026	7	INV	\$ 78.67	C011526	9501	6052022463	OFFICE SUPPLIES	1/1/2026
				10022100 460010 Total						\$ 78.67					
870	LEXISNEXIS	10022100	Commonwealth's Attorney	10022100 460120	Books & Subscriptions	0	2026	7	INV	\$ 234.00	C011526	9470	3096209207	INFO CHARGES-DEC 25	12/31/2025
				10022100 460120 Total						\$ 234.00					
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 511.47	C011526	9486	50309	18 FORD-DIAGNOSTIC, REPLACE BRAKE PADS/ROTORS	1/5/2026
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 90.00	C011526	9486	50735	22 FORD-MAINT	12/22/2025
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 20.00	C011526	9486	52363	22 FORD-INSPECTION	12/30/2025
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 90.00	C011526	9486	52470	23 FORD-MAINT	12/19/2025
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 700.46	C011526	9486	52495	20 DODGE-MAINT/REPAIRS	12/30/2025
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 152.00	C011526	9486	52527	21 FORD-MAINT, REPLACE TIRES	12/22/2025
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 90.00	C011526	9486	52562	20 FORD-MAINT	12/22/2025
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 90.00	C011526	9486	52579	20 DODGE-MAINT	12/30/2025
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 20.00	C011526	9486	52670	24 TRAILER-INSPECTION	1/5/2026
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 627.46	C011526	9486	52709	23 FORD-MAINT, REPLACE BRAKE PADS/ROTORS	1/5/2026
480	NAVARRES AUTO SERVIC	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 50.00	C011526	9486	52714	18 FORD-DIAGNOSTIC	1/5/2026
128	VIRGINIA WHOLESALE T	10031200	Sheriff-Policing & Investigat	10031200 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 625.00	C011526	210287	3095870	TIRES	1/2/2026
				10031200 433110 Total						\$ 3,066.39					
5	GRANITE TELECOMMUNIC	10031200	Sheriff-Policing & Investigat	10031200 452300	Telecommunications	0	2026	7	INV	\$ 92.93	C011526	9457	729005936	PHONES	1/1/2026
				10031200 452300 Total						\$ 92.93					
279	MO-JOHNS RENTALS COR	10031200	Sheriff-Policing & Investigat	10031200 458750	Firing Range	0	2026	7	INV	\$ 128.75	C011526	9483	43095	Portable Toilets	1/1/2026
				10031200 458750 Total						\$ 128.75					
48	AUTOZONE, INC.	10031200	Sheriff-Policing & Investigat	10031200 460010	Office Supplies	0	2026	7	INV	\$ 22.93	C011526	210235	04678831302	OFFICE SUPPLIES	12/30/2025
1311	NORTHWEST ACE HARDWA	10031200	Sheriff-Policing & Investigat	10031200 460010	Office Supplies	0	2026	7	INV	\$ 17.98	C011526	210264	108734	MARKING PAINT	12/30/2025
323	STAPLES ADVANTAGE	10031200	Sheriff-Policing & Investigat	10031200 460010	Office Supplies	0	2026	7	INV	\$ 288.34	C011526	9501	6051087070	OFFICE SUPPLIES	12/23/2025
323	STAPLES ADVANTAGE	10031200	Sheriff-Policing & Investigat	10031200 460010	Office Supplies	0	2026	7	INV	\$ 43.44	C011526	9501	6051145232	OFFICE SUPPLIES	12/24/2025
323	STAPLES ADVANTAGE	10031200	Sheriff-Policing & Investigat	10031200 460010	Office Supplies	0	2026	7	INV	\$ 458.87	C011526	9501	6052293154	OFFICE SUPPLIES	1/6/2026
543	MANSFIELD OIL COMPAN	10031200	Sheriff-Policing & Investigat	10031200 460080	Gasoline & Diesel	0	2026	7	INV	\$ 6,906.11	C011526	9479	1159756	GAS	1/2/2026
				10031200 460080 Total						\$ 6,906.11					
48	AUTOZONE, INC.	10031200	Sheriff-Policing & Investigat	10031200 460090	Vehicle Supplies	0	2026	7	INV	\$ 29.69	C011526	210235	04678824182	SOCKET SET	12/17/2025
1311	NORTHWEST ACE HARDWA	10031200	Sheriff-Policing & Investigat	10031200 460090	Vehicle Supplies	0	2026	7	INV	\$ 25.19	C011526	210264	108765	VEHICLE SUPPLIES	1/5/2026
576	GALLS, LLC	10031200	Sheriff-Policing & Investigat	10031200 460110	Uniforms	0	2026	7	INV	\$ 133.69	C011526	9454	033400139	NAMEPLATES, BOOTS	12/8/2025
576	GALLS, LLC	10031200	Sheriff-Policing & Investigat	10031200 460110	Uniforms	0	2026	7	INV	\$ 74.79	C011526	9454	033438976	BATONS, NAMEPLATES	12/11/2025
576	GALLS, LLC	10031200	Sheriff-Policing & Investigat	10031200 460											

VENDOR	VENDOR NAME	ORG	ORG DESC	ACCOUNT	ACCOUNT DESC	PO	YEAR	PERIOD	TYPE	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
72 RAPPAHANNOCK ELECTRI	10031400 E-911 Maintenance	10031400	E-911 Maintenance	10031400 451110	Electrical Services - Towers	0	2026	7	INV	\$ 133.94	C011526	210272	289798021 0126	5893 PARRISH RD CELL TOWER	1/6/2026
72 RAPPAHANNOCK ELECTRI	10031400 E-911 Maintenance	10031400	E-911 Maintenance	10031400 451110	Electrical Services - Towers	0	2026	7	INV	\$ 150.80	C011526	210272	289798023 0126	FACTORY MILL RD CELL TOWER	1/6/2026
749 CROWN CASTLE	10031400 E-911 Maintenance	10031400	E-911 Maintenance	10031400 454210	Tower Lease	20260245	2026	7	INV	\$ 537.32	C011526	9446	50354993	Lake Anna Tower Rent	1/1/2026
952 VCU HEALTH	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 431600	Contractual Services	20260105	2026	7	INV	\$ 7,470.32	C011526	210283	2ND QTR 25/26	OMD Contract Services	12/31/2025
68 PIEDMONT VIRGINIA CO	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 454340	General Training	0	2026	7	INV	\$ 1,565.55	C011526	9489	PV282 ORGINV00007070	PARAMEDIC TUITION-ERIC HUGHES	12/19/2025
55 LOUISA COUNTY RESCUE	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 455620 R\$1	Training Books And Materials	0	2026	7	INV	\$ 1,000.00	C011526	9474	HGVRS-260104-1	EMT CLASS	1/4/2026
55 LOUISA COUNTY RESCUE	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 455620 R\$1	Training Books And Materials	0	2026	7	INV	\$ 10.00	C011526	9474	LIFESAVERS-337904	BLS CPR CARD	12/12/2025
55 LOUISA COUNTY RESCUE	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 455620 R\$1	Training Books And Materials	0	2026	7	INV	\$ 10.00	C011526	9474	LIFESAVERS-338275	BLS CPR CARD	12/20/2025
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017	Compress Gases	20260833	2026	7	INV	\$ 27.25	C011526	9497	093009	ZCVFD-Oxygen/Cylinder Rental	1/2/2026
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017	Compress Gases	20260833	2026	7	INV	\$ 98.50	C011526	9497	F95708	NBFRS-Oxygen/Cylinder Rental	12/31/2025
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017	Compress Gases	20260833	2026	7	INV	\$ 110.50	C011526	9497	F95709	ZCVFD-Oxygen/Cylinder Rental	12/31/2025
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017 F\$1	Compress Gases	20260833	2026	7	INV	\$ 236.25	C011526	9497	093006	LVFD-Oxygen/Cylinder Rental	1/2/2026
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017 F\$1	Compress Gases	20260833	2026	7	INV	\$ 191.50	C011526	9497	F95713	LVFD-Oxygen/Cylinder Rental	12/31/2025
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017 F\$2	Compress Gases	20260833	2026	7	INV	\$ 62.50	C011526	9497	F95712	MVFD-Oxygen/Cylinder Rental	12/31/2025
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017 F\$5	Compress Gases	20260833	2026	7	INV	\$ 98.50	C011526	9497	F95711	LCVFD-Oxygen/Cylinder Rental	12/31/2025
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017 F\$6	Compress Gases	20260833	2026	7	INV	\$ 31.75	C011526	9497	093008	TVFD-Oxygen/Cylinder Rental	1/2/2026
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017 F\$6	Compress Gases	20260833	2026	7	INV	\$ 86.50	C011526	9497	F95710	TVFD-Oxygen/Cylinder Rental	12/31/2025
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017 RS1	Compress Gases	20260833	2026	7	INV	\$ 152.50	C011526	9497	F95707	LCRS-Oxygen/Cylinder Rental	12/31/2025
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017 RS1	Compress Gases	20260833	2026	7	INV	\$ 128.50	C011526	9497	F95706	LARS-Oxygen/Cylinder Rental	12/31/2025
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017 RS4	Compress Gases	20260833	2026	7	INV	\$ 116.50	C011526	9497	F95705	HGVRS-Oxygen/Cylinder Rental	12/31/2025
612 ROBERT'S OXYGEN	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460017 RS4	Compress Gases	20260833	2026	7	INV	\$ 116.50	C011526	9497	F95705	HGVRS-Oxygen/Cylinder Rental	12/31/2025
291 CRYSTAL SPRINGS	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460056	Fire Training Center Supplies	0	2026	7	INV	\$ 15.18	C011526	9447	23461472 070425	SPRING WTR-TRAINING	7/4/2025
291 CRYSTAL SPRINGS	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460056	Fire Training Center Supplies	0	2026	7	INV	\$ 153.31	C011526	9447	23461472 080125	SPRING WTR-TRAINING	8/1/2025
291 CRYSTAL SPRINGS	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460056	Fire Training Center Supplies	0	2026	7	INV	\$ 147.31	C011526	9447	23461472 082925	SPRING WTR-TRAINING	8/29/2025
291 CRYSTAL SPRINGS	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460056	Fire Training Center Supplies	0	2026	7	INV	\$ 145.82	C011526	9447	23461472 092625	SPRING WTR-TRAINING	9/26/2025
291 CRYSTAL SPRINGS	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460056	Fire Training Center Supplies	0	2026	7	INV	\$ 127.84	C011526	9447	23461472 102425	SPRING WTR-TRAINING	10/24/2025
291 CRYSTAL SPRINGS	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460056	Fire Training Center Supplies	0	2026	7	INV	\$ 56.94	C011526	9447	23461472 112125	SPRING WTR-TRAINING	11/21/2025
291 CRYSTAL SPRINGS	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460056	Fire Training Center Supplies	0	2026	7	INV	\$ 42.96	C011526	9447	23461472 121925	SPRING WTR-TRAINING	12/19/2025
323 STAPLES ADVANTAGE	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460056	Fire Training Center Supplies	0	2026	7	INV	\$ 167.72	C011526	9501	6051553971	OFFICE SUPPLIES	12/30/2025
598 ATLANTIC EMERGENCY S	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460110	Uniforms	0	2026	7	INV	\$ 199.42	C011526	9431	44234EQU	UNIFORM ALTERATIONS	12/29/2025
598 ATLANTIC EMERGENCY S	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460110	Uniforms	0	2026	7	INV	\$ 477.88	C011526	9431	44319EQU	BOOTS	12/15/2025
378 GEAR WASH	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460110	Uniforms	0	2026	7	INV	\$ 498.15	C011526	210252	11-2705	UNIFORM ALTERATIONS	12/21/2025
378 GEAR WASH	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460110	Uniforms	0	2026	7	INV	\$ 592.15	C011526	210252	11-2707	UNIFORM ALTERATIONS	12/22/2025
19999 JASON SHEPKO	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460110	Uniforms	0	2026	7	INV	\$ 897.08	C011526	210252	11-2732	UNIFORM ALTERATIONS	1/5/2026
19999 JASON SHEPKO	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460110	Uniforms	0	2026	7	INV	\$ 169.99	C011526	210267	J.SHEPKO 11/20/25	ROOTS	11/20/2025
884 MES	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460110	Uniforms	0	2026	7	INV	\$ 35.00	C011526	9481	IN2406344	SHIRT	12/22/2025
884 MES	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460110	Uniforms	0	2026	7	INV	\$ 35.00	C011526	9481	IN2412840	SHIRT	1/5/2026
1085 TATIANA CORPORATION	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 460110	Uniforms	0	2026	7	INV	\$ 108.00	C011526	210277	1415	UNIFORM ALTERATIONS	12/16/2025
194 CLEAR COMMUNICATIONS	10032200 Volunteer Fire & Rescue Assist	10032200	Volunteer Fire & Rescue Assist	10032200 482030	Communications Equipment	0	2026	7	INV	\$ 2,344.29	C011526	9443	130028	HIGH BAND INFORMER, DUAL	12/15/2025
598 ATLANTIC EMERGENCY S	10032201 Louisa Volunteer Fire	10032201	Louisa Volunteer Fire	10032201 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 4,951.62	C011526	9431	17420ALB	11 PERICE-REPAIRS	12/17/2025
638 JOE'S REPAIR SERVICE	10032201 Louisa Volunteer Fire	10032201	Louisa Volunteer Fire	10032201 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 925.58	C011526	9466	6837	BRUSH 1-REPLACE HOSE REEL SWIVEL	8/18/2025
283 LLOYD'S HEATING & CO	10032201 Louisa Volunteer Fire	10032201	Louisa Volunteer Fire	10032201 433140	Building Repair & Maintenance	0	2026	7	INV	\$ 144.00	C011526	9471	044565	SVC CALL	12/16/2025
543 MANSFIELD OIL COMPAN	10032201 Louisa Volunteer Fire	10032201	Louisa Volunteer Fire	10032201 460080	Gasoline & Diesel	0	2026	7	INV	\$ 1,345.98	C011526	9479	1159756	GAS	1/2/2026
860 FOSTER FUELS INC.	10032202 Mineral Volunteer Fire	10032202	Mineral Volunteer Fire	10032202 451200	Heating Service	0	2026	7	INV	\$ 379.38	C011526	9453	2329408	PROPANE-MVFD	12/26/2025
291 CRYSTAL SPRINGS	10032202 Mineral Volunteer Fire	10032202	Mineral Volunteer Fire	10032202 451300	Water & Sewer Service	0	2026	7	INV	\$ 7.08	C011526	9448	23459722 070425	SPRING WTR-MVFD	7/4/2025
291 CRYSTAL SPRINGS	10032202 Mineral Volunteer Fire	10032202	Mineral Volunteer Fire	10032202 451300	Water & Sewer Service	0	2026	7	INV	\$ 11.99	C011526	9447	23459722 080125	SPRING WTR-MVFD	8/1/2025
291 CRYSTAL SPRINGS	10032202 Mineral Volunteer Fire	10032202	Mineral Volunteer Fire	10032202 451300	Water & Sewer Service	0	2026	7	INV	\$ 5.99	C011526	9448	23459722 082925	SPRING WTR-MVFD	8/29/2025
291 CRYSTAL SPRINGS	10032202 Mineral Volunteer Fire	10032202	Mineral Volunteer Fire	10032202 451300	Water & Sewer Service	0	2026	7	INV	\$ 63.96	C011526	9447	23459722 092625	SPRING WTR-MVFD	9/26/2025
291 CRYSTAL SPRINGS	10032202 Mineral Volunteer Fire	10032202	Mineral Volunteer Fire	10032202 451300	Water & Sewer Service	0	2026	7	INV	\$ 11.99	C011526	9447	23459722 102425	SPRING WTR-MVFD	10/24/2025
291 CRYSTAL SPRINGS	10032202 Mineral Volunteer Fire	10032202	Mineral Volunteer Fire	10032202 451300	Water & Sewer Service	0	2026	7	INV	\$ 11.99	C011526	9447	23459722 112125	SPRING WTR-MVFD	11/21/2025
291 CRYSTAL SPRINGS	10032202 Mineral Volunteer Fire	10032202	Mineral Volunteer Fire	10032202 451300	Water & Sewer Service	0	2026	7	INV	\$ 34.97	C011526	9447	23459722 121925	SPRING WTR-MVFD	12/19/2025
543 MANSFIELD OIL COMPAN	10032202 Mineral Volunteer Fire	10032202	Mineral Volunteer Fire	10032202 460080	Gasoline & Diesel	0	2026	7	INV	\$ 231.76	C011526	9479	1159756	GAS	1/2/2026
645 FINANCIAL ACCOUNTING	10032203 Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 431210	Accounting/Auditing Services	0	2026	7	INV	\$ 500.00	C011526	210250	0-35600	PREP FORM 990	1/5/2026
860 FOSTER FUELS INC.	10032203 Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 451200	Heating Service	0	2026	7	INV	\$ 164.74	C011526	9453	2321081	PROPANE-BVFD	12/18/2025
11 BUMPASS VOLUNTEER FI	10032203 Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 452310	Internet Service Fees	0	2026	7	INV	\$ 71.99	C011526	210238	FIREFLY 07/01/25	INTERNET SVC	7/1/2025
11 BUMPASS VOLUNTEER FI	10032203 Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 452310	Internet Service Fees	0	2026	7	INV	\$ 71.99	C011526	210238	FIREFLY 08/01/25	INTERNET SVC	8/1/2025
11 BUMPASS VOLUNTEER FI	10032203 Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 452310	Internet Service Fees	0	2026	7	INV	\$ 71.99	C011526	210238	FIREFLY 09/01/25	INTERNET SVC	9/1/2025

VENDOR	VENDOR NAME	ORG	ORG DESC	ACCOUNT	ACCOUNT DESC	PO	YEAR	PERIOD	TYPE	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 452310	Internet Service Fees	0	2026	7	INV	\$ 71.99	C011526	210238	FIREFLY 10/01/25	INTERNET SVC	10/1/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 452310	Internet Service Fees	0	2026	7	INV	\$ 71.99	C011526	210238	FIREFLY 11/01/25	INTERNET SVC	11/1/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 452310	Internet Service Fees	0	2026	7	INV	\$ 71.99	C011526	210238	FIREFLY 12/01/25	INTERNET SVC	12/1/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 455620	Training Books And Materials	0	2026	7	INV	\$ 718.62	C011526	210238	AHA-003811069	TRAINING BOOKS	11/25/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 455620	Training Books And Materials	0	2026	7	INV	\$ 718.62	C011526	210238	AHA-003811069	TRAINING BOOKS	11/25/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 458003	Miscellaneous Expense	0	2026	7	INV	\$ 89.99	C011526	210238	AMAZON 07/20/25	VACUUM, CHAINSAW CHAINS	7/20/2025
46 LOUISA AUTO PARTS, I	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 458003	Miscellaneous Expense	0	2026	7	INV	\$ 23.98	C011526	210260	652603	ABSORBENT	12/31/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 458003	Total					\$ 113.97					
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460010	Office Supplies	0	2026	7	INV	\$ 658.90	C011526	210238	AMAZON 11/23/25	PRINTER	11/23/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460010	Total					\$ 658.90					
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460051	Building Supplies	0	2026	7	INV	\$ 205.98	C011526	210238	AMAZON 07/21/25	BULLETIN BOARD, PUSH PINS	7/21/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460051	Building Supplies	0	2026	7	INV	\$ 69.99	C011526	210238	AMAZON 11-23-2025	PUSH BROOM	11/23/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460051	Building Supplies	0	2026	7	INV	\$ 24.99	C011526	210238	AMAZON 11-23-25	ZEP CLEANER	11/23/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460051	Building Supplies	0	2026	7	INV	\$ 61.70	C011526	210238	AMAZON-11/23/25	BUILDING & VEHICLE SUPPLIES	11/23/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460080	Gasoline & Diesel	0	2026	7	INV	\$ 103.60	C011526	210238	AMAZON 11/23/2025	SMALL ENGINE FUEL	11/23/2025
543 MANSFIELD OIL COMPAN	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460080	Gasoline & Diesel	0	2026	7	INV	\$ 147.43	C011526		9479 1159756	GAS	1/2/2026
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460080	Total					\$ 251.03					
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460090	Vehicle Supplies	0	2026	7	INV	\$ 85.42	C011526	210238	AMAZON-11/23/25	BUILDING & VEHICLE SUPPLIES	11/23/2025
46 LOUISA AUTO PARTS, I	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460090	Vehicle Supplies	0	2026	7	INV	\$ 355.28	C011526	210260	652625	BATTERY (2)	12/27/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460092	Powered Equip Supplies	0	2026	7	INV	\$ 20.99	C011526	210238	AMAZON 07/20/2025	REPLACEMENT CHAIN COVERS	7/20/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460092	Powered Equip Supplies	0	2026	7	INV	\$ 20.99	C011526	210238	AMAZON 07/20/25	VACUUM, CHAINSAW CHAINS	7/20/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460092	Powered Equip Supplies	0	2026	7	INV	\$ 37.41	C011526	210238	AMAZON 7/20/25	CHAINSAW GUIDE BAR	7/20/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460092	Total					\$ 79.39					
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460400	Software	0	2026	7	INV	\$ 1,365.97	C011526	210238	MICROSOFT 7/25-12/25	6 MOS SUBSCRIPTION	12/2/2025
11 BUMPASS VOLUNTEER FI	Bumpass Volunteer Fire	10032203	Bumpass Volunteer Fire	10032203 460400	Software	0	2026	7	INV	\$ 495.00	C011526	210238	SIMSUSHARE-21248	TRAINING SOFTWARE ANNUAL RENEWAL	7/1/2025
746 REPUBLIC SERVICES #4	Holly Grove Volunteer Fire	10032204	Holly Grove Volunteer Fire	10032204 431611	Refuse Center Collect & Haulin	0	2026	7	INV	\$ 258.05	C011526	9493 0410-000829386		TRASH REMOVAL	12/31/2025
36 HOLLY GROVE VOLUNTEE	Holly Grove Volunteer Fire	10032204	Holly Grove Volunteer Fire	10032204 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 367.45	C011526	9460 10/30/25		TANKER 4-TIRE REPLACEMENT	10/30/2025
638 JOE'S REPAIR SERVICE	Holly Grove Volunteer Fire	10032204	Holly Grove Volunteer Fire	10032204 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 1,996.77	C011526	9466 6855		BRUSH 4-REPAIRS	9/26/2025
638 JOE'S REPAIR SERVICE	Holly Grove Volunteer Fire	10032204	Holly Grove Volunteer Fire	10032204 433110	Repairs & Maint. of Vehicles	20261289	2026	7	INV	\$ 16,387.92	C011526	9466 6876		Repairs to Tower 4	12/18/2025
72 RAPPAHANNOCK ELECTRI	Holly Grove Volunteer Fire	10032204	Holly Grove Volunteer Fire	10032204 433110	Total					\$ 17,52.14					
860 FOSTER FUELS INC.	Holly Grove Volunteer Fire	10032204	Holly Grove Volunteer Fire	10032204 451100	Electrical Service	0	2026	7	INV	\$ 1,372.27	C011526	210272 155104004 0126		HGVFD ELECTRIC	1/6/2026
36 HOLLY GROVE VOLUNTEE	Holly Grove Volunteer Fire	10032204	Holly Grove Volunteer Fire	10032204 451200	Heating Service	0	2026	7	INV	\$ 651.81	C011526	9453 2329406		PROPANE-HGVFD	12/26/2025
746 REPUBLIC SERVICES #4	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 431611	Miscellaneous Expense	0	2026	7	INV	\$ 120.34	C011526	9460 12/29/25		NUTS/BOTLS KIT	12/29/2025
1271 A & N DIESEL REPAIR	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 431611	Refuse Center Collect & Haulin	0	2026	7	INV	\$ 157.07	C011526	9493 0410-000829386		TRASH REMOVAL	12/31/2025
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 431611	Repairs & Maint. of Vehicles	20261288	2026	7	INV	\$ 6,741.32	C011526	210231 1064		Brush 5 repairs	11/14/2025
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 431611	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 483.12	C011526	9472 ATLANTIC-17382ALB		04 SPARTAN-PUMP PERFORMANCE TEST	11/7/2025
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 431611	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 4,253.54	C011526	9472 HENDRICK 12/23/25		09 CHEVY-REPAIRS, INSPECTION	12/23/2025
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 433140	Building Repair & Maintenance	0	2026	7	INV	\$ 1,365.00	C011526	9472 AC MEDICS-1132		AC/HEATING SYSTEM MAINT	11/2/2025
72 RAPPAHANNOCK ELECTRI	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 451100	Electrical Service	0	2026	7	INV	\$ 1,040.30	C011526	210272 293080001 0126		LCVFD ELECTRIC	1/6/2026
72 RAPPAHANNOCK ELECTRI	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 451100	Electrical Service	0	2026	7	INV	\$ 13.71	C011526	210272 293080002 0126		LCVFD ELECTRIC	1/6/2026
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 452300	Telecommunications	0	2026	7	INV	\$ 125.11	C011526	9472 VERIZON 11/22/25		PHONES	11/22/2025
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 452300	Internet Service Fees	0	2026	7	INV	\$ 134.99	C011526	9472 FIREFLY 11/01/25		INTERNET SVC	11/1/2025
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 452341	Satellite Services	0	2026	7	INV	\$ 188.99	C011526	9472 DIRECTV 12/13/25		SATELLITE TV	12/13/2025
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 460051	Building Supplies	0	2026	7	INV	\$ 111.92	C011526	9472 MONT FEED 11/05/25		SALT WATER SOFTENER	11/5/2025
543 MANSFIELD OIL COMPAN	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 460080	Gasoline & Diesel	0	2026	7	INV	\$ 104.07	C011526	9479 1159756		GAS	1/2/2026
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 460090	Vehicle Supplies	0	2026	7	INV	\$ 44.98	C011526	9472 R.GARNETTE 12/12/25		PRESSURE WASHER FOAM CANNON	12/12/2025
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 460110	Uniforms	0	2026	7	INV	\$ 1,230.00	C011526	9472 MES-IN2363444		FIRE HELMETS	10/22/2025
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 460110	Uniforms	0	2026	7	INV	\$ 14.00	C011526	9472 WITMER-INV810241		BUGLES	12/30/2025
44 LOCUST CREEK VOLUNTE	Locust Creek Volunteer Fire	10032205	Locust Creek Volunteer Fire	10032205 482003	Office Furniture	0	2026	7	INV	\$ 1,244.00	C011526	9472 FSF-16099		TWIN BEDS	11/12/2025
746 REPUBLIC SERVICES #4	Trevilians Volunteer Fire	10032206	Trevilians Volunteer Fire	10032206 431611	Refuse Center Collect & Haulin	0	2026	7	INV	\$ 104.73	C011526	9493 0410-000829386		TRASH REMOVAL	12/31/2025
72 RAPPAHANNOCK ELECTRI	Trevilians Volunteer Fire	10032206	Trevilians Volunteer Fire	10032206 451100	Electrical Service	0	2026	7	INV	\$ 1,316.80	C011526	210272 323542001 1225		TVFD ELECTRIC	12/27/2025
72 RAPPAHANNOCK ELECTRI	Trevilians Volunteer Fire	10032206	Trevilians Volunteer Fire	10032206 451100	Electrical Service	0	2026	7	INV	\$ 567.74	C011526	210272 323542002 1225		TVFD ELECTRIC	12/27/2025
860 FOSTER FUELS INC.	Trevilians Volunteer Fire	10032206	Trevilians Volunteer Fire	10032206 451200	Heating Service	0	2026	7	INV	\$ 463.61	C011526	9453 2321084		PROPANE-TVFD	12/18/2025
598 ATLANTIC EMERGENCY S	Trevilians Volunteer Fire	10032206	Trevilians Volunteer Fire	10032206 482010	Machinery & Equip Additions	0	2026	7	INV	\$ 1,899.09	C011526	9431 42662EQU		AKR REV VALVE	9/3/2025
55 LOUISA COUNTY RESCUE	Louisa Volunteer Rescue	10032211	Louisa Volunteer Rescue	10032211 431602	Cleaning Services	0	2026	7	INV	\$ 500.00	C011526	9474 E & C CLEANING-006		CLEAN BUILDING	12/28/2025
				10032211 431602	Total					\$ 500.00					

VENDOR	VENDOR NAME	ORG	ORG DESC	ACCOUNT	ACCOUNT DESC	PO	YEAR	PERIOD	TYPE	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
277	UPDIKE INDUSTRIES, I	10032211	Louisa Volunteer Rescue	10032211 431611	Refuse Center Collect & Haulin	0	2026	7	INV	\$ 32.06	C011526	210281	C243740	TRASH REMOVAL	12/15/2025
598	ATLANTIC EMERGENCY S	10032211	Louisa Volunteer Rescue	10032211 431611 Total						\$ 32.06					
416	DOMINION ENERGY VIRG	10032211	Louisa Volunteer Rescue	10032211 451100	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 2,200.22	C011526	9431	17246ALB	17 FORD-REPAIRS	12/19/2025
416	DOMINION ENERGY VIRG	10032211	Louisa Volunteer Rescue	10032211 451100 Total						\$ 2,200.22					
291	CRYSTAL SPRINGS	10032211	Louisa Volunteer Rescue	10032211 451300	Electrical Service	0	2026	7	INV	\$ 418.47	C011526	210245	7035860001 1225	LCRS ELECTRIC	12/19/2025
291	CRYSTAL SPRINGS	10032211	Louisa Volunteer Rescue	10032211 451300 Total						\$ 418.47					
291	CRYSTAL SPRINGS	10032211	Louisa Volunteer Rescue	10032211 451300	Water & Sewer Service	0	2026	7	INV	\$ 9.18	C011526	9447	23467379 070425	SPRING WTR-LCRS	7/4/2025
291	CRYSTAL SPRINGS	10032211	Louisa Volunteer Rescue	10032211 451300	Water & Sewer Service	0	2026	7	INV	\$ 138.33	C011526	9447	23467379 080125	SPRING WTR-LCRS	8/1/2025
291	CRYSTAL SPRINGS	10032211	Louisa Volunteer Rescue	10032211 451300	Water & Sewer Service	0	2026	7	INV	\$ 48.45	C011526	9447	23467379 082925	SPRING WTR-LCRS	8/29/2025
291	CRYSTAL SPRINGS	10032211	Louisa Volunteer Rescue	10032211 451300	Water & Sewer Service	0	2026	7	INV	\$ 11.99	C011526	9447	23467379 092625	SPRING WTR-LCRS	9/26/2025
291	CRYSTAL SPRINGS	10032211	Louisa Volunteer Rescue	10032211 451300	Water & Sewer Service	0	2026	7	INV	\$ 33.47	C011526	9447	23467379 102425	SPRING WTR-LCRS	10/24/2025
291	CRYSTAL SPRINGS	10032211	Louisa Volunteer Rescue	10032211 451300	Water & Sewer Service	0	2026	7	INV	\$ 11.99	C011526	9447	23467379 112125	SPRING WTR-LCRS	11/21/2025
291	CRYSTAL SPRINGS	10032211	Louisa Volunteer Rescue	10032211 451300	Water & Sewer Service	0	2026	7	INV	\$ 11.99	C011526	9447	23467379 121925	SPRING WTR-LCRS	12/19/2025
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 452300	10032211 452300 Total	0	2026	7	INV	\$ 265.40				LONG DISTANCE	12/12/2025
326	VAFFR	10032211	Louisa Volunteer Rescue	10032211 458100	Telecommunications	0	2026	7	INV	\$ 7.14	C011526	9474	WINDSTREAM 12/12/25		
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 458100 Total						\$ 7.14					
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 458403	Dues & Association Memberships	0	2026	7	INV	\$ 400.00	C011526	210282	1306233-860419	MEMBER DUES	1/2/2026
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 458403 Total						\$ 400.00					
323	STAPLES ADVANTAGE	10032211	Louisa Volunteer Rescue	10032211 460010	Recruitment & Retention	0	2026	7	INV	\$ 228.71	C011526	9474	PROMOTION NOW-743703	KIDS EMT HATS	11/17/2025
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 460010 Total						\$ 228.71					
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 460010	Office Supplies	0	2026	7	INV	\$ 50.97	C011526	9474	AMAZON 12/05/25	CERTIFICATE HOLDERS	12/5/2025
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 460010 Total						\$ 1,088.05	C011526	9501	605153969	OFFICE SUPPLIES	12/30/2025
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 460051	Building Supplies	0	2026	7	INV	\$ 110.51	C011526	9474	AMAZON 12/07/2025	BATTERIES, MOP HEADS	12/7/2025
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 460051	Building Supplies	0	2026	7	INV	\$ 39.99	C011526	9474	AMAZON 12/07/25	AIR FRESHENER	12/7/2025
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 460051 Total						\$ 159.99	C011526	9474	AMAZON 12/12/25	THERMOSTAT	12/12/2025
543	MANSFIELD OIL COMPAN	10032211	Louisa Volunteer Rescue	10032211 460080	Gasoline & Diesel	0	2026	7	INV	\$ 832.50	C011526	9479	1159756	GAS	1/2/2026
55	LOUISA COUNTY RESCUE	10032211	Louisa Volunteer Rescue	10032211 460080 Total						\$ 832.50					
860	FOSTER FUELS INC.	10032213	Lake Anna Volunteer Rescue	10032213 461200	Software Licenses	0	2026	7	INV	\$ 180.00	C011526	9474	ZOHO-50101442457	SUBSCRIPTION 12/28/25-12/27/26	12/28/2025
35	HOLLY GROVE VOLUNTEE	10032214	Holly Grove Volunteer Rescue	10032214 431602	Heating Service	0	2026	7	INV	\$ 397.95	C011526	9453	2329409	PROPANE-LARS	12/26/2025
35	HOLLY GROVE VOLUNTEE	10032214	Holly Grove Volunteer Rescue	10032214 431602 Total						\$ 397.95					
746	REPUBLIC SERVICES #4	10032214	Holly Grove Volunteer Rescue	10032214 431611	Cleaning Services	0	2026	7	INV	\$ 157.00	C011526	9459	E & C CLEANING 12/07/2	CLEAN BUILDING	12/7/2025
72	RAPPAPAHNOCK ELECTRI	10032214	Holly Grove Volunteer Rescue	10032214 431611	Cleaning Services	0	2026	7	INV	\$ 157.00	C011526	9459	E & C CLEANING 12/27/2	CLEAN BUILDING	12/27/2025
72	RAPPAPAHNOCK ELECTRI	10032214	Holly Grove Volunteer Rescue	10032214 431611 Total						\$ 314.00					
860	FOSTER FUELS INC.	10032214	Holly Grove Volunteer Rescue	10032214 431611	Refuse Center Collect & Haulin	0	2026	7	INV	\$ 209.39	C011526	9493	0410-000829386	TRASH REMOVAL	12/31/2025
291	CRYSTAL SPRINGS	10032214	Holly Grove Volunteer Rescue	10032214 431611 Total						\$ 209.39					
35	HOLLY GROVE VOLUNTEE	10032214	Holly Grove Volunteer Rescue	10032214 452300	Refuse Center Collect & Haulin	0	2026	7	INV	\$ 214.45	C011526	9453	2329409	PROPANE-HGVRS	12/19/2025
35	HOLLY GROVE VOLUNTEE	10032214	Holly Grove Volunteer Rescue	10032214 452300 Total						\$ 214.45					
646	JAMES RIVER SOLUTION	10032214	Holly Grove Volunteer Rescue	10032214 460080	Water & Sewer Service	0	2026	7	INV	\$ 9.18	C011526	9447	23460221 070425	SPRING WTR-HGVRS	7/4/2025
637	TIDEWATER FLEET SUPP	10032214	Holly Grove Volunteer Rescue	10032214 460080	Water & Sewer Service	0	2026	7	INV	\$ 113.41	C011526	9447	23460221 080125	SPRING WTR-HGVRS	8/1/2025
637	TIDEWATER FLEET SUPP	10032214	Holly Grove Volunteer Rescue	10032214 460080 Total						\$ 113.41					
489	WITMER PUBLIC SAFETY	10032214	Holly Grove Volunteer Rescue	10032214 460110	Water & Sewer Service	0	2026	7	INV	\$ 94.95	C011526	9447	23460221 082925	SPRING WTR-HGVRS	8/29/2025
291	CRYSTAL SPRINGS	10032214	Holly Grove Volunteer Rescue	10032214 460110 Total						\$ 94.95					
291	CRYSTAL SPRINGS	10032214	Holly Grove Volunteer Rescue	10032214 460110	Gasoline & Diesel	0	2026	7	INV	\$ 424.87	C011526	9463	IN-006484	FUEL	12/31/2025
291	CRYSTAL SPRINGS	10032214	Holly Grove Volunteer Rescue	10032214 460110 Total						\$ 424.87					
291	CRYSTAL SPRINGS	10032214	Holly Grove Volunteer Rescue	10032214 460110	Vehicle Supplies	0	2026	7	INV	\$ 2,039.15	C011526	9506	11IN002871	MISC PARTS	9/12/2025
291	CRYSTAL SPRINGS	10032214	Holly Grove Volunteer Rescue	10032214 460110	Vehicle Supplies	0	2026	7	INV	\$ 738.68	C011526	9506	11IN003071	20 AMP CHARGER	11/13/2025
291	CRYSTAL SPRINGS	10032214	Holly Grove Volunteer Rescue	10032214 460110 Total						\$ 2,777.83					
291	CRYSTAL SPRINGS	10032214	Holly Grove Volunteer Rescue	10032214 460110	Uniforms	0	2026	7	INV	\$ 230.00	C011526	9513	INV801705	PATCHES	12/16/2025
291	CRYSTAL SPRINGS	10032214	Holly Grove Volunteer Rescue	10032214 460110 Total						\$ 230.00					
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 27.54	C011526	9447	23460243 070425	SPRING WTR-ZCVD	7/4/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 327.64	C011526	9447	23460243 080125	SPRING WTR-ZCVD	8/1/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 67.15	C011526	9447	23460243 082925	SPRING WTR-ZCVD	8/29/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 265.50	C011526	9447	23460243 102425	SPRING WTR-ZCVD	10/24/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 116.93	C011526	9447	23460243 112125	SPRING WTR-ZCVD	11/21/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 82.91	C011526	9447	23460243 121925	SPRING WTR-ZCVD	12/19/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 17.99	C011526	9447	23460250 070425	SPRING WTR-NBFRS	7/4/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 207.84	C011526	9447	23460250 080125	SPRING WTR-NBFRS	8/1/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 211.83	C011526	9447	23460250 082925	SPRING WTR-NBFRS	8/29/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 332.27	C011526	9447	23460250 092625	SPRING WTR-NBFRS	9/26/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 101.43	C011526	9447	23460250 102425	SPRING WTR-NBFRS	10/24/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 2,499.52	C011526	9447	23460250 112125	SPRING WTR-NBFRS	11/21/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 289.80	C011526	9447	23460250 121925	SPRING WTR-NBFRS	12/19/2025
291	CRYSTAL SPRINGS	10032300	Fire & EMS	10032300 451300	Water & Sewer Service	0	2026	7	INV	\$ 450.69	C011526	9447	23460250 121925	SPRING WTR-NBFRS	12/19/2025
5	GRANITE TELECOMMUNIC	10032300	Fire & EMS	10032300 452300	Telecommunications	0	2026	7	INV	\$ 169.26	C011526	9457	729005936	PHONES	1/1/2026
175	VERIZON WIRELESS	10032300	Fire & EMS	10032300 452300 Total						\$ 169.26					
175	VERIZON WIRELESS	10032300	Fire & EMS	10032300 480050	Medical Equipment	0	2026	7	INV	\$ 220.44	C011526	210286	6131707208	LIFEPAK MODEMS	12/22/2025

VENDOR	VENDOR NAME	ORG	ORG DESC	ACCOUNT	ACCOUNT DESC	PO	YEAR	PERIOD	TYPE	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
405	GRAINGER	10032300	Fire & EMS	10032300 480000	Equipment Addition	0	2026	7	INV	\$ 220.44				SHOP SHEARS	12/23/2025
607	RICOH USA, INC.	10032400	Office Of Emergency Services	10032300 482000						\$ 378.86	C011526	9456	9752750431		
				10032300 482000 Total					\$ 378.86						
323	STAPLES ADVANTAGE	10032400	Office Of Emergency Services	10032400 435200	Copy Costs	20260629	2026	7	INV	\$ 131.81	C011526	9495	5072562634	B&W/COLOR COPIES-10/01/25-12/31/25	1/1/2026
				10032400 435200 Total					\$ 131.81						
126	CENTRAL VIRGINIA REG	10033100	Sheriff - Jail	10032400 460010	Office Supplies	0	2026	7	INV	\$ 99.09	C011526	9501	6052293153	OFFICE SUPPLIES	1/6/2026
				10032400 460010 Total					\$ 99.09						
				10033100 456000	Payment For Regional Jail Ops	0	2026	7	INV	\$ 677,675.00	C011526	9439	3RD QTR 25/26	ALLOCATION-3RD QTR	1/1/2026
				10033100 456000 Total					\$ 677,675.00						
73	RAPPAHANNOCK JUVENIL	10033100	Sheriff - Jail	10033100 456001	Juvenile Detention Ctr	0	2026	7	INV	\$ 72,897.50	C011526	210273	3RD QTR 25/26	ALLOCATION-3RD QTR	1/1/2026
				10033100 456001 Total					\$ 72,897.50						
1103	CALAMP CORP.	10035090	Transportation Department	10035090 431600	Contractual Services	0	2026	7	INV	\$ 24.25	C011526	9435	515527	SHIPPING FOR NEW GPS UNITS	12/30/2025
480	NAVARRES AUTO SERVIC	10035090	Transportation Department	10035090 431310	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 231.99	C011526	9486	52537	14 JEEP-MAINT, REPLACE TIRES	12/30/2025
128	VIRGINIA WHOLESALE T	10035090	Transportation Department	10035090 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 515.96	C011526	210288	3095876	TIRES	1/5/2026
				10035090 433110 Total					\$ 747.95						
598	ATLANTIC EMERGENCY S	10035090	Transportation Department	10035090 433111	EMS Vehicle Rep & Maint	0	2026	7	INV	\$ 1,955.80	C011526	9431	17443ALB	10 PIERCE-REPAIRS	12/22/2025
				10035090 433111 Total					\$ 1,955.80						
543	MANSFIELD OIL COMPAN	10035090	Transportation Department	10035090 460080	Gasoline & Diesel	0	2026	7	INV	\$ 2,366.40	C011526	9479	1159756	GAS	1/2/2026
				10035090 460080 Total					\$ 2,366.40						
46	LOUISA AUTO PARTS, I	10035090	Transportation Department	10035090 460090	Vehicle Supplies	0	2026	7	INV	\$ 151.91	C011526	210259	652811	BATTERY	1/5/2026
46	LOUISA AUTO PARTS, I	10035090	Transportation Department	10035090 460090	Vehicle Supplies	0	2026	7	INV	\$ 25.23	C011526	210258	653184	VEHICLE SUPPLIES	1/7/2026
1311	NORTHWEST ACE HARDWA	10035090	Transportation Department	10035090 460090	Vehicle Supplies	0	2026	7	INV	\$ 17.98	C011526	210263	108774	VEHICLE SUPPLIES	1/6/2026
				10035090 460090 Total					\$ 195.12						
543	MANSFIELD OIL COMPAN	10035090	Transportation Department	10035090 460302	Gasoline/Diesel-EMS Vehicle	0	2026	7	INV	\$ 4,051.07	C011526	9479	1159756	GAS	1/2/2026
				10035090 460302 Total					\$ 4,051.07						
659	LAKE ANNA VETERINARY	10035100	Animal Control	10035100 431720	Veterinary Services	0	2026	7	INV	\$ 844.38	C011526	210257	22661	VET SVC	12/15/2025
				10035100 431720 Total					\$ 844.38						
543	MANSFIELD OIL COMPAN	10035100	Animal Control	10035100 460080	Gasoline & Diesel	0	2026	7	INV	\$ 407.34	C011526	9479	1159756	GAS	1/2/2026
				10035100 460080 Total					\$ 407.34						
19999	AMBER STOCKS	10035100	Animal Control	10035100 460210	Care Of Stray Animals	0	2026	7	INV	\$ 145.44	C011526	210265	A STOCKS 01/2026	CHICKEN FEED/SUPPLIES-SEIZURE	1/6/2026
19999	THOMAS GILBERT	10035100	Animal Control	10035100 460210	Care Of Stray Animals	0	2026	7	INV	\$ 1,300.00	C011526	210270	T.GILBERT-971236	26 DAY ANIMAL CARE	1/8/2026
				10035100 460210 Total					\$ 1,445.44						
659	LAKE ANNA VETERINARY	10035110	Louisa Animal Shelter	10035110 431720	Veterinary Services	0	2026	7	INV	\$ 60.90	C011526	210257	22543	VET SVC	12/12/2025
437	LOUISA VETERINARY SE	10035110	Louisa Animal Shelter	10035110 431720	Veterinary Services	0	2026	7	INV	\$ 80.85	C011526	210261	1821	VET SVC	12/18/2025
437	LOUISA VETERINARY SE	10035110	Louisa Animal Shelter	10035110 431720	Veterinary Services	0	2026	7	INV	\$ 115.55	C011526	210261	1884	VET SVC	12/26/2025
1235	RICHMOND SPA	10035110	Louisa Animal Shelter	10035110 431720	Veterinary Services	0	2026	7	INV	\$ 960.15	C011526	9494	691	VET SVC	12/10/2025
				10035110 431720 Total					\$ 1,217.45						
876	VERIZON	10035110	Louisa Animal Shelter	10035110 452300	Telecommunications	0	2026	7	INV	\$ 140.86	C011526	210284	8944219 122225	ANIMAL SHELTER	12/22/2025
				10035110 452300 Total					\$ 140.86						
876	VERIZON	10035110	Louisa Animal Shelter	10035110 452311	Data Circuit	0	2026	7	INV	\$ 72.99	C011526	210284	8944219 122225	ANIMAL SHELTER	12/22/2025
				10035110 452311 Total					\$ 72.99						
437	LOUISA VETERINARY SE	10035110	Louisa Animal Shelter	10035110 460210	Care Of Stray Animals	0	2026	7	INV	\$ 99.00	C011526	210261	1741	MISC INVENTORY	12/10/2025
				10035110 460210 Total					\$ 99.00						
385	LOUISA COUNTY WATER	10043040	LCWA-Sewage Operations & Maint	10043040 451040	Ops Of Louisa Regional Facil	0	2026	7	INV	\$ 34,687.67	C011526	9476	01/07/26	SEWAGE TREATMENT-DEC 25	1/7/2026
				10043040 451040 Total					\$ 34,687.67						
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 15.18	C011526	9447	23459462 070425	SPRING WTR-REF #2	7/4/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 11.99	C011526	9447	23459462 080125	SPRING WTR-REF #3	8/1/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 57.43	C011526	9447	23459462 082925	SPRING WTR-REF #2	8/29/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 33.47	C011526	9447	23459462 092625	SPRING WTR-REF #2	9/26/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 40.96	C011526	9447	23459462 102425	SPRING WTR-REF #2	10/24/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 34.97	C011526	9447	23459462 112125	SPRING WTR-REF #2	11/21/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 34.97	C011526	9447	23459462 121925	SPRING WTR-REF #2	12/19/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 13.34	C011526	9447	23459483 070425	SPRING WTR-REF #7	7/4/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9448	23459483 080125	SPRING WTR-REF #7	8/1/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9448	23459483 092625	SPRING WTR-REF #7	9/26/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 50.29	C011526	9447	23459483 102425	SPRING WTR-REF #7	10/24/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9448	23459483 112125	SPRING WTR-REF #7	11/21/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9448	23459483 121925	SPRING WTR-REF #7	12/19/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 13.34	C011526	9447	23459611 070425	SPRING WTR-REF #1	7/4/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9448	23459611 080125	SPRING WTR-REF #1	8/1/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 13.34	C011526	9448	23459611 082925	SPRING WTR-REF #1	8/29/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 51.29	C011526	9447	23459611 112125	SPRING WTR-REF #1	9/26/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9448	23459611 121925	SPRING WTR-REF #1	12/19/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9447	23459743 070425	SPRING WTR-REF #4	7/4/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 35.96	C011526	9447	23459743 112125	SPRING WTR-REF #9	8/1/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 28.82	C011526	9447	23459699 082925	SPRING WTR-REF #3	8/29/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9448	23459699 092625	SPRING WTR-REF #3	9/26/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 36.46	C011526	9447	23459743 080125	SPRING WTR-REF #9	8/1/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 28.97	C011526	9447	23459743 082925	SPRING WTR-REF #9	8/29/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 36.46	C011526	9447	23459743 092625	SPRING WTR-REF #9	9/26/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 71.91	C011526	9447	23459743 102425	SPRING WTR-REF #4	10/24/2025
291	CRYSTAL SPRINGS	10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 35.96	C011526	9447			

VENDOR	VENDOR NAME	ORG	ORG DESC	ACCOUNT	ACCOUNT DESC	PO	YEAR	PERIOD	TYPE	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 28.82	C011526	9447	23459786 102425	SPRING WTR-REF #4	10/24/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9447	23459786 112125	SPRING WTR-REF #4	11/21/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9447	23459786 121925	SPRING WTR-REF #4	12/19/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 13.34	C011526	9447	23459873 070425	SPRING WTR-REF #8	7/4/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9447	23459873 080125	SPRING WTR-REF #8	8/1/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 1.34	C011526	9448	23459873 082925	SPRING WTR-REF #8	8/29/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9448	23459873 092625	SPRING WTR-REF #8	9/26/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 109.21	C011526	9447	23459873 102425	SPRING WTR-REF #8	10/24/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 7.34	C011526	9447	23459873 112125	SPRING WTR-REF #8	11/21/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 30.32	C011526	9447	23459873 121925	SPRING WTR-REF #8	12/19/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 29.98	C011526	9447	23459961 070425	SPRING WTR-LANDFILL	7/4/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 94.40	C011526	9447	23459961 080125	SPRING WTR-LANDFILL	8/1/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 140.83	C011526	9447	23459961 082925	SPRING WTR-LANDFILL	8/29/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 86.91	C011526	9447	23459961 092625	SPRING WTR-LANDFILL	9/26/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 149.32	C011526	9447	23459961 102425	SPRING WTR-LANDFILL	10/24/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 136.34	C011526	9447	23459961 112125	SPRING WTR-LANDFILL	11/21/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 58.95	C011526	9447	23459961 121925	SPRING WTR-LANDFILL	12/19/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 9.18	C011526	9447	23460051 070425	SPRING WTR-GEN SVC	7/4/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 136.34	C011526	9447	23460051 080125	SPRING WTR-GEN SVC	8/1/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 10.99	C011526	9447	23460051 082925	SPRING WTR-GEN SVC	8/29/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 43.46	C011526	9447	23460051 102425	SPRING WTR-GEN SVC	10/24/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 33.97	C011526	9447	23460051 121925	SPRING WTR-GEN SVC	12/19/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 15.18	C011526	9447	23462219 070425	SPRING WTR-GS SHOP	7/4/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 32.47	C011526	9447	23462219 080125	SPRING WTR-GS SHOP	8/1/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 4.99	C011526	9448	23462219 082925	SPRING WTR-GS SHOP	8/29/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 238.86	C011526	9447	23462219 092625	SPRING WTR-GS SHOP	9/26/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 93.95	C011526	9447	23462219 102425	SPRING WTR-GS SHOP	10/24/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 85.90	C011526	9447	23462219 112125	SPRING WTR-GS SHOP	11/21/2025
291 CRYSTAL SPRINGS		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 41.96	C011526	9447	23462219 121925	SPRING WTR-GS SHOP	12/19/2025
1303 EVERON, LLC		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 101.38	C011526	210249	160216632	TVFD MONITORING 01/19-26/02/18/26	12/21/2025
279 MO-JOHNS RENTALS COR		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 82.40	C011526	9483	43089	Portable Toilets	1/1/2026
279 MO-JOHNS RENTALS COR		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 128.75	C011526	9483	43090	Portable Toilets	1/1/2026
607 RICOH USA, INC.		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 40.28	C011526	9495	5072561999	B&W/COLOR COPIES-DEC 25	1/1/2026
607 RICOH USA, INC.		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 75.66	C011526	9495	9033460277	COPIER,B&W/COLOR COPIES-DEC 25	1/2/2026
709 RIDDLEBERGER BROTHER		10043100	General Services Department	10043100 431600	Contractual Services	0	2026	7	INV	\$ 8,207.00	C011526	9496	167359	HVAC Monthly PM	1/1/2026
10043100 431600 Total										\$ 11,204.24					
679 1ST CHOICE ELECTRICA		10043100	General Services Department	10043100 433100	Repairs & Maintenance	0	2026	7	INV	\$ 180.00	C011526	9429	25-3620	REPLACE FIXTURE	12/30/2025
447 OVERHEAD DOOR CO.		10043100	General Services Department	10043100 433100	Repairs & Maintenance	0	2026	7	INV	\$ 1,112.00	C011526	210271	213587	REPAIR DOOR	12/2/2025
709 RIDDLEBERGER BROTHER		10043100	General Services Department	10043100 433100	Repairs & Maintenance	0	2026	7	INV	\$ 159.00	C011526	9496	167049	REPLACE RELIEF VALVE	12/19/2025
709 RIDDLEBERGER BROTHER		10043100	General Services Department	10043100 433100	Repairs & Maintenance	0	2026	7	INV	\$ 63.66	C011526	9496	167514	REPLACE GAS VALVE	12/31/2025
709 RIDDLEBERGER BROTHER		10043100	General Services Department	10043100 433100	Repairs & Maintenance	0	2026	7	INV	\$ 106.00	C011526	9496	167612	REPLACE RELIEF VALVE	12/31/2025
709 RIDDLEBERGER BROTHER		10043100	General Services Department	10043100 433100	Repairs & Maintenance	0	2026	7	INV	\$ 1,744.89	C011526	9496	167613	REPAIR SEWER BACK UP ISSUE	12/31/2025
10043100 433100 Total										\$ 3,937.89					
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 484.43	C011526	210272	289798003 0126	FIRE TRAINING CENTER	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 135.57	C011526	210272	289798005 0126	LANDFILL	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 26.70	C011526	210272	289798007 0126	LANDFILL	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 133.30	C011526	210272	289798008 0126	REFUSE #8	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 174.63	C011526	210272	289798009 0126	REFUSE #8	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 312.00	C011526	210272	289798011 0126	9661 JEFFERSON HWY	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 41.11	C011526	210272	289798012 0126	FIRE TRAINING CLASSROOM	1/8/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 889.62	C011526	210272	289798013 0126	LANDFILL	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 384.42	C011526	210272	289798014 0126	ANIMAL SHELTER	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 123.13	C011526	210272	289798018 0126	22 SACRED HEART AVE	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 29.75	C011526	210272	289798019 0126	LANDFILL	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 26.82	C011526	210272	289798020 0126	LANDFILL	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 508.72	C011526	210272	289798022 0126	34 SACRED HEART AVE	1/6/2026
72 RAPPAHANNOCK ELECTRI		10043100	General Services Department	10043100 451100	Electrical Service	0	2026	7	INV	\$ 40.84	C011526	210272	399560061 0126	26 SACRED HEART AVE	1/6/2026
10043100 451100 Total										\$ 3,311.04					
314 COLUMBIA GAS		10043100	General Services Department	10043100 451200	Heating Service	0	2026	7	INV	\$ 2,642.40	C011526	210242	15898157 010626	NAT GAS-IGC	1/6/2026
314 COLUMBIA GAS		10043100	General Services Department	10043100 451200	Heating Service	0	2026	7	INV	\$ 1,650.59	C011526	210242	16524627 010626	NAT GAS-LIBRARY	1/6/2026
314 COLUMBIA GAS		10043100	General Services Department	10043100 451200	Heating Service	0	2026	7	INV	\$ 572.29	C011526	210242	20896332 001 010626	NAT GAS-GEN SVC	1/6/2026
314 COLUMBIA GAS		10043100	General Services Department	10043100 451200	Heating Service	0	2026	7	INV	\$ 34.44	C011526	210242	20896332 003 010626	NAT GAS-GEN SVC	1/6/2026
860 FOSTER FUELS INC.		10043100	General Services Department	10043100 451200	Heating Service	0	2026	7	INV	\$ 1,639.14	C011526	9453	2321077	PROPANE-ADMIN BLDG	12/19/2025
860 FOSTER FUELS INC.		10043100	General Services Department	10043100 4											

VENDOR	VENDOR NAME	ORG	ORG DESC	ACCOUNT	ACCOUNT DESC	PO	YEAR	PERIOD	TYPE	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
333 MAIN STREET PLUMBING		10043100	General Services Department	10043100 460050	Repair & Maintenance Supplies	0	2026	7	INV	\$ 7.59	C011526	9478	86586	MAINT SUPPLIES	1/7/2026
1311 NORTHWEST ACE HARDWA		10043100	General Services Department	10043100 460050	Repair & Maintenance Supplies	0	2026	7	INV	\$ 20.69	C011526	210263	108479	MAINT SUPPLIES	11/25/2025
1311 NORTHWEST ACE HARDWA		10043100	General Services Department	10043100 460050	Repair & Maintenance Supplies	0	2026	7	INV	\$ 38.65	C011526	210263	108480	MAINT SUPPLIES	11/25/2025
1311 NORTHWEST ACE HARDWA		10043100	General Services Department	10043100 460050	Repair & Maintenance Supplies	0	2026	7	INV	\$ 30.58	C011526	210263	108481	MAINT SUPPLIES	11/25/2025
1311 NORTHWEST ACE HARDWA		10043100	General Services Department	10043100 460050	Repair & Maintenance Supplies	0	2026	7	INV	\$ 39.08	C011526	210263	108485	MAINT SUPPLIES	11/25/2025
1311 NORTHWEST ACE HARDWA		10043100	General Services Department	10043100 460050	Repair & Maintenance Supplies	0	2026	7	INV	\$ 17.26	C011526	210263	108489	MAINT SUPPLIES	11/25/2025
1311 NORTHWEST ACE HARDWA		10043100	General Services Department	10043100 460050	Repair & Maintenance Supplies	0	2026	7	INV	\$ 70.18	C011526	210263	108502	MAINT SUPPLIES	11/26/2025
1311 NORTHWEST ACE HARDWA		10043100	General Services Department	10043100 460050	Repair & Maintenance Supplies	0	2026	7	INV	\$ 16.15	C011526	210263	108721	MAINT SUPPLIES	12/29/2025
1311 NORTHWEST ACE HARDWA		10043100	General Services Department	10043100 460050	Repair & Maintenance Supplies	0	2026	7	INV	\$ 418.86				MAINT SUPPLIES	12/29/2025
180 NATIONAL BUSINESS FU		10043100	General Services Department	10043100 482003	Office Furniture	0	2026	7	INV	\$ 287.20	C011526	9485	CW124846-OFF	CONFERENCE TABLE	12/29/2025
709 RIDDLEBERGER BROTHER		10043100	General Services Department	10043100 482003	Building Enhancements	0	2026	7	INV	\$ 2,143.60	C011526	9496	167455	INSTALL THERMOSTAT COVERS	12/30/2025
136 BLUE RIDGE HEALTH		10051010	Health & Human Services	10051010 456010	Dept. Of Health Appropriation	0	2026	7	INV	\$ 189,823.00	C011526	210237	3RD QTR 25/26	ALLOCATION-3RD QTR	1/6/2026
162 CHILD HEALTH PARTNER		10051010	Health & Human Services	10051010 456049	Child Health Partnership	0	2026	7	INV	\$ 16,000.00	C011526	9440	3RD QTR 25/26	ALLOCATION-3RD QTR	1/5/2026
255 LOUISA COUNTY RESOUR		10051020	Louisa County Resource Council	10051020 456052	Louisa County Resource Council	0	2026	7	INV	\$ 23,750.00	C011526	9475	3RD QTR 25/26	ALLOCATION-3RD QTR	12/31/2025
61 MONTICELLO AREA COMM		10052020	Monticello Area Comm Action Ag	10052020 456045	MACAA Appropriation	0	2026	7	INV	\$ 500.00	C011526	9484	3RD QTR 25/26	ALLOCATION-3RD QTR	1/2/2026
74 REGION TEN COMMUNITY		10052050	Region Ten Comm Mental Health	10052050 456020	Region Ten Appropriation	0	2026	7	INV	\$ 36,250.00	C011526	9491	1ST QTR 25/26	ALLOCATION-1ST QTR	12/30/2025
74 REGION TEN COMMUNITY		10052050	Region Ten Comm Mental Health	10052050 456020	Region Ten Appropriation	0	2026	7	INV	\$ 36,250.00	C011526	9491	2ND QTR 25/26	ALLOCATION-2ND QTR	12/30/2025
39 JEFFERSON AREA BOARD		10053050	Jefferson Area Board For Aging	10053050 456040	Appropriation To JABA	0	2026	7	INV	\$ 73,141.50	C011526	9465	3RD QTR 25/26	ALLOCATION-3RD QTR	11/26/2025
79 SHELTER FOR HELP IN		10053100	Social Services Agency	10053100 456046	Shelter For Help In Emergency	0	2026	7	INV	\$ 4,725.00	C011526	9500	3RD QTR 25/26	ALLOCATION-3RD QTR	1/6/2026
223 OFFENDER AID & RESTO		10053100	Social Services Agency	10053100 456050	Offender Aid & Restoration	0	2026	7	INV	\$ 6,627.25	C011526	9487	1ST QTR 25/26	ALLOCATION-1ST QTR	1/5/2026
223 OFFENDER AID & RESTO		10053100	Social Services Agency	10053100 456050	Offender Aid & Restoration	0	2026	7	INV	\$ 6,627.25	C011526	9487	2ND QTR 25/26	ALLOCATION-2ND QTR	1/5/2026
223 OFFENDER AID & RESTO		10053100	Social Services Agency	10053100 456050	Offender Aid & Restoration	0	2026	7	INV	\$ 19,881.75	C011526	9487	3RD QTR 25/26	ALLOCATION-3RD QTR	1/5/2026
154 JAUNT, INC.		10053100	Social Services Agency	10053100 456055	JAUNT	0	2026	7	INV	\$ 142,721.25	C011526	9464	3RD QTR 25/26	ALLOCATION-3RD QTR	12/31/2025
762 LOUISA REENTRY PROGR		10053100	Social Services Agency	10053100 456056	Louisa Reentry Council	0	2026	7	INV	\$ 15,411.75	C011526	9477	3RD QTR 25/26	ALLOCATION-3RD QTR	1/1/2026
209 FLUVANNA-LOUISA HOUS		10053110	Housing Assistance	10053110 456042	Housing Foundation Approp.	0	2026	7	INV	\$ 29,562.50	C011526	9452	3RD QTR 25/26	ALLOCATION-3RD QTR	1/5/2026
301 PIEDMONT HOUSING ALL		10053110	Housing Assistance	10053110 456051	Piedmont Housing Alliance	0	2026	7	INV	\$ 1,750.00	C011526	9488	3RD QTR 25/26	ALLOCATION-3RD QTR	1/5/2026
68 PIEDMONT VIRGINIA CO		10064010	Community Colleges	10064010 456031	Contribution To PVCC Ops	0	2026	7	INV	\$ 1,538.50	C011526	9489	1ST QTR 25/26	ALLOCATION-1ST QTR	1/9/2026
68 PIEDMONT VIRGINIA CO		10064010	Community Colleges	10064010 456031	Contribution To PVCC Ops	0	2026	7	INV	\$ 1,538.50	C011526	9489	2ND QTR 25/26	ALLOCATION-2ND QTR	1/9/2026
68 PIEDMONT VIRGINIA CO		10064010	Community Colleges	10064010 456031	Contribution To PVCC Ops	0	2026	7	INV	\$ 1,538.50	C011526	9489	3RD QTR 25/26	ALLOCATION-3RD QTR	1/9/2026
279 MO-JOHNS RENTALS COR		10071100	Parks & Recreation	10071100 431600	Contractual Services	20260025	2026	7	INV	\$ 82.40	C011526	9483	43091	Portable Toilets	1/1/2026
279 MO-JOHNS RENTALS COR		10071100	Parks & Recreation	10071100 431600	Contractual Services	20260025	2026	7	INV	\$ 82.40	C011526	9483	43092	Portable Toilets	1/1/2026
279 MO-JOHNS RENTALS COR		10071100	Parks & Recreation	10071100 431600	Contractual Services	20260025	2026	7	INV	\$ 82.40	C011526	9483	43093	Portable Toilets	1/1/2026
279 MO-JOHNS RENTALS COR		10071100	Parks & Recreation	10071100 431600	Contractual Services	20260025	2026	7	INV	\$ 82.40	C011526	9483	43094	Portable Toilets	1/1/2026
279 MO-JOHNS RENTALS COR		10071100	Parks & Recreation	10071100 431600	Contractual Services	20260025	2026	7	INV	\$ 82.40	C011526	9483	43096	Portable Toilets	1/1/2026
279 MO-JOHNS RENTALS COR		10071100	Parks & Recreation	10071100 431600	Contractual Services	20260025	2026	7	INV	\$ 82.40	C011526	9483	43097	Portable Toilets	1/1/2026
279 MO-JOHNS RENTALS COR		10071100	Parks & Recreation	10071100 431600	Contractual Services	20260025	2026	7	INV	\$ 82.40	C011526	9483	43098	Portable Toilets	1/1/2026
279 MO-JOHNS RENTALS COR		10071100	Parks & Recreation	10071100 431600	Contractual Services	20260025	2026	7	INV	\$ 82.40	C011526	9483	43099	Portable Toilets	1/1/2026
279 MO-JOHNS RENTALS COR		10071100	Parks & Recreation	10071100 431600	Contractual Services	20260025	2026	7	INV	\$ 82.40	C011526	9483	43100	Portable Toilets	1/1/2026
279 MO-JOHNS RENTALS COR		10071100	Parks & Recreation	10071100 431600	Contractual Services	20260025	2026	7	INV	\$ 82.40	C011526	9483	43101	Portable Toilets	1/1/2026
70 J.S. PURCELL LUMBER		10071100	Parks & Recreation	10071100 460052	Park Maintenance & Supplies	0	2026	7	INV	\$ 82.14	C011526	210255	2601-248346	MAINT SUPPLIES	1/5/2026
1311 NORTHWEST ACE HARDWA		10071100	Parks & Recreation	10071100 460052	Park Maintenance & Supplies	0	2026	7	INV	\$ 24.29	C011526	210264	108723	MAINT SUPPLIES	12/29/2025
789 ASCAP		10071111	Parks & Recreation-Self Supp	10071111 469080	Self Supporting Program Costs	0	2026	7	INV	\$ 106.43	C011526	210234	500789603-2026	RIGHT TO PLAY MUSIC LICENSE	12/20/2025
296 CIVIC PLUS		10071111	Parks & Recreation-Self Supp	10071111 469080	Self Supporting Program Costs	20261319	2026	7	INV	\$ 6,164.73	C011526	9441	358728	Recreation Annual Fee & External Converge	12/31/2025
736 CROWN TROPHY #103		10071111	Parks & Recreation-Self Supp	10071111 469080	Self Supporting Program Costs	0	2026	7	INV	\$ 160.80	C011526	210243	83129	PICKLEBALL AWARDS	12/18/2025
314 COLUMBIA GAS		10071320	Aquatic Facility	10071320 451200	Heating Service	0	2026	7	INV	\$ 474.88	C011526	210242	17379121 010626	NAT GAS-POOL	1/6/2026
86 THOMAS JEFFERSON PLA		10081060	Planning District Commission	10081060 456048	TJPD Commission Appropriation	0	2026	7	INV	\$ 14,611.25	C011526	9504	3RD QTR 25/26	ALLOCATION-3RD QTR	12/22/2025
248 CENTRAL VA PARTNERSH		10081060	Planning District Commission	10081060 456061	CV Partnership Economic Devlp.	0	2026	7	INV	\$ 6,267.25	C011526	9438	3RD QTR 25/26	ALLOCATION-3RD QTR	1/5/2026
291 CRYSTAL SPRINGS		10081200	Community Development	10081200 451300	Water & Sewer Service	0	2026	7	INV	\$ 28.97	C011526	9447	23459894 082925	SPRING WTR-COM DEV	8/29/2025
291 CRYSTAL SPRINGS		10081200	Community Development	10081200 451300	Water & Sewer Service	0	2026	7	INV	\$ 51.44	C011526	9447	23459894 092625	SPRING WTR-COM DEV	9/26/2025
291 CRYSTAL SPRINGS		10081200	Community Development	10081200 451300	Water & Sewer Service	0	2026	7	INV	\$ 79.40	C011526	9447	23459894 102425	SPRING WTR-COM DEV	10/24/2025
291 CRYSTAL SPRINGS		10081200	Community Development	10081200 451300	Water & Sewer Service	0	2026	7	INV	\$ 44.95	C011526	9447	23459894 112125	SPRING WTR-COM DEV	11/21/2025
323 STAPLES ADVANTAGE		10081200	Community Development	10081200 460010	Office Supplies	0	2026	7	INV	\$ 19.01	C011526	9501	6051145234	OFFICE SUPPLIES	12/24/2025
323 STAPLES ADVANTAGE		10081200	Community Development	10081200 460010	Office Supplies	0	2026	7	INV	\$ 59.58	C011526	9501	6051426138	OFFICE SUPPLIES	12/27/2025
323 STAPLES ADVANTAGE		10081200	Community Development	10081200 460010	Office Supplies	0	2026	7	INV	\$ 64.21	C011526	9501	6051426139	OFFICE SUPPLIES	12/27/2025

VENDOR	VENDOR NAME	ORG	ORG DESC	ACCOUNT	ACCOUNT DESC	PO	YEAR	PERIOD	TYPE	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
323 STAPLES ADVANTAGE		10081200	Community Development	10081200 460010	Office Supplies	0	2026	7	INV	\$ 48.60	C011526	9501	6052293151	OFFICE SUPPLIES	1/6/2026
323 STAPLES ADVANTAGE		10081200	Community Development	10081200 460010	Office Supplies	0	2026	7	INV	\$ 41.83	C011526	9501	6052293152	OFFICE SUPPLIES	1/6/2026
87 THOMAS JEFFERSON SOI		10082030	Soil & Water Conservation	10082030 410020	Comp. of Soil Tech - TJSWCD	0	2026	7	INV	\$ 13,978.75	C011526	9505	2ND QTR 25/26	ALLOCATION-2ND QTR	12/30/2025
5 GRANITE TELECOMMUNIC	10091000 Non-Departmental GF	10091000	452300	10091000 452300	Telecommunications	0	2026	7	INV	\$ 1,100.19	C011526	9457	729005936	PHONES	1/1/2026
158 TREASURER OF VIRGINI	10091000 Non-Departmental GF	10091000	452300	10091000 452300	Telecommunications	0	2026	7	INV	\$ 327.52	C011526	210280	T475618	LONG DISTANCE	1/5/2026
876 VERIZON	10091000 Non-Departmental GF	10091000	452300	10091000 452300	Telecommunications	0	2026	7	INV	\$ 2,174.59	C011526	210284	9670401 122725	TRUNKS	12/27/2025
1135 IWVWBT	11081650 Tourism Transient Occupancy	11081650	436000	11081650 436000	Advertising	0	2026	7	INV	\$ 4,998.00	C011526	9461	4010792-3 9/30/25	ADVERTISING	9/30/2025
1135 IWVWBT	11081650 Tourism Transient Occupancy	11081650	436000	11081650 436000	Advertising	0	2026	7	INV	\$ 1,000.00	C011526	9461	4010792-3(R)	ADVERTISING	9/30/2025
1326 SINCLAIR BROADCAST	11081650 Tourism Transient Occupancy	11081650	436000	11081650 436000	Advertising	0	2026	7	INV	\$ 3,500.00	C011526	210275	234208	ADVERTISING	12/31/2025
353 APCO INTERNATIONAL	20231030 Communications Center	20231030	458423 C3103	20231030 458423 C3103	PSAP Grant Program	0	2026	7	INV	\$ 717.22	C011526	210233	00100770	EMD PRODUCTION GUIDE CARDS	12/30/2025
353 APCO INTERNATIONAL	20231030 Communications Center	20231030	458423 C3103	20231030 458423 C3103	PSAP Grant Program	0	2026	7	INV	\$ 530.10	C011526	210233	00100863	CARD REPLACEMENT SLEEVES	1/5/2026
598 ATLANTIC EMERGENCY S	20232200 Volunteer Fire & Rescue Assist	20232200	456080 FP01	20232200 456080 FP01	State Fire Program Funds-LVFD	20261287	2026	7	INV	\$ 7,252.88	C011526	9431	44029EQU	Hose Nozzles	12/15/2025
321 MIDWEST FIRE	20232200 Volunteer Fire & Rescue Assist	20232200	456080 FP03	20232200 456080 FP03	State Fire Program Funds-BVFD	20252199	2026	7	INV	\$ 303.00	C011526	210262	25-0650	Purchase of Tanker 3	12/22/2025
765 EAST COAST EMERGENCY	20232200 Volunteer Fire & Rescue Assist	20232200	456080 FP05	20232200 456080 FP05	State Fire Program Funds-LCVFD	20251402	2026	7	INV	\$ 4,772.67	C011526	210247	45104	2020 Jeep Gladiator - Chief 5 - 1st In Cabinet Ins	12/22/2025
44 LOCUST CREEK VOLUNTE	20232200 Volunteer Fire & Rescue Assist	20232200	456080 FP05	20232200 456080 FP05	State Fire Program Funds-LCVFD	0	2026	7	INV	\$ 2,467.50	C011526	9472	EAST COAST-45105	20 JEEP-ADDITIONAL EQUIP	12/22/2025
35 HOLLY GROVE VOLUNTEE	20232200 Volunteer Fire & Rescue Assist	20232200	456090 FL14	20232200 456090 FL14	Four For Life Monies-HGVR	0	2026	7	INV	\$ 1,850.00	C011526	9459	ARCHEON-1071	VENTILATION TRAINING BUNDLE	12/23/2025
598 ATLANTIC EMERGENCY S	20232300 Fire & EMS	20232300	482000 C3211	20232300 482000 C3211	AFG Equipment	20261157	2026	7	INV	\$ 21,772.76	C011526	9431	44120EQU	PPE Washer/Extractors	12/17/2025
792 BANK OF AMERICA	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 166.13	C011526	210236	12/29/25	CLOTHING REIMB	12/29/2025
19999 BEGINNING TODAY YOUT	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 12,245.00	C011526	210266	BTYS-12/25	ROOM & BOARD, SPRV	12/31/2025
498 CHILDHELP, INC.	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 7.48	C011526	210240	11/2025	EDUCATION	11/30/2025
498 CHILDHELP, INC.	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 3,245.98	C011526	210240	12/25	EDUCATION	12/31/2025
828 CORNERSTONE THERAP	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 3,245.98	C011526	210240	12/25	EDUCATION	12/31/2025
253 ELK HILL FARM INC.	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 91.00	C011526	9444	12/25	OT	1/5/2026
604 FAISON SCHOOL FOR AU	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 5,551.35	C011526	9450	11/25	EDUCATION	12/11/2025
604 FAISON SCHOOL FOR AU	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 7,297.50	C011526	9451	12/25	EDUCATION, SPEECH	12/29/2025
604 FAISON SCHOOL FOR AU	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 14,212.50	C011526	9451	12/25	EDUCATION, SPEECH, NURSING SVC	12/29/2025
604 FAISON SCHOOL FOR AU	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 7,050.00	C011526	9451	12/25	EDUCATION	12/29/2025
138 FOSTERING ACADIA	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 6,581.00	C011526	210251	11/25	IL SVC	1/8/2026
138 FOSTERING ACADIA	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 6,581.00	C011526	210251	12/25	IL SVC	1/8/2026
195 HARBOR POINT BEHAVIO	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 2,520.00	C011526	9458	12/25	EDUCATION	12/31/2025
686 KEYS ACADEMY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 4,905.00	C011526	9468	11/25	EDUCATION	12/4/2025
686 KEYS ACADEMY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 4,905.00	C011526	9468	11/25	EDUCATION	11/30/2025
686 KEYS ACADEMY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 4,905.00	C011526	9468	11/25	EDUCATION	12/4/2025
686 KEYS ACADEMY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 4,905.00	C011526	9468	12/25	EDUCATION	1/6/2026
686 KEYS ACADEMY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 4,905.00	C011526	9468	12/25	EDUCATION	1/6/2026
496 KEYSSTONE NEWPORT NEW	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 739.24	C011526	210256	12/25	EDUCATION	12/31/2025
229 REGION TEN COMMUNITY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 367.71	C011526	210274	11/25	CASE MGMT	11/30/2025
229 REGION TEN COMMUNITY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 367.71	C011526	210274	11/25	CASE SPR	11/30/2025
229 REGION TEN COMMUNITY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 367.71	C011526	210274	11/25	CASE SPR	11/30/2025
229 REGION TEN COMMUNITY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 367.71	C011526	210274	11/25	CASE SPR	11/30/2025
229 REGION TEN COMMUNITY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 367.71	C011526	210274	11/25	CASE SPR	11/30/2025
229 REGION TEN COMMUNITY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 367.71	C011526	210274	11/25	CASE SPR	11/30/2025
229 REGION TEN COMMUNITY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 367.71	C011526	210274	11/25	CASE SPR	11/30/2025
229 REGION TEN COMMUNITY	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 367.71	C011526	210274	11/25	CASE SPR	11/30/2025
19999 SERENITY & C, INC.	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 16,408.50	C011526	210268	SERENITY C&C-1225	ROOM & BOARD, SPRV	1/5/2026
932 SH VARSITY ACQUISITI	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 4,032.00	C011526	9499	12/25	EDUCATION	12/26/2025
932 SH VARSITY ACQUISITI	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 5,402.25	C011526	9499	12/25	EDUCATION	1/2/2026
328 ST. JOSEPH'S VILLA	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 7,785.00	C011526	210276	12/25	EDUCATION	12/18/2025
328 ST. JOSEPH'S VILLA	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 7,785.00	C011526	210276	12/25	EDUCATION	12/18/2025
328 ST. JOSEPH'S VILLA	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 7,785.00	C011526	210276	12/25	EDUCATION	12/18/2025
328 ST. JOSEPH'S VILLA	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 8,535.00	C011526	210276	12/25	EDUCATION	12/18/2025
328 ST. JOSEPH'S VILLA	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 6,195.00	C011526	210276	12/25	EDUCATION	12/19/2025
356 UNITED METHODIST FAM	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 1,265.34	C011526	9509	12/25	FAMILY SUPPORT SVC	1/7/2026
356 UNITED METHODIST FAM	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 5,461.15	C011526	9509	12/25	EDUCATION, OT	1/7/2026
356 UNITED METHODIST FAM	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 4,161.15	C011526	9509	12/25	EDUCATION	1/7/2026
356 UNITED METHODIST FAM	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 4,161.15	C011526	9509	12/25	EDUCATION	1/7/2026
232 VIRGINIA HOME FOR BO	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 14,294.00	C011526	9512	12/25	EDUCATION, ROOM & BOARD, SPRV, CASE MGMT	12/31/2025
232 VIRGINIA HOME FOR BO	20553500 Childrens Services Act	20553500	430020	20553500 430020	CSA Contractual Services	0	2026	7	INV	\$ 4,305.00	C011526	9512	12/25	EDUCATION	12/31/2025
				20553500 430020 Total						\$ 229,803.67					
74 REGION TEN COMMUNITY	21552050 Region Ten - Opioid Abatement	21552050	456020												

VENDOR	VENDOR NAME	ORG	ORG DESC	ACCOUNT	ACCOUNT DESC	PO	YEAR	PERIOD	TYPE	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015	Medical Supplies	20260021	2026	7	INV	\$ 339.90	C011526	9434	86045296	Medical Supplies	12/31/2025
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015	Medical Supplies	20260021	2026	7	INV	\$ 1,087.66	C011526	9434	86045297	Medical Supplies	12/31/2025
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015	Medical Supplies	20260021	2026	7	INV	\$ 9.17	C011526	9434	86045298	Medical Supplies	12/31/2025
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015	Medical Supplies	20260021	2026	7	INV	\$ 617.09	C011526	9434	86045301	Medical Supplies	12/31/2025
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015	Medical Supplies	20260021	2026	7	INV	\$ 116.96	C011526	9434	86046859	Medical Supplies	1/2/2026
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015	Medical Supplies	20260021	2026	7	INV	\$ 1,312.33	C011526	9434	86050735	Medical Supplies	1/6/2026
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015	Medical Supplies	20260021	2026	7	INV	\$ 607.33	C011526	9434	86050736	Medical Supplies	1/6/2026
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015	Medical Supplies	20260021	2026	7	INV	\$ 14.16	C011526	9434	86050737	Medical Supplies	1/6/2026
139	TELEFLEX, LLC	22512431	Revenue Recovery	22512431 460015	Medical Supplies	20260010	2026	7	INV	\$ 1,995.00	C011526	9502	9511010901	EZ-IO Needles	12/31/2025
				22512431 460015 Total					\$ 7,610.29						
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015 F55	Medical Supplies	20260021	2026	7	INV	\$ 84.69	C011526	9434	86039380	Medical Supplies	12/26/2025
				22512431 460015 F55 Total					\$ 84.69						
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015 F56	Medical Supplies	20260021	2026	7	INV	\$ 117.68	C011526	9434	86045299	Medical Supplies	12/31/2025
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015 F56	Medical Supplies	20260021	2026	7	INV	\$ 505.49	C011526	9434	86045300	Medical Supplies	12/31/2025
				22512431 460015 F56 Total					\$ 623.17						
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015 RS1	Medical Supplies	20260021	2026	7	INV	\$ 657.53	C011526	9434	86048605	Medical Supplies	1/5/2026
139	TELEFLEX, LLC	22512431	Revenue Recovery	22512431 460015 RS1	Medical Supplies	0	2026	7	INV	\$ 665.00	C011526	9503	951096426	EZ-IO Needles	12/27/2025
				22512431 460015 RS1 Total					\$ 1,322.53						
443	BOUND TREE MEDICAL	22512431	Revenue Recovery	22512431 460015 RS4	Medical Supplies	20260021	2026	7	INV	\$ 1,299.32	C011526	9434	86039382	Medical Supplies	12/26/2025
				22512431 460015 RS4 Total					\$ 1,299.32						
380	THE REDESIGN GROUP	30312400	Finance & Management Info CIP	30312400 481070	Computer Equipment & Services	20260432	2026	7	INV	\$ 3,074.00	C011526	210279	13844	Dell server replacement	1/1/2026
194	CLEAR COMMUNICATIONS	30331000	Sheriff's Dept CIP	30331000 481053	Vehicle Replacements - Sheriff	0	2026	7	INV	\$ 4,242.36	C011526	9442	130038	25 FORD-INSTALL EQUIP	12/29/2025
764	MJC DESIGNS, LLC	30331000	Sheriff's Dept CIP	30331000 481053	Vehicle Replacements - Sheriff	0	2026	7	INV	\$ 384.00	C011526	9482	INV-0320	25 FORD-INSTALL GRAPHICS	12/29/2025
				30331000 481053 Total					\$ 4,626.36						
353	APCO INTERNATIONAL	30331000	Sheriff's Dept CIP	30331000 482300	Technology Software Addition	20251979	2026	7	INV	\$ 17,304.11	C011526	210233	00093108	APCO Intellcomm Software Project	12/30/2025
				30331000 482300 Total					\$ 17,304.11						
321	MIDWEST FIRE	30332000	Emergency Services	30332000 482180	Fire Trucks & Apparatus	20252199	2026	7	INV	\$ 317,485.00	C011526	210262	25-0650	Purchase of Tanker 3	12/22/2025
				30332000 482180 Total					\$ 317,485.00						
709	RIDDLEBERGER BROTHER	30342000	Public Works CIP	30342000 482002	HVAC	20250585	2026	7	INV	\$ 7,382.00	C011526	9496	167586	Split System Replacement - Library	12/31/2025
				30342000 482002 Total					\$ 7,382.00						
1349	ASPEN CONSTRUCTION	30382000	Economic Development CIP	30382000 431460	Regional Business Park Project	20251524	2026	7	INV	\$ 1,944,882.83	C011526	9430	7	SH Regional Business Park Offsite Utilities	12/1/2025
739	JOHNSON, MIRMIRAN &	30382000	Economic Development CIP	30382000 431460	Regional Business Park Project	20251477	2026	7	INV	\$ 7,348.00	C011526	9467	7-276063	3rd Party Construction Management	12/19/2025
261	TIMMONS GROUP, INC.	30382000	Economic Development CIP	30382000 431460	Regional Business Park Project	20251421	2026	7	INV	\$ 7,150.00	C011526	9507	386154	Construction Admin - SHRPB Utilities	12/9/2025
				30382000 431460 Total					\$ 1,959,330.83						
1400	AUSTIN NEWSOM	30382000	Economic Development CIP	30382000 481373 C8203	Amazon (AWS) Infrastructure	0	2026	7	INV	\$ 8,000.00	C011526	210232	01/07/26	TM 58-12-LOUISA RAW WATER LINE/FIBER OPTIC CABLE	1/7/2026
1401	HAWKWOOD TIMBERLANDS	30382000	Economic Development CIP	30382000 481373 C8203	Amazon (AWS) Infrastructure	0	2026	7	INV	\$ 50,000.00	C011526	210289	01/07/26	TM 43-79-LOUISA RAW WATER LINE/FIBER OPTIC CABLE	1/7/2026
739	JOHNSON, MIRMIRAN &	30382000	Economic Development CIP	30382000 481373 C8203	Amazon (AWS) Infrastructure	20251400	2026	7	INV	\$ 52,026.14	C011526	9467	13-27606	AWS Infrastructure Consultant	12/19/2025
1398	LOLITA SCOTT	30382000	Economic Development CIP	30382000 481373 C8203	Amazon (AWS) Infrastructure	0	2026	7	INV	\$ 2,775.00	C011526	210229	01/06/26	TM 42-21-6-LOUISA RAW WATER LINE/FIBER OPTIC CABLE	1/6/2026
1338	LOUISA COUNTY INFRAS	30382000	Economic Development CIP	30382000 481373 C8203	Amazon (AWS) Infrastructure	20251096	2026	7	INV	\$ 2,234,449.74	C011526	9473	14	Engineering work for Offsite Utility Project	12/31/2025
				30382000 481373 C8203 Total					\$ 2,346,750.88						
15	CENTRAL VIRGINIA ELE	30383000	Water Authority CIP	30383000 431400 IRWAS	James River Misc. Costs	0	2026	7	INV	\$ 2,489.72	C011526	210239	308295-010426	WTP @ FERNCLIFF	1/4/2026
				30383000 431400 IRWAS Total					\$ 2,489.72						
834	CINTAS	50484000	Airport	50484000 431602	Cleaning Services	0	2026	7	INV	\$ 107.72	C011526	210241	4254750227	CLEAN FLOOR MATS	12/30/2025
				50484000 431602 Total					\$ 107.72						
149	BESLEY IMPLEMENTS	50484000	Airport	50484000 433202	Maint. of Equipment & Leases	0	2026	7	INV	\$ 94.32	C011526	9433	46165	OIL FILTER	1/5/2026
				50484000 433202 Total					\$ 94.32						
72	RAPPAHANNOCK ELECTRI	50484000	Airport	50484000 451100	Electrical Service	0	2026	7	INV	\$ 158.20	C011526	210272	190836003 0126	AIRPORT	1/9/2026
				50484000 451100 Total					\$ 158.20						
314	COLUMBIA GAS	50484000	Airport	50484000 451200	Heating Service	0	2026	7	INV	\$ 54.26	C011526	210242	19003133 010626	NAT GAS-AIRPORT	1/6/2026
				50484000 451200 Total					\$ 54.26						
517	DUKE OIL COMPANY, IN	50484000	Airport	50484000 460080	Gasoline & Diesel	0	2026	7	INV	\$ 49.49	C011526	210246	4445	FUEL-MOWER	12/29/2025
				50484000 460080 Total					\$ 49.49						
1124	CAMPBELL OIL	50484000	Airport	50484000 460082	Jet Fuel/AV Gas	20260019	2026	7	INV	\$ 24,345.10	C011526	9436	314368	Aviation Fuel	12/22/2025
				50484000 460082 Total					\$ 24,345.10						
72	RAPPAHANNOCK ELECTRI	51381700	Broadband Authority	51381700 451100	Electrical Service	0	2026	7	INV	\$ 59.76	C011526	210272	353466004 0126	JES BROADBAND TOWER	1/8/2026
				51381700 451100 Total					\$ 59.76						
146	LABELLA ASSOCIATES	51542410	Solid Waste/Landfill	51542410 431200	Professional Services	20260815	2026	7	INV	\$ 3,295.00	C011526	9469	288788	Engineering and General Consulting	11/30/2025
146	LABELLA ASSOCIATES	51542410	Solid Waste/Landfill	51542410 431200	Professional Services	20260815	2026	7	INV	\$ 3,299.18	C011526	9469	288791 11/30/25	Engineering and General Consulting	11/30/2025
				51542410 431200 Total					\$ 6,598.18						
746	REPUBLIC SERVICES #4	51542410	Solid Waste/Landfill	51542410 431810	Hauling Front End Containers	20260041	2026	7	INV	\$ 5,128.55	C011526	9492	0410-00082985	Front-End Can Hauling	12/31/2025
				51542410 431810 Total					\$ 5,128.55						
1176	GFL ENVIRONMENTAL	51542410	Solid Waste/Landfill	51542410 431820	Tipping Fee/Recyclg Container	20260042	2026	7	INV	\$ 6,051.79	C011526	9455	KJ0004252097	Disposal of Recycled Comingle Material	12/31/2025
833	VAN DER LINDE RECYCL	51542410	Solid Waste/Landfill	51542410 431820	Tipping Fee/Recyclg Container	20260026	2026	7	INV	\$ 825.26	C011526	9511	DECEMBER 25	Disposal of Recycled Materials	12/31/2025
				51542410 431820 Total					\$ 6,877.05						
143	ELAVON	51542410	Solid Waste/Landfill	51542410 431850	Charges for Bankcard Services	0	2026	7	INV	\$ 285.46	C011526	210248	CA5365101809	MERCHANT FEES-DEC 25	12/31/2025
143	ELAVON	51542410	Solid Waste/Landfill	51542410 431850	Charges for Bankcard Services	0	2026	7	INV	\$ 6.00	C011526	210248	CA5365102395	CONNECTON TO FUSEBOX	12/31/2025
				51542410 431850 Total					\$ 291.46						
46	LOUISA AUTO PARTS, I	51542410	Solid Waste/Landfill	51542410 433110	Repairs & Maint. of Vehicles	0	2026	7	INV	\$ 35.99	C011526	210259	652828	SUPPLIES	1/5/2026
				51542410 433110 Total					\$ 35.99						
13	CARTER MACHINERY CO.	51542410	Solid Waste/Landfill	51542410 433202	Maint. of Equipment & Leases	0	2026	7	INV	\$ 648.66	C011526	9437	6653176	SUPPLIES	12/23/2025
410	JAMES RIVER EQUIPMEN	51542410	Solid Waste/Landfill	51542410 433202	Maint. of Equipment & Leases	0	2026	7	INV	\$ 1,066.21	C011526	9462	W64502	EQUIPMENT REPAIRS	1/5/2026
				51542410 433202 Total					\$ 1,714.87						
1311	NORTHWEST ACE HARDWA	51542410	Solid Waste/Landfill	51542410 433600	Maintenance Of Refuse Sites	0	2026	7	INV	\$ 615.13	C011526	210263	108732	MAINT SUPPLIES	12/

VENDOR	VENDOR NAME	ORG	ORG DESC	ACCOUNT	ACCOUNT DESC	PO	YEAR	PERIOD	TYPE	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	
646	JAMES RIVER SOLUTION	51542410	Solid Waste/Landfill	51542410 460080	Gasoline & Diesel	0	2026	7	INV	\$ 6.59	C011526	9463	IN-001542	12/15/25	FEES/TAXES	12/15/2025
646	JAMES RIVER SOLUTION	51542410	Solid Waste/Landfill	51542410 460080	Gasoline & Diesel	0	2026	7	INV	\$ 5.35	C011526	9463	IN-002155	12/16/25	FEES/TAXES	12/16/2025
646	JAMES RIVER SOLUTION	51542410	Solid Waste/Landfill	51542410 460080	Gasoline & Diesel	0	2026	7	INV	\$ 1,389.60	C011526	9463	IN-004006	ON ROAD DIESEL	12/24/2025	
646	JAMES RIVER SOLUTION	51542410	Solid Waste/Landfill	51542410 460080	Gasoline & Diesel	0	2026	7	INV	\$ 1,838.10	C011526	9463	IN-004903	ON ROAD DIESEL	12/28/2025	
				51542410 460080 Total						\$ 3,239.64						
646	JAMES RIVER SOLUTION	51542410	Solid Waste/Landfill	51542410 460081	Off-Road Fuel	0	2026	7	INV	\$ 6.40	C011526	9463	IN-002156	12/16/25	FEES/TAXES	12/16/2025
646	JAMES RIVER SOLUTION	51542410	Solid Waste/Landfill	51542410 460081	Off-Road Fuel	0	2026	7	INV	\$ 1,834.05	C011526	9463	IN-006498	OFF ROAD DIESEL	12/31/2025	
				51542410 460081 Total						\$ 1,840.45						
145	DMV	74095000	Transfers	74095000 458903	DMV Fees	0	2026	7	INV	\$ 675.00	C011526	210244	202536500636	STOP FEES		12/31/2025
				74095000 458903 Total						\$ 675.00						
				Grand Total						\$ 6,699,523.37						

**BOARD OF SUPERVISORS
COUNTY OF LOUISA
RESOLUTION**

At a regular meeting of the Board of Supervisors of the County of Louisa held in the Louisa County Public Meeting Room at 5:00 PM on the 20th day of January 2026, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

RESULT:

MOVER: None
SECONDER: None
AYES: None
NAYS: None
ABSTAIN: None

**A RESOLUTION AUTHORIZING A PASS THROUGH APPROPRIATION TO FIRE
AND EMERGENCY MEDICAL SERVICES**

WHEREAS, the Department of Fire and Emergency Medical Services (FEMS) received funding from Thomas Jefferson Emergency Medical Services (TJEMS) in the amount of \$7,691.04 to be used towards the cost of medication costs for our drug boxes; and

WHEREAS, these funds were part of an allocation from Sentara that were given to TJEMS to pass along to localities in their region that have implemented their own drug box programs to offset some of the medical costs that are incurred.

NOW, THEREFORE BE IT RESOLVED, on this 20th day of January 2026, that the Louisa County Board of Supervisors approves a pass through appropriation to Revenue Recovery Medical Supplies (22512431-460015) in the amount of \$7,691.04 for medical supply expenses. The source of funding is Gifts & Donations (0100R18-318930).

A Copy, teste:

Christian R. Goodwin, Clerk
Board of Supervisors
Louisa County, Virginia

**BOARD OF SUPERVISORS
COUNTY OF LOUISA
RESOLUTION**

At a regular meeting of the Board of Supervisors of the County of Louisa held in the Louisa County Public Meeting Room at 5:00 PM on the 20th day of January 2026, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

RESULT:

MOVER: None
SECONDER: None
AYES: None
NAYS: None
ABSTAIN: None

A RESOLUTION TO UPDATE THE COUNTY'S PROCUREMENT POLICY MANUAL

WHEREAS, the County's Procurement Ordinance was initially adopted in 2005 and the Board adopted the County of Louisa Procurement Policy Manual in October 2019; and

WHEREAS, updates and revisions are required to the County's Procurement Policy Manual from time to time; and

WHEREAS, the updated manual is attached.

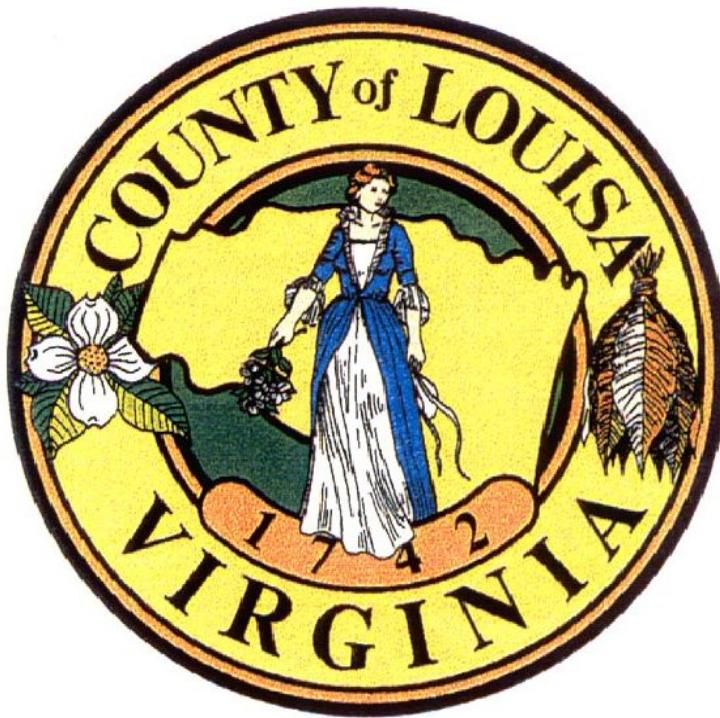
NOW, THEREFORE, BE IT RESOLVED, on this 20th day of January 2026, that the Louisa County Board of Supervisors hereby approves and adopts the attached updates to the County of Louisa Procurement Policy Manual.

BE IT FURTHER RESOLVED, that the Louisa County Board of Supervisors hereby directs the County Administrator to take appropriate steps to ensure compliance with these policies.

A Copy, teste:

Christian R. Goodwin, Clerk
Board of Supervisors
Louisa County, Virginia

PROCUREMENT POLICY MANUAL



COUNTY OF LOUISA, VIRGINIA

Department of Finance
Purchasing
1 Woolfolk Avenue; Suite 304
Louisa, Virginia 23093

Approved by Board of Supervisors on September 18, 2023January 20, 2026

DRAFT

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CHAPTER 1

GENERAL PROCUREMENT POLICIES

In this Chapter look for . . .

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1. **General.** The policies contained in this chapter are applicable to the procurement of goods and nonprofessional services and have been developed to clarify and implement the various provisions of the *Code of Virginia's Public Procurement Act*. Annex 1-A provides a flowchart depicting the methods of procurement and when each method should be used. Annex 1-B contains a summary of procurement policies.

1.1 **Delegation of Authority.**

(a) The Purchasing Agent (which is the County Administrator) shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of all goods, services, insurance and construction. The Purchasing Agent also shall be responsible for managing and disposing of surplus materials.

(b) The Purchasing Agent shall conduct all purchasing activities in compliance with the terms of this policy.

(c) The Purchasing Agent shall prepare forms and regulations for the purpose of implementing the provisions of this policy. These forms and regulations shall be prepared within the parameters of this policy and shall be deemed a part of this policy. A copy of the forms and policy changes will be provided to the Board when changes are deemed necessary, along with a summary of any changes made.

(d) The Board expressly delegates to the County Administrator the duty, power and authority to act in its name when carrying out the provisions of this policy.

(e) The County Administrator is authorized to enter into contracts for procurements in value of \$100,000 or less. The Finance Director is authorized to enter into contracts for procurements in value of \$30,000 or less. Procurements of more than \$100,000.00 shall be authorized by the Board.

(f) No County official, elected or appointed, nor any County employee shall purchase or contract for any goods, services, insurance or construction except as provided in this policy. Any purchase made contrary to the provisions of this policy shall be void at the option of the Board of Supervisors. Notwithstanding the foregoing, any and all such contracts which are made contrary to this policy but which are not voided by the Purchasing Agent and are not otherwise contrary to law shall be deemed compliant with this policy and shall be performed and enforced according to their terms and according to any terms of this policy not inconsistent therewith.

1.2 Bid Invitations, Requests for Proposals and Responses.

- a. **Adequate Competition.** A sufficient number of sources must be solicited for the procurement of goods or services consistent with the method of procurement used.
- b. **Instructions for Identifying Bids.** Instructions for identifying and addressing bids or proposals shall be included with the solicitation.
- c. **Amending a Solicitation.** If it is necessary to amend a solicitation, prepare, post, and send an addendum to all potential bidders or offerors who received a copy of the solicitation or who attended a prebid or preproposal conference. Signed acknowledgment of addenda must be returned to the purchasing office with the bid or proposal. Failure to return the addendum may be grounds for declaring the bid nonresponsive. When an addendum is issued that extends the time for the vendor to prepare a solicitation response, the opening date should be adequately extended (see Annex 4-F for example addendum).
- d. **Canceling a Solicitation.** An Invitation for Bid, a Request for Proposal, any other solicitation, or any and all bids or proposals, may be canceled or rejected. When canceling a written solicitation, all vendors who have been issued a solicitation must be notified, and the notice must be publicly posted. The reason for cancellation shall be made a part of the contract file. A public body shall not cancel or reject an Invitation for Bids, a Request for Proposal, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror (*Code of Virginia*, § 2.2-4319). Return sealed bids or proposals on canceled solicitations unopened if hard copy bids or proposals are received. If a solicitation is canceled after receipt and opening of bids or proposals, original documents will remain a part of the procurement transaction file. Bidders or Offerors should be notified in writing that the solicitation has been canceled and that duplicate proposals, if provided, will be destroyed unless the Offeror requests their return.
- e. **Receipt of Bids or Proposals.** Bids or proposals should be received in the Purchasing Officer's Office. The computer clock should be used to establish receipt times. When bids or proposals are received, the bids or proposals shall be date stamped and the time noted on the envelope/package showing the time of receipt. The bid or proposal receipt time deadline must strictly comply with the date and time stated in the solicitation. The purchasing officer shall be responsible for deciding when the receipt deadline has arrived and should announce wording to the effect that, "Bids/Proposals for solicitation number _____ are now closed. No further bids/proposals will be accepted." It is the responsibility of the bidder or offeror to have the bid or proposal at the specified location by the appointed time.

Sealed Bids. Sealed bids must be held unopened in a secure area until the date and time established for opening in the solicitation. Bids may be submitted electronically through the eVA online submission portal, which stays locked until the due date and time comes to pass. They shall then be publicly opened, and only the following information is read aloud:

- bidders' names;
- unit prices or lot prices, as may be applicable; and
- brand names and model numbers, if requested by the attendees.

Questions on other bid contents should not be answered until after evaluation is complete and an award decision has been made.

Sealed Proposals. Public openings are not required by law for proposals submitted under competitive negotiation, but doing so avoids the appearance of impropriety.— [Proposals may be submitted electronically through the eVA online submission portal, which stays locked until the due date and time comes to pass.](#) If a public opening of proposals is conducted, only the names of the firms submitting proposals shall be disclosed. Questions on the proposals of other offerors should not be answered until after evaluation and negotiations are complete and an award decision has been made.

Late Bids or Proposals. Bids or proposals received after the date and time specified for receipt in the solicitation, shall not be considered. Late sealed bids or proposals shall not be accepted or shall be marked “late” and a notification should be sent via email or phone call to the bidder or offeror.

- f. **Acceptable Bid/Proposal Signatures.** The bid or proposal and all addenda returned by the bidder or offeror by facsimile must be signed. The original bid or proposal must be signed. The person signing the bid or proposal must be a person authorized by the bidder or offeror to sign bids or proposals. Typewritten or stamped signatures are not acceptable. The person signing must include his or her title, and if requested, must verify his or authority to bind the company to the contract. Failure to sign the face of the bid/proposal in the space provided will result in rejection of the bid/proposal unless the unsigned bid/proposal is accompanied by other signed documents indicating the bidder's/offeror's intent to be bound.
- g. **Withdrawal/Amending/Altering/Mistakes in Bids.** In regard to mistakes in bid, if the lowest apparent responsive bid is 25% or more lower than the next low bid, the bidder should be contacted to confirm the bid price. This does not relieve a bidder from the responsibility for the submission of a correct bid. If the bidder then alleges a mistake in bid and can verify to the purchasing office's satisfaction that it was a nonjudgmental mistake, the bid may be withdrawn.
- h. **Bid Evaluation.** As soon as practical after the opening, the bids should be evaluated and an award made to the lowest responsive and responsible bidder. Any bidder who, despite being the apparent low bidder, is determined not to be a responsive or responsible bidder shall be notified in writing.
- i. **Alternate Bids.** An alternate bid is a bid submitted in knowing variance from the specifications and must be clearly distinguished as an alternate by the bidder. Frequently, alternate bids incorporate the latest in technology and can result in substantial savings, not only in monetary terms, but also in system-wide operational efficiencies. Buying offices may not accept alternate bids; however, they may reject all bids and rebid the requirement with a revised specification incorporating features of the alternate.
- j. **Single Response to a Solicitation.** There are occasions when only one bid or proposal is received for a solicitation, even though multiple sources are solicited. When considered to have a significant budgetary impact and competitive sources are known to exist, the buyer should investigate to determine why other bidders or offerors did not respond and make a determination whether to award or to reject the bid or proposal and resolicit. If it is determined to make the award based on a single response, the buyer must make a written determination that the price is fair and reasonable.

1.3 Bonds

- a. **Bid Bonds.** When deemed advantageous to the County, all bids or proposals for construction contracts in excess of \$350,000 shall be accompanied by a bid bond from a surety company selected by the bidder that is legally authorized to do business in Virginia, as a guarantee that if the contract is awarded to such bidder, that bidder will enter into the contract for the work specified in the bid. The amount of the bid bond shall not exceed five percent of the amount bid (*Code of Virginia, § 2.2-4336*).
 - (1) No forfeiture under a bid bond shall exceed the lesser of (i) the difference between the bid for which the bond was written and the next low bid, or (ii) the face amount of the bid bond.
 - (2) Nothing in this section shall preclude the County from requiring bid bonds to accompany bids or proposals for construction contracts anticipated to be less than \$350,000.
- b. **Performance and Payment Bonds.**

- (1) Upon the award of any (i) public construction contract exceeding \$350,000 awarded to any prime contractor, or (ii) construction contracts exceeding \$350,000 awarded to any prime contractor requiring the performance of labor or the furnishing of materials for buildings, structures or other improvements to real property owned by the County; the contractor shall furnish to the public body the following bonds (*Code of Virginia*, § 2.2-4337):
 - (a) A performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specifications, and conditions of the contract. The Community Development Department requires an Erosion and Sediment Control Performance Bond and Road Improvements Performance Bond for certain projects (see Annex 1-C and 1-D for standard bond forms).
 - (b) A payment bond in the sum of the contract amount. The bond shall be for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded, or to any subcontractors, in furtherance of the work provided for in the contract, and shall be conditioned upon the prompt payment for all materials furnished or labor supplied or performed in the furtherance of the work. "Labor or materials" shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is actually used at the site.
- (2) Each of the bonds shall be executed by one or more surety companies selected by the contractor that are authorized to do business in Virginia and approved by the County Attorney. Each of the bonds shall be filed with the County or a designated official thereof.
- (3) Nothing in this section shall preclude the County from requiring payment or performance bonds for construction contracts below \$350,000.
- (4) Nothing in this section shall preclude the contractor from requiring each subcontractor to furnish a payment bond with surety thereon in the sum of the full amount of the contract with such subcontractor conditioned upon the payment to all persons who have and fulfill contracts which are directly with the subcontractor for performing labor and furnishing materials in the prosecution of the work provided for in the subcontract (*Code of Virginia*, § 2.2-4337).

c. **Bonds on Other Than Construction Contracts.** The County may require bid, payment, or performance bonds for contracts for goods or services if provided in the Invitation for Bids or Request for Proposal.

d. **Alternative Forms of Security.** A certified check or cash escrow in the face amount required for the bond may be accepted in lieu of a bid, payment, or performance bond. If approved by the County Attorney, a bidder may furnish a personal bond, property bond, or bank or savings institution's letter of credit on certain designated funds in the face amount required for the bid, payment, or performance bond. Approval shall be granted only upon a determination that the alternative form of security proffered affords protection to the County equivalent to a corporate surety's bond.

1.4 Contractor License Requirements.

- a. **Contractor Licensing and Registration.** State statutes and regulatory agencies require that some contractors be properly registered and licensed, or hold a permit, prior to performing specific types of services. Those services include but are not limited to the following:

<u>Service</u>	<u>Regulatory Agency</u>
Construction-Type	Department of Professional & Occupational Regulation
Pesticide Application	Department of Agriculture & Consumer Services
Asbestos Service, Security Alarm System Installation Fire Alarm System Installation	Department of Professional & Occupational Regulation

Private Security Services
Locksmith Services

Department of Criminal Justice Services

Treatment, Storage, Handling,
Transportation, or Disposal of Hazardous
Waste or Hazardous Radioactive Material

Department of Environmental Quality

It is the contractor's responsibility to comply with the rules and regulations issued by state regulatory agencies.

b. **Construction, Removal, Repair or Improvement.** If a procurement of \$1,000 or more involves construction, removal, repair or improvement of any building or structure permanently annexed to real property or any other improvement to such real property, the contractor must possess one of the following licenses issued by the State Board for Contractors for the type of work involved (*Code of Virginia*, §§ 54.1-1103 and 54.1-1115):

Contractor License A - If the contract is \$120,000 or more or if the contractor does \$750,000 or more business within a 12-month period.

Contractor License B - \$10,000 - \$120,000 or if the contractor does between \$150,000 and \$750,000 in business within a 12-month period.

Contractor License C - \$1,000 - \$10,000 or if the contractor does less than \$150,000 in business in a 12-month period. Note: The Board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors.

An unlicensed vendor submitting a bid or proposal where such license is required is nonresponsive and is in violation of state law. Any buyer who knowingly receives or considers a response from an unlicensed vendor when a license is required is in violation of state law (*Code of Virginia*, § 54.1-1115). Contractors must be licensed in the proper classification and specialty to perform the work required by the solicitation.

c. **Private Security Services.** All solicitations for the installation, service, maintenance, or design of security equipment, security officer service, central station alarm condition monitoring service, and/or private investigator service, require that the successful bidder or offeror to have a Private Security Services Business License issued by the Department of Criminal Justice Services (see *Code of Virginia*, § 9.1-139). This applies regardless of the dollar value of the resulting contract.

1.5 **Contract/Purchase Order Modification Restrictions.** A contract may not be modified or renewed unless provided for in the original contract or solicitation. No additional consideration or increase in contract price may be paid to the contractor because of renewal unless specifically authorized under the original contract.

a. **Purchases** - A contract may include provisions for modification of the contract during performance, but no fixed-price contract may be increased by more than 25% of the original amount of the contract or \$50,000, whichever is greater, without the advance written approval of the Board of Supervisors (*Code of Virginia*, § 2.2-4309A). In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of a bidder or offeror from the consequences of an error in its bid or offer.

1.6 **Cooperative Procurement.** The *Code of Virginia*, § 2.2-4304B authorizes the County to utilize cooperative procurement to satisfy requirements for goods and non-professional services.

1.7 **Documentation of Files.** A complete file should be maintained for each purchase transaction, containing all the information necessary to understand the why, who, what, when, where and how of the transaction.

1.8 **Multiple Awards.** When the terms and conditions of multiple awards are so provided in the Invitation for Bids or Request for Proposal, awards may be made to more than one bidder or offeror. Unless otherwise specified in the solicitation, purchasing offices may award a multi-line item procurement in whole or in part or on an individual line item basis. In determining whether to make separate line item awards on a multi-line item solicitation, consideration should be given to the administrative costs to the agency of processing individual purchase documents, and separate invoices and checks.

1.9 **Nondiscrimination.**

- a. In the solicitation, awarding or administration of contracts, the County shall not discriminate because of the race, religion, color, sex, age, disability, or national origin of the bidder, offeror, or contractor (*Code of Virginia*, § 2.2-4310A). The County shall prominently display a nondiscrimination statement in all invitations to bid, requests for proposals, contracts, and purchase orders indicating that the public body does not discriminate against faith-based organizations (*Code of Virginia*, § 2.2-4343.1D).
- b. In the solicitation or awarding of contracts, the County shall not discriminate against a bidder or offeror because the bidder or offeror employs ex-offenders unless the County has made a written determination that employing ex-offenders on the specific contract is not in its best interest (*Code of Virginia*, § 2.2-4310.C).

Whenever the County has determined in writing that it is not in its best interest for a bidder or offeror to employ ex-offenders on the specific contract, the County shall state these restrictions in the solicitation. These restrictions, as determined by the County must be reasonable.

1.10 **Preferences**

- a. **Reciprocal Preferences.** 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 responsible bidder who is a resident of Virginia and is the next lowest bidder (*Code of Virginia*, § 2.2-4324B). If the lowest bidder is a resident contractor of another state with an absolute preference, the bid shall not be considered. See www.eva.virginia.gov for a listing of state preference laws.
- b. **Louisa Vendors and Products.** Preference is given to goods produced in Louisa, goods or services or construction provided by Louisa persons, firms or corporations, in the event of a tie bid.

1.11 **Procurement Methods.** Section 2.2-4303 of the *VPPA* recognizes six methods of procurement:

- Small Purchase procedures
- Competitive Sealed Bidding (The preferred method.)
- Competitive Negotiation
- Sole Source
- Emergency
- Auction

Annex 1-A contains a flowchart depicting each method and when it should be used. See chapters 3, 4, 5, 6, and 7 for the methods described above.

1.12 **Prohibited Participation.**

- a. **Contractors.** An independent contractor employed or otherwise paid by the County to design a project, develop a scope of work, write specifications or otherwise define contract requirements is not eligible to compete for or receive the resulting contract, except in cases of emergency, when only one source is practicably available for both the defining of contract requirements and the performance of those requirements or when the public body determines in writing that the exclusion of such vendor would limit the number of potential qualified bidders or offerors in a manner contrary to the best interests of the public body. In addition the contractor may not be a subcontractor or supplier for the entity which is awarded the contract or any of that entity's subcontractors, however far removed. A vendor may offer, without consideration, assistance to the County in developing specifications for a requirement and compete on that requirement; however, it is incumbent upon the County to assure vendor provided specifications reflect the procurement needs of the County rather than being drawn to favor a particular vendor.

1.13 **Public Access to Procurement Records.** Records are open to the public in accordance with the *Virginia Freedom of Information Act*, subject to the following:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection (*Code of Virginia*, § 2.2-4342B).

- b. Any bidder upon request, shall be given an opportunity to inspect bid records within a reasonable time after opening and evaluation of bids, but prior to award, except in the event the agency decides to reject all bids or offers and rebid (*Code of Virginia*, § 2.2-4342C). Information read aloud at a public bid opening will be posted on the County's website.
- c. Any offeror who responds to an RFP, upon request shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiation of proposals are complete but prior to award, except in the event the buying agency decides not to accept any of the proposals and to resolicit.
- d. Bids and proposal records shall be open to the public only after award.
- e. Any inspection of procurement records shall be subject to reasonable restrictions to ensure the security and integrity of the records.
- f. Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the bidder or offeror must invoke the protection of *Code of Virginia*, § 2.2-4342F, in writing, 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. The classification of an entire bid or proposal document, line item prices and/or total bid or proposal prices as proprietary or trade secrets is not acceptable.
- g. **Small Purchase Records.** Unsealed bids and unsealed proposal records 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* only after award of the contract.

1.14 **Publicly Posted Notices.** All solicitation, addenda and award actions for goods and non-professional services over \$30,000 shall be posted as follows:

- a. Written solicitation notices up to \$30,000 are posted on the County's website and in the case in the Administration Building Lobby. Sufficient time should be established in the solicitation for receipt of quotes.
- b. IFB solicitation notices over \$30,000 shall be posted on the County's website, in the case in the Administration Building Lobby, as well as be published on the Department of General Services' central electronic procurement website (eVA) or in a newspaper of general circulation, at least ten (10) days prior to the date set for receipt of bids. The notice need only be a brief summary of essential elements of information. Prebid conferences or site visits should be indicated when applicable. When canceling or amending a solicitation, a copy of the notice or addendum must be publicly posted on the County's website.
- c. When issuing RFPs estimated to be over \$30,000, the solicitation notice shall be posted on the County's website, in the case in the Administration Building Lobby, as well as be published on the Department of General Services' central electronic procurement website (eVA) or in a newspaper of general circulation at least ten (10) days prior to the date set for receipt of proposals. The notice need only be a brief summary of essential elements of information. Preproposal conferences or site visits should be indicated on the solicitation notice when applicable. When canceling or amending a solicitation, a copy of the notice or addendum must be publicly posted on the County's website.
- d. Award Notices for any solicitation are posted to the County's website and must state the solicitation number, that which is being procured, the contractor selected, their address, and the amount of the contract.
- e. Emergency and sole source notices are posted in the case in the Administration Building Lobby. The notice must state that the contract is being issued on an emergency basis while sole source notices must state that only one source was determined to be practicably available and both must also state that which is being procured, the contractor selected, and the date on which the contract was or will be awarded.
- e. Documentation to support the posting/advertising requirements over \$30,000 must be contained with the procurement record.

1.15 **Responsible Bidder or Offeror.** In determining a responsible bidder or offeror, a number of factors, including but not limited to the following, are considered. The vendor should:

- a. be a regular dealer, supplier, or when required in the solicitation an authorized dealer of the goods or services offered;
- b. have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;
- c. have a satisfactory record of performance;
- d. have a satisfactory record of integrity; and
- e. have the necessary facilities, organization, experience, technical skills, and financial resources to fulfill the terms of the purchase order or contract.

1.16 **Responsive Bid.** To be considered for an award, a bid must comply in all material respects with the Invitation for Bids. Responsiveness relates to compliance with the provisions of the solicitation, including specifications and terms and conditions. Failure to comply with the requirements set forth in the Invitation for Bids may result in a bid being declared nonresponsive, e.g., failure to sign a bid, failure to return the required bid documents, substitution of vendor's terms, deletion of terms and conditions stated in the Invitation for Bids, failure to offer a product or service that meets the requirements of the Invitation for Bids, etc. A bidder who fails to provide prices for all categories of labor in the pricing schedule of a time and materials service contract is considered nonresponsive. This is true whether the price was left blank or the bidder entered a figure of \$0. To avoid inconsistent treatment of bidders the following statement should be included in the pricing schedule of such solicitations, "Any bidder who enters \$0 on a pricing blank or leaves it blank shall be considered nonresponsive." Bidders who provide multiple prices for performing a service where a single price was solicited are also nonresponsive. If a bid is found to be nonresponsive, a notation as to why it is nonresponsive shall be made and signed by the buyer/contract officer and be included in the contract file.

1.17 **Standards of Conduct.** The laws of this Commonwealth dictate a higher standard of conduct for procurement officials than for public employees generally because of the extraordinary trust and responsibility exercised by public officials conducting procurement transactions, and because of the legitimate expectation by the public that this trust and responsibility be exercised properly. Procurement officials and vendors must be cognizant of these laws which include the *VPPA*, the *State and Local Government Conflict of Interests Act*, and the *Governmental Frauds Act*. All persons having official responsibility for procurement transactions shall conduct business with vendors in a manner above reproach in every respect. Transactions relating to the expenditure of public funds require the highest degree of public trust (see Article 6 of the *VPPA*).

1.18 **Tie Bids**

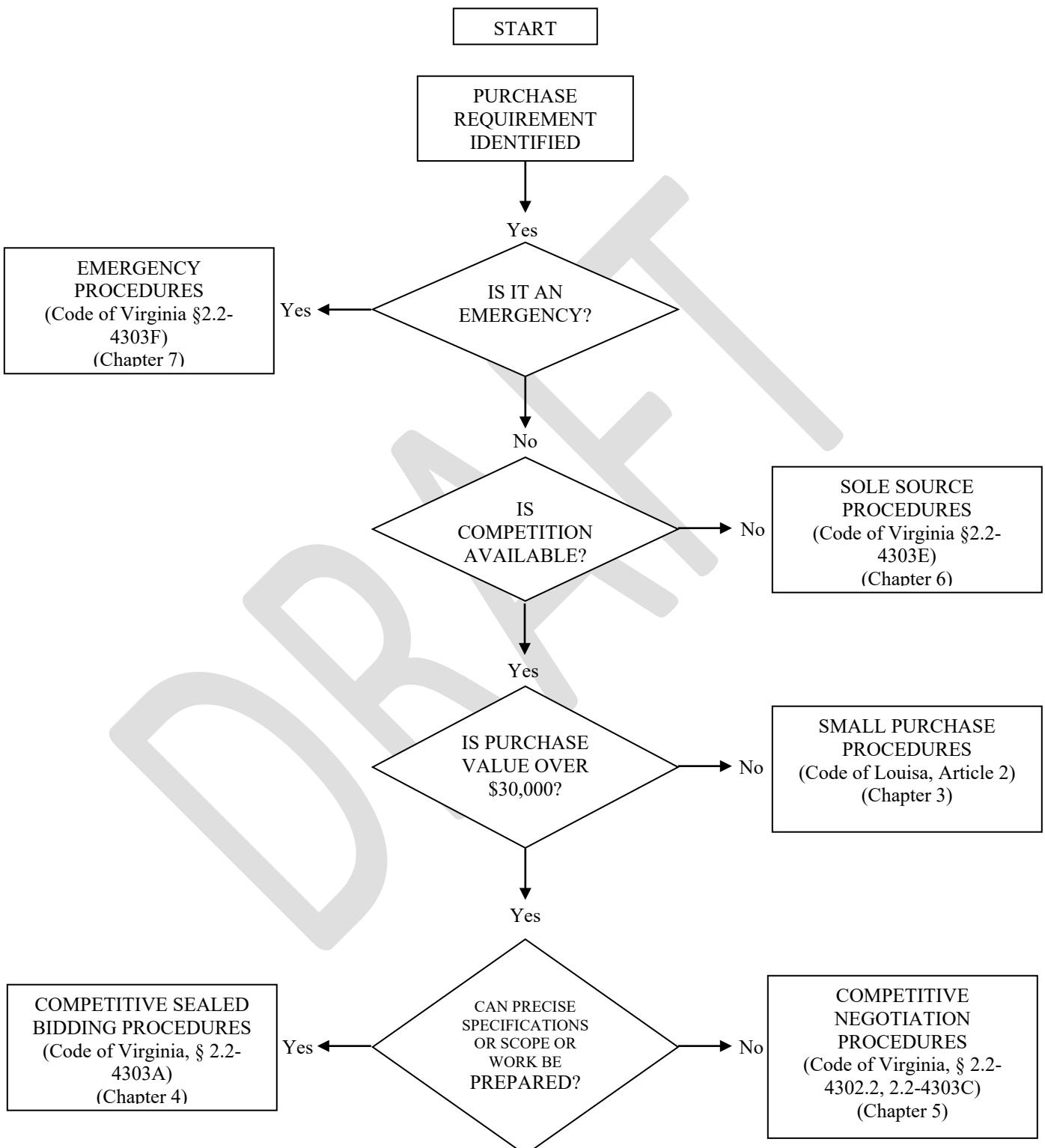
- a. **Local Products and Firms.** In the case of a tie bid, preference shall be given to goods produced in Louisa, goods or services or construction provided by Louisa persons, firms or corporations, if such choice is available; otherwise the tie shall be decided by lot.

1.19 **Protection of Personally Identifiable Information.** The County is responsible for safeguarding personally identifiable information of their clients, employees, vendors, contractors and any other individuals providing information to the County. Personally identifiable information includes, but is not limited to, Social Security Numbers, financial account numbers, and any other such information protected from disclosure by federal law or the Code of Virginia. The County and its contractors shall safeguard personally identifiable information from disclosure to the public.

The Procurement Officers must ensure that any Social Security Numbers are redacted from contract files before files are disclosed to the general public or inspected by any other individuals, firms or other interested parties who are granted access to information.

Annex 1-A

Procurement Methods Flowchart County public procurement process – Basic decisions and procedures



Annex 1-B

Summary of Procurement Policies

I. Small Purchases - Goods and Services, other than Professional Services (Chapter 3)

Thresholds	Procedures
Up to \$5,000	Purchases may be made from vendors of choice, without seeking competition.
Over \$5,000 to \$10,000	Solicit a minimum of three (3) telephone quotes.
Over \$10,000 to \$30,000	Solicit a minimum of three (3) written quotes.

II. Competitive Sealed Bidding or Competitive Negotiation (Chapters 4 and 5)

Threshold	Procedures
Over \$30,000; may be used for lesser amounts.	Solicit an adequate number of sources. Use one of the following methods for purchases over \$30,000 unless an exception (see III. below): 1 - Competitive sealed bidding. 2 - Competitive negotiation. A written justification may be required.

III. Exceptions To Competitive Procurement (Chapters 6 & 7)

Thresholds	Procedures
Emergency (See Chapter 7)	Take immediate action if required to protect personal safety or property. Other emergencies, seek competition to the extent practicable. Requires written determination signed by the Department head or designee.
Sole Source (See Chapter 6)	Requires written justification approved in advance by the Purchasing Officer. Departments may make contract awards after appropriate approval. Purchase using noncompetitive negotiation.

COUNTY OF LOUISA
STANDARD EROSION AND SEDIMENT CONTROL PERFORMANCE BOND

This bond is given this _____ day of _____, 20_____, by _____, ("Principal") and _____, ("Surety"), to guarantee the performance of the obligations assumed by the Principal, in an Erosion and Sedimentation Control Plan entitled _____, submitted to Louisa County pursuant to Section 38-26 et seq. of the Louisa County Code, dated _____, 20_____. The provisions of said Erosion and Sedimentation Control Plan are incorporated by reference and made a part of this performance bond.

If the Principal promptly performs its obligations under the Erosion and Sedimentation Control Plan and complies with all terms and conditions of said Plan and of the Louisa County Code, then this obligation shall be null and void. Otherwise, this obligation shall remain in force, subject only to the following conditions:

1. Upon failure to perform or comply as noted above, notice shall be given to the Principal of such failure and demand for payment of an amount sufficient to complete the obligations. An affidavit signed by an official of Louisa County that notice of deficiencies and demand for payment was given in the manner provided for in this Agreement shall be sufficient evidence of notice. If the Principal fails to comply with the requirements of the Erosion and Sedimentation Control Plan within 30 days of the date of the notice of default, the Surety shall, within 60 days of the date of notice of default of the Principal, either complete the work required by the Erosion and Sedimentation Control Plan or pay to the County an amount representing the cost of the work and an additional amount not to exceed twenty-five percent (25%) of the cost, to cover administrative expenses.
2. Although Surety shall not be liable absent proof of notice to and demand upon the Principal, the County need not institute suit against the Principal as a precondition to seeking recovery from Surety.
3. In the event it should be necessary to institute proceedings to secure or enforce judgment on this bond, an attorney's fee of twenty-five percent (25%) of the amount stated in paragraph 4 shall be included in the amount due upon this bond and judgment shall be entered for that amount.
4. Subject to paragraph 3 above, the liability of Surety shall not exceed \$_____.
5. Any notice required by this Agreement shall be deemed effective if given by registered mail, return receipt requested, to Principal in the name and at the address given below; provided that change of address shall be effective if given in accordance with this paragraph. Any notice to the County shall be given to the Director of Community Development, P. O. Box 160, One Woolfolk Avenue, Louisa, Virginia 23093.
6. This Surety Bond shall be governed by the law of the State of Virginia. Any legal proceedings arising out of this Bond shall be maintained in the Louisa County General District Court or Circuit Court.

Witness the following signatures and seals:

Principal

_____ (SEAL)

Address:

ACKNOWLEDGEMENT OF PRINCIPAL

COMMONWEALTH/STATE OF _____,

CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of

_____, 20_____, by _____
_____.
_____.

Notary Public

My commission expires _____.

Commission Number: _____

Surety Company

By: _____ (SEAL)

Name: _____

Attorney-in-Fact & Resident
Virginia Agent

By: _____

Title: _____

ACKNOWLEDGEMENT OF SURETY

COMMONWEALTH/STATE OF _____,

CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of

_____, 20_____, by _____
_____. _____.

Notary Public

My commission expires _____.

Commission Number: _____

Approved as to form:

Approved as to contents:

County Attorney
Assistant County Attorney

Director of Community Development

Date: _____

Date: _____

NOTE: DOCUMENT EVIDENCING POWER OF ATTORNEY OF AGENT OF SURETY MUST
BE ATTACHED.

**COUNTY OF LOUISA
STANDARD ROAD IMPROVEMENTS PERFORMANCE BOND**

This bond is given this _____ day of _____, 20_____, by
_____, ("Principal") and
_____, ("Surety"), to guarantee the
performance of the obligations assumed by the Principal, in approved road plans and profiles entitled

_____, submitted to Louisa
County pursuant to Section 66-82 et seq. of the Louisa County Code, plans dated
_____, 20_____. The provisions of said road plans are incorporated by reference and
made a part of this performance bond.

If the Principal promptly performs its obligations under the approved Road Plans and Profiles
and complies with all terms and conditions of said Plan and of the Louisa County Code, then this
obligation shall be null and void. Otherwise, this obligation shall remain in force, subject only to the
following conditions:

1. Upon failure to perform or comply as noted above, notice shall be given to the Principal of
such failure and demand for payment of an amount sufficient to complete the obligations. An affidavit
signed by an official of Louisa County that notice of deficiencies and demand for payment was given in
the manner provided for in this Agreement shall be sufficient evidence of notice. If the Principal fails to
comply with the requirements of the approved Road Plans and Profiles within 30 days of the date of the
notice of default the Surety shall, within 60 days of the date of notice of default of the Principal, either
complete the work required by the approved Road Plans and Profiles or pay to the County an amount
representing the cost of the work and an additional amount not to exceed 25% of the cost, to cover
administrative expenses.

2. Although Surety shall not be liable absent proof of notice to and demand upon the Principal,
the County need not institute suit against the Principal as a precondition to seeking recovery from
Surety.

3. In the event it should be necessary to institute proceedings to secure or enforce judgment on
this bond, an attorney's fee of twenty-five percent (25%) of the amount stated in paragraph 4 shall be
included in the amount due upon this bond and judgment shall be entered for that amount.

4. Subject to paragraph 3 above, the liability of Surety shall not exceed \$_____.

5. Any notice required by this Agreement shall be deemed effective if given by registered mail,
return receipt requested, to Principal in the name and at the address given below; provided that change
of address shall be effective if given in accordance with this paragraph. Any notice to the County shall
be given to the Director of Community Development, P. O. Box 160, One Woolfolk Avenue, Louisa,
Virginia 23093.

6. This Surety Bond shall be governed by the law of the State of Virginia. Any legal
proceedings arising out of this Bond shall be maintained in the Louisa County General District Court or
Circuit Court.

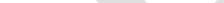
Witness the following signatures and seals:

Principal

_____ (SEAL)

Address:

ACKNOWLEDGEMENT OF PRINCIPAL

COMMONWEALTH/STATE OF _____, 

CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of

_____, 20_____, by _____
_____.
_____.

Notary Public

My commission expires

Commission Number:

Surety Company

By: _____ (SEAL)

Name: _____

Attorney-in-Fact & Resident
Virginia Agent

By: _____

Title: _____

ACKNOWLEDGEMENT OF SURETY

COMMONWEALTH/STATE OF _____,

CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of

_____, 20_____, by _____
_____. _____.

Notary Public

My commission expires _____.

Commission Number: _____

Approved as to form:

Approved as to contents:

County Attorney
Assistant County Attorney

Director of Community Development

Date: _____

Date: _____

NOTE: DOCUMENT EVIDENCING POWER OF ATTORNEY OF AGENT OF SURETY MUST
BE ATTACHED.

CHAPTER 2

GENERAL PROCUREMENT GUIDELINES & PLANNING

In this Chapter look for . . .

- 2. General
- 2.1 Selection of Procurement Method
- 2.2 Preparing the Written Solicitation
- 2.3 Specifications
- 2.4 Prompt Payment Discounts
- 2.5 Price Reasonableness Determination
- 2.6 Order Splitting Prohibition
- 2.7 Award Documents
- 2.8 Freight
- 2.9 Insurance
- 2.10 Rental/Lease, Installment Purchases
- 2.11 Maintenance/Repair of Equipment
- 2.12 Use of Contractor's Standard Contract Form
- 2.13 Samples
- 2.14 Vendor Advertising Prohibition
- 2.15 Unsolicited Proposals
- 2.16 Purchase of Used Equipment

2. **General.** This chapter contains general guidelines and suggestions when procuring goods and services. In some cases, these guidelines expand upon requirements that have their basis in the *Virginia Public Procurement Act (VPPA)* and the *Code of Louisa*. Their intent is to assist in conforming to generally acceptable procurement principles, yet provide maximum interpretive latitude in their application.

2.1 **Selection of Procurement Method.** It is important to select the proper procurement method. The estimated or anticipated value of the contract must be determined first, unless the purchase is an emergency (for emergencies, see Chapter 7). The anticipated value of the contract includes the dollar value for the initial period of the contract, and includes all possible renewal periods. When determining the total value of a contract, include all cost elements such as travel related expenses (e.g., travel, lodging, and meals) and direct bill expenses (e.g., copying costs, postage, shipping and handling costs, long distance charges). If purchases under \$30,000 are required, then the small purchase procedures in Chapter 3 shall be used. If over \$30,000, a decision should be made whether to use competitive sealed bidding or competitive negotiation. For competitive sealed bidding see Chapter 4. For competitive negotiation see Chapter 5. For purchases where there is only one source practicably available, see Chapter 6.

Preparing the Written Solicitation.

a. **General.** Solicitations should convey to the reader, in a clear, concise and logical sequence, the information necessary to answer the basic questions of who, what, why, where, when and how. The *Code of Virginia*, § 2.2-4343.1D requires public bodies to prominently display a nondiscrimination statement concerning faith-based organizations in all Invitation for Bids (IFB), Request for Proposals (RFP), and contracts. The following statement must be prominently displayed on the cover page of every IFB or RFP:

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

- b. **Terms and Conditions.** Terms and conditions must be in writing, be clear and concise, and express the intent of the County. Generally, if there is an ambiguity in a written contract that results in a dispute, its resolution will be against the party who wrote the contract. Standard Terms and Conditions shall be a part of every written solicitation issued by the County for goods and services. Exceptions to the use of the terms and conditions must be approved by the County Attorney.
- c. **Contract Period.** Term contracts normally cover a 12-month period or cite a specific time for completion for the project or service. A solicitation for a multi-year contract, or one that includes an option on the part of the County to renew the contract for an additional period, may be advantageous and should be considered; however, in determining the value of the contract and procurement method, all possible renewal periods must be included. Multi-year programs are subject to availability of funds. If price adjustments are to be permitted during the contract period, the conditions under which they are authorized must be specified in the original solicitation and resulting contract. Agencies should review all multi-year contracts at least annually to determine if the goods or services are still required, if prices are fair and reasonable based on the current market conditions, and if performance is satisfactory. Multi-year contracts including options to renew normally should not exceed 4 years.

- d. **Types of Contracts.** Listed below are some various types of contracts.

- (1) **Fixed Price Contracts.**

- (a) **Firm Fixed Price.** Fixed pricing agreement where firm unit or total prices are established at the time of order placement or contract award for the goods or services. A fixed price contract may result from bidding or negotiation processes. Specifications are clear. Costs are predictable. There is minimal risk to the purchasing activity when firm fixed price contracting is used. This type of contract encourages efficient performance. Financial requirements are known. The use of firm fixed price contracting may be inappropriate if requirements or specifications are unclear or indefinite.
 - (b) **Fixed Price with Escalation/De-escalation.** This fixed price agreement provides for price adjustments, up or down if specified contingencies occur. This type of contracting may result from bidding or negotiation processes. It is used to eliminate fluctuations in vendor's prices due to unstable markets. The contract period is typically over a long period of time. The use of fixed price contracts with escalation/de-escalation reduces the need for contractors to inflate cost of goods to offset unstable markets or economic conditions. The risk is partially transferred to the County.
 - (2) **Requirements-Type Contracts.** Requirements-type contracts are agreements for performance over a specified period of time, when quantities are indefinite. They have no fixed total dollar amount; rather, they are unit price based. They establish a framework under which goods/services are provided, but it is the degree of purchase order activity against the contract that will ultimately determine its total value.
 - (3) **Time and Materials Contracts (T&M).** The agreement for supplies or services is on the basis of billable hours, which include overhead, profit, and materials at cost. Details of the work are known but the scope of the work is not known. T&M contracts are suitable for maintenance, design, engineering, emergencies, etc. Competition is sought on the basis of labor-hour rate. Because there is usually no incentive for contractors to contain costs, Departments have an obligation to verify the legitimacy and accuracy of any costs submitted for reimbursement.

When a time and materials agreement is used, Departments must request a detailed job estimate which should include the amount and type of contract labor with associated rates and itemized material costs to allow evaluation of the reasonableness of its cost elements before authorizing the work to be performed. If it is determined that the estimate is not reasonable or in accordance with the terms of the contract, negotiation or the solicitation of additional estimates should be considered.

- (4) **Cost-Plus-A-Fixed-Fee.** A cost-plus-a-fixed-fee contract is a cost-reimbursement type contract that provides for the payment of allowable costs plus a firm fixed fee to the contractor which is negotiated prior to contract award. The fixed fee, once negotiated, does not vary with the actual cost but may be adjusted as a result of any subsequent changes which may be negotiated in the scope of work or services

to be performed under the contract. The scope of work is generally vague or specifications are indefinite. It accelerates procurement of new technologies. There are no incentives to reduce costs.

(5) **Incentive.** A fixed price is agreed upon with a target cost/profit, a ceiling price, and a profit formula. Below target, the contractor and state share savings. Above ceiling, the contractor must assume all costs. This is used for competitively negotiated contracts for high cost, long lead-time projects. The contractor's incentive is greater profit by improving performance to control costs. It promotes performance efficiency. The agency may save in costs savings. This type of contracting requires a good accounting system. It increases administrative burden to both parties. The target price may be difficult to establish. The agency assumes a portion of the risk.

e. **Prebid or Preproposal Conferences.** Conference or site visits early in the solicitation cycle provide an opportunity to emphasize and clarify critical aspects of solicitations, eliminate ambiguities or misunderstandings, and permit vendor input. Conferences/site visits shall be conducted with potential bidders or offerors when issuing solicitations for complex, large (over \$100,000) or critical requirements. Attendance at conferences or site visits may be either optional or mandatory. The issuing agency may permit attendance through teleconferencing or videoconferencing for optional prebid/preproposal conferences. When mandatory attendance is stipulated in the solicitation, an attendance roster is signed by the attendees and only bids or proposals from those firms represented at the conference or visiting the site will be accepted. Agencies should carefully consider whether it is absolutely necessary that bidders or offerors attend in order to understand the solicitation and submit a response to it. Such mandatory conferences and site visits can reduce competition because of vendor scheduling conflicts. In addition, no such conference or site visit can be scheduled less than 10 full calendar days from the date the solicitation is issued and public notice requirements are completed. If a modification to the solicitation is required as a result of the conference or site visit, an addendum must be issued. Specific points to be considered when conducting these conferences or site visits are contained in Annex 4-C.

f. **Response Time.** When establishing an opening date and time, the Purchasing Officer should allow for holiday mail disruptions and erratic mail deliveries as well as vendor's time required to respond to complex procurements. The bid or proposal opening date shall be no less than ten (10) days after the public advertisement. If the tenth calendar day falls on a weekend or holiday, the bid or proposal due date shall be no sooner than the first regular business day thereafter.

g. **Acceptance Period.** Bids are valid for a minimum of 30 days unless a longer period of time is specified in the solicitation or in the bid response.

h. **Public Posting of Solicitations.** The case in the Administration Building Lobby is the County's designated area used for the purpose of publicly posting solicitations available to the public.

2.3

Specifications. Specifications can either enhance or inhibit competition. It is the County's policy that competition be sought to the maximum feasible degree. This can be accomplished by describing goods or services in a manner which meets the department's needs and encourages competition. Unless otherwise expressly stated in the solicitation, all supplies and equipment furnished must be new and in first class condition. Demonstration, previously rented, or reconditioned items are not considered new. The following specification (descriptive) categories are listed in the preferred order of use:

a. **Generic (Performance and Design).** The Purchasing Officer should analyze incoming requirements with a view towards soliciting the requirement on a generic specification basis. Under appropriate circumstances, performance specifications (setting forth the performance requirements), design specifications (setting forth the essential characteristics of the items solicited), or a qualified products list (QPL) may be used.

b. **Brand Name or Equivalent.** When it is determined to be impractical to develop a generic specification, a brand name may be used to convey the general style, type, character and quality of the article desired. Unless otherwise provided in the IFB the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand or manufacturer named. Any article which the County, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended, shall be accepted. When a brand name or equivalent specification is used, salient characteristics should be listed.

- c. **Proprietary.** A proprietary specification restricts the acceptable products to those of one or more specified manufacturers. It is appropriate to use a proprietary specification when the desired product must be compatible with or is an integral component of existing equipment or products, or where prequalification of products is necessary to support specific needs of a program; is covered by a patent or copyright; must yield absolute continuity of results; or is one with which a user has had extensive training and experience, and the use of any other similar piece of equipment would require considerable reorientation and training. Upon solicitation, every effort must be made to obtain full competition among the distributors which carry the manufacturer's product. The determination for the use of a proprietary specification shall be made in advance, in writing, and be included in the procurement file.
- d. **Vendor Assistance in Specification Preparation.** Advice or assistance may be received from a vendor in identifying the features and characteristics needed by the County; however, no person who, for compensation, prepares an Invitation to Bid or Request for Proposal for or on behalf of a public body shall (i) submit a bid or proposal for that procurement or any portion thereof or (ii) disclose to any bidder or offeror information concerning the procurement which is not available to the public. However, a public body may permit such person to submit a bid or proposal for that procurement or any portion thereof if the public body determines that the exclusion of such person would limit the number of potential qualified bidders or offerors in a manner contrary to the best interests of the public body (*Code of Virginia*, § 2.2-4373). This does not prohibit the County and vendors from freely exchanging information concerning what is sought to be procured and what is offered.

2.4 **Prompt Payment Discounts.** Prompt payment discounts should normally not be considered in determining the lowest responsive bidder. If a bidder does offer a discount for prompt payment, this will not be considered in evaluation, but should be included on the purchase order, and the discount taken if invoices are processed and payment made within the stipulated time frame. If an agency knows that it can regularly process payments within a prescribed time frame, such as 10 or 20 days, and wishes to consider cash discounts in its evaluation, then it may do so by including a statement such as "discounts for prompt payment within ____ (state number of days, e.g., 10, 20, etc.) days will be considered in determining net low bid."

2.5 **Price Reasonableness Determination.** A written price reasonableness determination is required to determine if prices bid or offered are fair and reasonable when:

- a. competition is restricted or lacking,
- b. the prices offered do not appear to be fair and reasonable,
- c. the decision is made to award to other than the lowest bidder or highest ranking offeror (appropriate award clause must have been included in the solicitation)

The written determination of a fair and reasonable price requires that the price is acceptable to both the County and the bidder or offeror considering all circumstances. Circumstances include, but are not limited to, the degree of competition, market conditions, quality, location, inflation, value, technology and unique requirements of the County. The written determination may be based on price analysis (comparison with prices previously paid, prices charged for functionally similar items, prices paid by other consumers, prices set forth in a public price list or commercial catalog, or County estimates) or through the analysis of price-to-unit variations, value analysis, or cost analysis. The written analysis must be supported by factual evidence in sufficient detail to demonstrate why the proposed price is deemed to be reasonable. If a determination is made that the prices offered are not fair and reasonable, then a decision has to be made whether to rebid seeking broader competition, revise specifications and rebid the requirement, or to negotiate a better price as may be identified through the price analysis process. A combination of these methods may be necessary. If it is a negotiated procurement, then the price should be negotiated to one that is fair and reasonable.

2.6 **Order Splitting Prohibition.** The placement of multiple orders within other than a reasonable time period to one or more vendors for the same, like, or related goods or services to avoid using the appropriate method of procurement or to remain within delegated purchasing authority is prohibited. Requirements should be combined when practical to obtain quantity discounts and other administrative efficiencies.

2.7 **Award Documents.** Every procurement transaction over \$5,000 requires a Purchase Order to be prepared and given to suppliers who request a copy. Award documents used by an agency will vary according to the method of solicitation. The award shall include or incorporate by reference the specifications, descriptions or scope of work,

terms and conditions, and all other requirements contained in the solicitation (Invitation for Bids or Request for Proposal), together with all written modifications and the bid or proposal submitted by the contractor (see Annex 4-I). The award document is to be signed and issued by an authorized official of the County.

2.8 **Freight.**

- a. **F.O.B. Destination.** It is the basic policy of the County to solicit bids for goods F.O.B. (free on board) Destination, which means that freight charges are paid by the seller who owns and assumes all risk for the goods until they are accepted at the designated delivery point. The cost of shipping the goods may be included in the quoted price or by the bidder or offeror as a separate line item.
- b. **F.O.B. Origin.** Under F.O.B. Origin, the vendor will be required to select the most economical method of shipment consistent with the required delivery date, prepay the freight charge and add it to the invoice. Regardless of the F.O.B. point, the County accepts title only when goods are received.
 - (1) Under F.O.B. Origin, the total cost for freight to destination, shipping and handling charges etc., shall be included in determining the lowest responsive and responsible bidder. In such cases, the buyer is required to obtain the actual or estimated cost of shipment and show the freight, shipping, and/or handling cost as a line item on the purchase document. Both the F.O.B. point and shipping cost must be clearly shown on the purchase document.
 - (2) Before approving an invoice for payment the agency should review it and compare it to the award document to determine if the shipping costs are accurate.

2.9 **Insurance.** Whenever work is to be performed on County owned or leased property or facilities, the contractor shall be required to have Workers' Compensation, Employer's Liability, Commercial General Liability and Automobile Liability. The County of Louisa must be named as an additional insured when requiring a Contractor to obtain Commercial General Liability coverage. In some cases, Workers' Compensation Insurance and Employer's Liability Insurance may not be required. Workers' Compensation insurance is required when the contractor has three (3) or more employees. If work is performed by a sole proprietor, the person does not need Workers' Compensation insurance, as they do not have employees. Employer's Liability is required if an employer has employees who are paid a wage or salary. Employer's Liability is not required for persons in business together, e.g., husband and wife, siblings or parents and children, as these persons would be considered owners not employees. For construction contracts, if any subcontractors are involved, subcontractors shall also be required to have Workers' Compensation Insurance in accordance with *Code of Virginia*, §§ 2.2-4332 and 65.2-800 et seq. Stipulated insurance must be obtained prior to commencing work and be maintained during the entire term of the contract. At a minimum, the contractor must certify to the agency that they possess the appropriate insurance coverage and documentation concerning the contractor's insurance shall be included in the procurement file.

2.10 **Rental/Lease, Installment Purchases.**

- a. **Rental or Lease.** The procurement process for the rental or lease of any equipment will be handled in the same manner as the procurement of goods. Note, however, that hiring a contractor to provide equipment and personnel (operators) to perform a task is a contractual service. The following examples are offered to clarify the difference:
 - (1) Renting a bulldozer to be operated by County employees to perform grading work is an acquisition of goods. Hiring a contractor to use his bulldozer and operator to perform the same grading work is a contractual service.
 - (2) Renting 1,000 folding chairs to be picked up by County employees in County vehicles at the contractor's place of business, used and returned is an acquisition of goods. Hiring a contractor to deliver, setup, remove, and haul away the same 1,000 folding chairs is a labor intensive contractual service.

The solicitation should, at a minimum, in addition to other terms and conditions, specify:

- (1) Length of time;
- (2) Number and types of equipment;
- (3) Who will provide maintenance and repair service and insurance coverage; and

(4) Inspection at time of delivery and return.

b. **Installment Purchase.** The procurement process for the installment purchase of any materials, equipment or supplies must be handled in the same manner as the procurement of goods. A purchase order is issued in the full amount but only encumbering the amount to be paid in the current fiscal year. If the purchase is being financed by a third party, the purchase order must name both the vendor and the third party, and use the third party's address.

2.11 **Maintenance/Repair of Equipment.**

a. **General.** Equipment is generally covered by warranty provisions for various periods of time. Care should be taken to assure that full advantage is taken of warranty provisions prior to contracting for maintenance or repair service. Where equipment is covered by insurance, i.e., boiler or machinery, the insurance carrier shall be advised, in accordance with the provisions of the policy, prior to contracting for repair.

b. **Contracting for Equipment Maintenance.**

(1) Contracting for equipment maintenance falls into two basic methods:

(a) Full service maintenance normally requires the contractor to provide scheduled service, preventive maintenance, necessary repair parts and additional service calls as required under an annual contract at a firm fixed price. Full service maintenance contracts should be used only on an exception basis or when experience indicates that maintenance/repair on an as needed basis is not practical. In bidding on full service maintenance, contractors include in their bids the cost of all contingencies that might occur during the contract period; normally this results in higher agency costs.

(b) Maintenance/Repair on an as needed basis is normally provided on a time and materials cost basis. Materials and parts must be bid either at contractor's invoiced cost or on a bid percentage discount from manufacturer's published list or catalog prices. Time and materials contracts demand more effort by the receiving agency in monitoring actual hours expended, prompt identification and solution of problems, and cost control to assure the contractor's performance is not inefficient or wasteful.

(2) Solicitations for maintenance of equipment should identify the make, model, style, and the quantity of each type of equipment. Provisions may be made to add and/or delete equipment during the contract period on a prorated basis; also, for the loan of like equipment during extended periods of downtime. When maintenance is to be performed under contract on County-owned, leased, or rented property, the contractor shall be required to provide necessary insurance coverage.

c. **Contracting for Repair and Overhaul.**

(1) **Major Scheduled Repair/Overhaul:** In situations where major equipment items are scheduled to be repaired or overhauled, it is usually impossible to determine the amount of labor and parts required without complete disassembly of the item to inspect all of its internal parts. Contracting for major repair or overhaul work on a fixed price basis without such an inspection is impractical because it forces the bidders to base their prices on an assumed worst case basis. These situations are best handled in an Invitation for Bids requiring the work to be done in two phases. Bids are solicited for a lump sum fixed price for complete disassembly, inspection and preparation of an estimate of the costs to complete the job as the first phase. The second phase is for repair and reassembly with contractor furnished replacement parts and components, startup and operational test, all to be done on a time and materials basis. The bidders are required to bid on the basis of a labor hour rate, with an overall total (not to exceed) labor cost, and parts are to be provided at a bid percentage discount from the manufacturer's parts catalog prices. The IFB includes a bid evaluation procedure with a hypothetical number of man-hours and list price value of parts to which the discount offered will be applied.

(2) **Unscheduled Repair:** Major equipment items which cannot be scheduled for repair should be handled using the appropriate existing emergency procedures. To control costs, it is important for an agency to establish a fixed hourly rate and an estimated number of hours prior to allowing the contractor to proceed with the repair/overhaul.

2.12 **Use of Contractor's Standard Contract Form.** A contractor's standard contract form should be carefully read and those provisions that are contrary to the interests of the County or in conflict with state law, must be lined out, rewritten, or removed. If it is not possible to award a contract without using the contractor's contract form, the contractor should sign the County's Standard Terms and Conditions. A contractor's standard contract form should not be used without the approval of the County Attorney.

2.13 **Samples.** There are situations when samples will be needed to verify quality levels or to test materials or equipment to determine conformance with the specifications stipulated in the solicitation. A request for bid samples must be clearly indicated in the IFB. Samples should be properly labeled, stored, and controlled until no longer needed. Those not destroyed during testing may be returned at the bidder's expense.

2.14 **Vendor Advertising Prohibition.** Advertising or promotional literature stating or implying that the County endorses a vendor's products or services is prohibited.

A vendor may include the County in a client list, provided that the listing in no way states or implies that the County endorses the vendor's products or services. The County may choose to prohibit a contractor from including reference in client lists used in advertising or promotional materials by including such a prohibition in the terms and conditions of its contract(s) with that contractor.

2.15 **Unsolicited Proposals.** This policy applies to goods and non-professional services, and not to construction or professional services. The submission of a unique offer for new and innovative goods or services through unsolicited proposals is encouraged. However, all solicited and unsolicited proposals and all solicited and unsolicited ideas for innovation or improvement are submitted at the risk and expense of the offeror, and no obligation on the part of the County and no restriction on the County's use of such ideas, proposals or the information contained therein shall arise in connection with such submission.

If acceptance of offers to "loan" or provide goods or services at no cost or minor cost would tend to create a need for subsequent additional acquisitions, the requirement for such goods or services and the additional needs shall be offered for competition in accordance with the Virginia Public Procurement Act. Potential bidders or offerors shall be afforded an opportunity to participate in the resulting procurement activity.

If the offeror believes that it is the only source practicably available for goods or services required by the County and available through the unsolicited proposal, to assist the County in evaluating the unsolicited proposal, the proposal shall include a justification by the offeror as to why the company is the only source practicably available for the goods or services in question.

- a. **Definition:** "Unsolicited Proposal" means a proposal received that is not in response to any County initiated solicitation or program.
- b. **Receipt:** Unsolicited proposals shall be submitted in writing directly to the Purchasing Officer.
- c. **Evaluation:**
 - (1) A favorable comprehensive evaluation of an unsolicited proposal by the County does not, in itself, justify awarding a contract without providing for competition. No preference shall be given to the offeror that initially offered the unsolicited proposal.
 - (2) If it is determined by the evaluation that goods or services required by the County and offered in an unsolicited written proposal are practicably available from only one source, the Purchasing Officer may negotiate and award a contract following the sole source procedures in Chapter 6. The Purchasing Officer shall post a notice of intent to award for ten (10) calendar days before awarding the contract.

2.16 **Purchase of Used Equipment.** Purchase of used equipment, defined as equipment which has been previously owned and used where the estimated total cost is \$5,000.00 or greater but less than \$30,000.00 may be made after soliciting a minimum of two written quotations; award shall be based on the offer deemed to be in the best interest of Louisa County. Prior to award of a contract for used equipment, a person technically knowledgeable of the type of equipment sought shall

document the condition of the equipment stating that this purchase would be in the best interest of Louisa County as part of the purchase documentation; price reasonableness shall be considered in determining award.

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CHAPTER 3

SMALL PURCHASES

In this Chapter look for . . .

- 3. General
- 3.1 Exemptions
- 3.2 Single Quotation
- 3.3 Multiple Quotations

Annexes
3-A Purchase Requisition Form

- 3. **General.** The following small purchase procedures have been established by the County when acquiring materials, supplies, equipment, printing or nonprofessional services under \$30,000. Procurements made pursuant to these procedures do not require public bid openings or newspaper advertising of competitively negotiated procurements. Whenever practical, small purchases should still provide for competition.
- 3.1. **Exemptions.** The following items and services are exempt from the small purchases provisions and need not be procured competitively:
 - a. Dues, subscriptions and memberships.
 - b. Travel and training expenses.
 - c. Utility charges and services.
 - d. Books, magazines and periodicals.
 - e. Personnel services (anyone to whom a salary or fee is paid).
 - f. Postage or other mailing fees.
 - g. Minor purchases of petroleum products.
- 3.2. **Single Quotation.** (Up to \$5,000)
 - a. Where the estimated cost of goods or nonprofessional services is \$5,000 or less, purchases may be made from vendors of choice, without seeking competition. An oral or written quote must be received from the vendor of choice.
 - b. Departments and Agencies should seek additional competition whenever there is reason to believe a quotation is not a fair and reasonable price.
 - c. Existing County contracts should be utilized, whenever possible.
- 3.3. **Multiple Quotations.** (Over \$5,000 to \$30,000)
 - a. Where the estimated cost of goods or nonprofessional services is over \$5,000 to \$10,000, at least three (3) telephone quotations shall be obtained. The total of all items purchased from this requisition shall not exceed \$10,000. A purchase requisition shall be completed listing the date, item, quantity, name of each company, and pricing from each vendor.

- b. Where the estimated cost of goods or nonprofessional services is over \$10,000 to \$30,000, at least three (3) written quotations shall be obtained. The total of all items purchased from this requisition shall not exceed \$30,000. A purchase requisition shall be completed listing the date, item, quantity, name of each company, and pricing from each vendor, and include the written quotations from each vendor as backup documentation.
- c. If a third quote cannot be obtained after a diligent effort to do so or because of the necessity to use a sole source provider, that fact shall be documented in the record of the purchase.
- d. The use of written quotes requires adequate time for preparation, mailing, receipt, and award, generally two to three weeks from receipt of the requisition. All quotations received after the reply date and time are nonresponsive and cannot be considered.
- e. Existing County contracts should be utilized, whenever possible.

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Annex 3-A

PURCHASE REQUISITION FORM

CHAPTER 4

COMPETITIVE SEALED BIDDING

In this Chapter look for . . .

- 4 General
- 4.1 Competitive Sealed Bidding
- 4.2 Preparation and Issuance of IFBs
- 4.3 Sealed Bids - Receipt, Opening, Evaluation, and Award
- 4.4 Negotiation with the Lowest Responsible Bidder

Annexes

- 4-A IFB Step-by-Step Procedures
- 4-B Sample IFB
- 4-C Pre-bid Conference Checklist
- 4-D Sample IFB Sign-in Sheet
- 4-E Sample IFB Cover Sheet
- 4-F Sample IFB Addendum
- 4-G Sample Bid Tabulation
- 4-H Sample IFB Denial Letter
- 4-I Sample IFB Contract Documents
- 4-J Sample IFB Resolution for Board Packet to Award Contract
- 4-K Sample Contract Review Form

- 4. **General.** Competitive sealed bidding is the preferred method for acquiring goods and nonprofessional services for when the estimated cost is over \$30,000. It is also required on transportation-related construction, if the aggregate or sum of all phases exceeds \$25,000.
- 4.1 **Competitive Sealed Bidding.** The goods or service to be procured when using this method must be capable of being described so that bids submitted by potential contractors can be evaluated against the description in the Invitation for Bids (IFB) and an award made to the lowest responsive and responsible bidder. Competitive sealed bidding includes the issuance of a written IFB containing the specifications or scope of work and the contractual terms and conditions applicable to the procurement. The requirements set forth in the IFB may include special qualifications required of potential contractors, life-cycle costing, value analysis, and any other criteria such as testing, quality, workmanship, delivery and suitability for a particular purpose which may help in determining acceptability. IFBs must describe the requirements accurately and completely. Unnecessarily restrictive specifications or terms and conditions that unduly limit competition must be avoided. In addition to the public notice, bids are to be solicited directly from potential bidders. In the competitive sealed bid process, bids are publicly opened and read aloud. The bids are evaluated based upon the requirements set forth in the IFB.
- 4.2 **Preparation and Issuance of IFBs.**
 - a. **Format.** Prepare the IFB using the template format and contents. Establish a due date and time that will allow sufficient time for potential bidders to seek clarification and for the issuance of an addendum, if necessary. The due date shall not be less than 10 days from the issue date of the IFB.
 - b. **Scope.** Specify in detail the materials, equipment, and supplies to be furnished or the scope of work to be performed by the contractor, including or incorporating by reference the specifications, drawings and contractual terms and conditions applicable to the procurement.

- c. **Verify.** Review the IFB Solicitation and IFB Step-by Step Procedures (Annex 4-A) to assure that all requirements applicable to the procurement have been met.
- d. **Conferences/Site visits.** All prebid conferences and/or site visits shall be mentioned in both the IFB and any advertisement. If attendance at such a conference or site visit is a prerequisite for bidding, the public notice period shall be long enough to provide adequate opportunity for potential bidders to obtain a copy of the IFB and attend. Any changes in the requirements of the solicitation must be made by written addendum (see Annex 4-F).
- e. **Sources.** At a minimum, the IFB shall be posted on [eVA-eVA](#) and on the County's website.

4.3 **Sealed Bids - Receipt, Opening, Evaluation, and Award.**

- a. **Receipt.** Bids shall be received until the date and time specified in the IFB. Bids are then publicly opened and read aloud. Late bids shall not be considered.
- b. **Opening.** After bid opening, each bid is evaluated to determine if it is responsive to the IFB. The responsive bids are then evaluated according to the criteria and/or evaluation procedure described in the IFB to determine which is the lowest bid.
- c. **Evaluation.** The lowest responsive bidder is then evaluated to determine if the firm is responsible.
- d. **Award.** The contract is awarded to the lowest responsive and responsible bidder. [Notice of Award shall be posted on eVA.](#)

4.4 **Negotiation with the Lowest Responsible Bidder.** 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. "Available funds" are those budgeted by the County for the requirement and designated as such prior to the issuance of the IFB. The purpose of this provision is not to force a bidder to take a lower price but rather to negotiate an acceptable change in requirements, including price that is agreeable to both parties. Negotiations might include an extended delivery date, reduced quantity, different accessories, etc., with a corresponding reduction in price. If the county wishes to negotiate with the apparent low bidder, negotiations shall be conducted in accordance with the following procedures:

- a. The using department shall provide the purchasing officer with a written determination that the apparent low bid exceeds available funds. Such determination shall be confirmed in writing by the director of finance or his designee. The using department shall also provide the purchasing officer with a suggested reduction in scope for the proposed purchase.
- b. The purchasing officer shall advise the lowest responsible bidder, in writing, that the proposed purchase exceeds available funds and shall further suggest a reduction in scope for the proposed purchase and invite the lowest responsible bidder to amend its bid proposal based upon the proposed reduction in scope.
- c. The lowest responsible bidder shall submit an addendum to its bid, which addendum shall include the change in scope for the proposed purchase, the reduction in price and the new contract value.
- d. If the proposed addendum is acceptable to the County, the County may award a contract within funds available to the lowest responsible bidder based upon the amended bid proposal. If the County and the lowest responsible bidder cannot negotiate a contract within available funds, all bids shall be rejected.

Annex 4-A

IFB STEP-BY-STEP PROCEDURES

The following step-by-step procedures are provided as a guide on how to properly prepare an IFB when soliciting competition for goods or nonprofessional services.

STEP ONE:

DETERMINE REQUIREMENTS: What is needed, how much, where and when. In addition, a cost estimate should be determined in order to decide as to whether or not quotes or formal bids should be solicited. The total dollar value for the initial period of the contract, and all possible renewal periods should be considered. If costs for the entire contract period are expected to exceed \$30,000, continue with issuing an IFB; if not, issue a RFQ.

STEP TWO:

DO PROCUREMENT PLANNING: Determining the following: contract period, procurement lead time available, need for a site visit or prebid conference, whether to use the Standard Terms & Conditions or the Master Contract, etc.

STEP THREE:

PREPARE THE IFB: Use the sequence shown below.

- I. **PURPOSE:** A purpose or summary statement of what is required should be included on the first page of the document. Sample verbiage is as follows: "The County of Louisa invites qualified insurance providers to submit bids for providing property, casualty, and general liability insurance coverage for volunteer Fire and Rescue agencies."
- II. **STATEMENT OF NEEDS/SCOPE OF SERVICES:** Describe in complete detail the service to be performed or what is to be purchased, including quantity, as applicable. Specifications or drawings, if applicable, may be referenced and attached. **This is the most important section of the IFB because this is what bidders base their bid prices upon.** Sometimes the using department will help put together the scope of work; if not, you may refer to eVA for sample solicitations that have been issued by other localities to help in compiling the scope at <http://www.eva.state.va.us/> and click on "Solicitations and Awards (VBO). The following are sample statements that should be included in the scope of services section for the appropriate item being solicited:
 - A. **GOODS (FURNISH ONLY):** "The contractor shall furnish and deliver each of the following described item(s):"
 1. The purchase description(s) must be complete and specify the minimum needs of the County. Specifications may allow for bidding on a brand name or equivalent basis, if applicable.
 2. Other items that should be addressed in the purchase description, as appropriate, include but are not limited to inside delivery, set up and assembly, removal of trash, warranty, maintenance, packaging, etc.
 - B. **GOODS (FURNISH AND INSTALL):** "The contractor shall provide all labor, supervision, equipment, tools, materials and incidentals necessary to furnish and install (state product). All equipment, materials and installation work shall comply with this specification and any and all applicable Virginia Standards and Codes."
 1. The purchase description(s) must be complete and specify the minimum needs of the County. Specifications may allow for bidding on a brand name or equivalent basis, if applicable.
 2. Other items that should be addressed in the purchase description, as appropriate, include but are not limited to inside delivery, set up and assembly, removal of trash, warranty, maintenance, packaging, etc.
 - C. **SERVICES:** "The contractor shall furnish all labor, supervision, equipment, tools, parts and materials, as necessary, to maintain the (type of equipment) listed in accordance with manufacturer's service manuals (or other)."
 1. Ensure that the scope of work is complete. The contractor cannot be required to perform omitted work items.
 2. Other items that should be addressed, as appropriate, include but are not limited to repair response time, contractor certification-license requirements, workmanship, repair and maintenance records, working hours, overtime, agency-furnished materials, etc.

III. **PRE-BID CONFERENCE:** If a prebid conference is desired, indicate date, time, place and whether attendance is mandatory or optional. The following verbiage is used for mandatory and optional meetings. See Annex 4-C for additional procedures.

MANDATORY: “A mandatory pre-bid meeting will be held at 10:00 a.m. on Tuesday, July 12, 2011, at Louisa County Ogg Building, located at 102 West Main Street, Louisa, VA 23093. The purpose of this meeting is to allow potential bidders an opportunity to view existing conditions and present questions and obtain clarification relative to any facet of this solicitation.

Attendance at this meeting is a prerequisite to submitting a bid. Bids will only be accepted from those who are represented at the pre-bid meeting. Attendance at the pre-bid meeting will be evidenced by the representative's signature on the attendance roster. Bring a copy of the solicitation with you. Any changes resulting from this meeting will be issued in a written addendum to the solicitation.”

OPTIONAL: “An optional pre-bid meeting will be held on Wednesday, June 8, 2011, at 10:00 a.m., at the Ferncliff Business Park, 4174 Three Notch Road, Louisa, VA 23093. The purpose of this meeting is to allow potential bidders an opportunity to view current conditions and present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this meeting is not a prerequisite to submitting a bid, bidders who intend to submit a bid are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

Should a bidder not be able to attend this meeting, they may view the site at their convenience. All bidders are **required** to visit the site to verify existing conditions and the scope of work to be performed. Failure to visit the site will in no way relieve the bidder from the necessity of completing the work in accordance with the existing conditions and intent of the drawings and/or specifications.”

IV. **QUESTIONS:** Determine the cutoff date for additional questions and the date on which the last addendum will be issued. The following verbiage is used to questions: “Bidders may submit any questions or requests for additional information regarding the project in written format by DATE. All questions shall be directed to Sam Massie at smassie@louisa.org or via fax at (540) 967-3404. A formal clarification will be sent out in writing on DATE, to all known potential bidders.”

V. **BID SUBMISSION:** Determine which items are necessary for the solicitation. Delete any items that are not required.

VI. **METHOD OF SELECTION:** Sometimes the method of selection will need to be modified if the bid provides for more than one cost, for example, electrical services. Electrical services have an hourly rate and an overtime rate, plus rates for the electrician and helper. The using department will help in determining the assumed number of hours each will be used under the resulting contract. The method of selection should be modified as follows:

“After the Sealed Bids have been opened, the County shall prepare a list of those contractors who have submitted bids and met the qualifications listed in this offering. Bids shall be evaluated on the basis of the lowest **Bid Evaluation Total** from responsive and responsible bidders. The County of Louisa may cancel this IFB in whole or in part or reject any or all bids at any time prior to award. Should the County determine that a bidder is not qualified; the bidder shall be notified in writing of that determination and the reason. The award document will be a contract incorporating by reference all requirements, terms, and conditions of the solicitation of this offer.

The County will evaluate bids using the following hypothetical scenario to determine the overall lowest responsive and responsible bidder (**contractor is not responsible for completing this section; please use Appendix B for submitting costs:**)”

A. **Master Electrician -**

Regular Hourly Rate (40 assumed hours) 40 x Regular Rate=	\$ _____
Overtime Hourly Rate (10 assumed hours) 10 x Overtime Rate=	\$ _____

B. **Electrician Helper -**

Regular Hourly Rate (40 assumed hours) 40 x Regular Rate=	\$ _____
Overtime Hourly Rate (10 assumed hours) 10 x Overtime Rate=	\$ _____

BID EVALUATION TOTAL (Sum of Lines A through B) \$ _____

VII. **STANDARD TERMS AND CONDITIONS OR MASTER CONTRACT:** Determine whether the Standard Terms and Conditions or the Master Contract will be used. Unless the solicitation is for a contractor, architect, or engineer, the Standard Terms and Conditions will be used.

VIII. **BID PRICE SHEET:** Appendix B shall provide space and specify how price is to be submitted, e.g., lump sum, hourly rate, unit price, etc. Completed solicitations may be referenced for examples. For example, a lump sum request shall read "Bid shall be submitted as a lump sum cost, inclusive of the complete scope of services and specifications as presented in the Invitation for Bid and any and all addenda issued. \$ _____"

IX. **ATTACHMENTS:** List all applicable attachments with a brief statement on their purpose.

STEP FOUR:

ISSUE THE INVITATION FOR BIDS: Prepare the IFB cover sheet, identify potential sources, prepare a bidder's mailing list, advertise at least 10 days prior to the date set for receipt of bids by posting on the Department of General Services' central electronic procurement website (eVA), publicly post the IFB on the County's website and post the cover sheet in the case in the lobby. It is optional to also advertise in either The Central Virginian, the Richmond Times Dispatch, or the Daily Progress, or all, if appropriate,

A. **COVER SHEET:** Use the coversheet sample on Annex 4-E.

B. **IDENTIFY POTENTIAL SOURCES:** Select appropriate sources to solicit. The using department may provide additional vendors.

C. **PUBLIC POSTING:** The IFB must be publicly posted in at least one newspaper of general circulation or on the Department of General Services' central electronic procurement website (eVA), on the County's website and in the case in the lobby.

STEP FIVE:

CONDUCT PREBID CONFERENCE AND/OR SITE VISIT: Prebid conferences and/or site visits are required for procurements over \$100,000. It is recommended that conferences not be made mandatory unless the procurement is so complex that attendance at the conference is required to understand the requirements of the procurement. Post the sign-in sheet on the County's website.

STEP SIX:

ISSUE ADDENDUM: Issue addendum to correct errors, change bid due date, or to make any needed changes that were identified during the prebid conference, site visit, etc. See Annex 4-F for sample addendum. Post addendum on the County's website.

STEP SEVEN:

RECEIVE BIDS: Receive bids until the due date and time specified in the IFB, either by paper submission or through the eVA online submission portal. When bids are received, stamp them and write the date and time received. Publicly open bids following receipt.

STEP EIGHT:

TABULATE THE BIDS, DETERMINE RESPONSIVENESS, AND EVALUATE:

A. **TABULATE BIDS:** A bid tabulation form should be prepared showing all the vendors and bid prices (see Annex 4-G).

B. **DETERMINE RESPONSIVENESS AND EVALUATE BIDS:** Review all the bids to determine if the bids conform in all material respects to the IFB. Substitution or addition of the bidder's own contractual terms, taking exception to any of the terms and conditions or specification requirements, failure to submit a bid bond if required in the IFB, failure to sign the bid, submission of sample goods which do not meet the specification, failure to acknowledge receipt of an addendum which affects price, quantity, quality, or delivery, etc., providing multiple prices for performing a service where a single price was solicited, failure to provide prices for all categories of labor in the pricing schedule of a time and materials service contract (if required), may make a bid nonresponsive. However, a

minor mistake can be considered an informality and waived at the County's discretion. Evaluate all responsive bids in accordance with the method of selection procedure contained in the IFB to determine the low bidder.

STEP NINE:

DETERMINE RESPONSIBILITY OF THE LOW BIDDER: If references were requested to be submitted with the bid, prepare questions, call references, and record their responses.

STEP TEN:

REQUEST INSURANCE CERTIFICATE (OPTIONAL): If the County desires to verify the bidder's coverage under the provisions of the insurance clause, the purchasing officer may request the bidder to provide a certificate of insurance for the required coverage.

STEP ELEVEN:

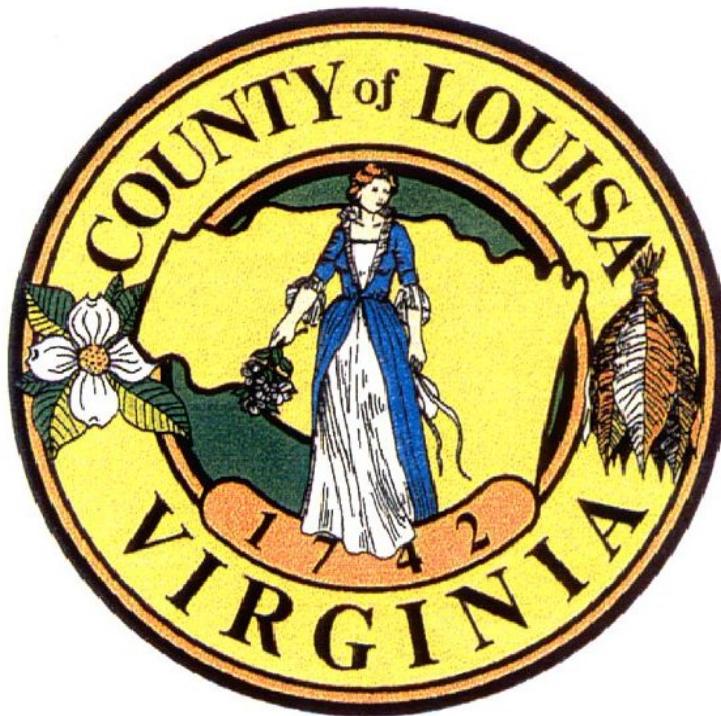
AWARD CONTRACT: Prepare and issue denial letters (see Annex 4-H) to appropriate parties. Prepare the letter agreement (see Annex 4-I) and contract documents and resolution (see Annex 4-J) for the Board Packet. Prepare folder for contract documents and staple in contract review form (see Annex 4-K).

STEP TWELVE:

POST AWARD: Once the contract documents have been approved by the Board, issue the contract documents to the vendor. Post the award information on the County's website. Once the contract documents are received back from the vendor, follow the procedures on the contract review form. [Once the contract documents have been finalized, post the Notice of Award on eVA.](#)

Annex 4-B

SAMPLE IFB



COUNTY OF LOUISA, VIRGINIA

**INVITATION FOR BID (IFB)
FOR**

INSTALLATION OF EPOXY FLOORING AT THE LOUISA COUNTY ANIMAL SHELTER

IFB# GS-11-20

APRIL 12, 2011

**INVITATION FOR BID
(IFB)**

Issue Date: Tuesday, April 12, 2011

IFB# GS-11-20

Title: Installation of Epoxy Flooring at the Louisa County Animal Shelter

Issuing Agency: County of Louisa, Virginia
Attn: Sam Massie
PO Box 160
Louisa, VA 23093

Location Where Work Will Be Performed: 18 Sacred Heart Avenue
Mineral, VA 23117

Period of Contract: From June 6, 2011 Through July 15, 2011

Renewable: N/A

Sealed Bids Will Be Received Until: Friday, April 29, 2011, by 3:30 p.m., local time prevailing

Direct All Inquiries for Information To: Sam Massie, Purchasing Officer
Post Office Box 160
1 Woolfolk Avenue
Louisa, VA 23093
(540) 967-3404
smassie@louisa.org

IF BIDS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF BIDS ARE HAND DELIVERED, DELIVER TO:

County of Louisa
Louisa County Administration Building
Attn: Sam Massie
Finance Department, 2nd Floor
1 Woolfolk Avenue
Louisa, Virginia 23093
(540) 967-3404

PRE-BID CONFERENCE: An optional pre-bid conference will be held on Thursday, April 21, 2011, at 10:00 a.m. at 18 Sacred Heart Avenue, Mineral, VA 23117. If special ADA accommodations are needed, please contact Sam Massie at (540) 967-3404 by Wednesday, April 20, 2011 at 5:00 p.m.

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia, § 2.2-4343.1* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

INVITATION FOR BID TITLE PAGE

INVITATION NUMBER: GS-11-20 ISSUE DATE: 04/12/11

TITLE: INSTALLATION OF EPOXY FLOORING AT THE LOUISA COUNTY ANIMAL SHELTER

In compliance with this Invitation for Bid and to all the conditions imposed herein, by signing below, Bidder:

- (1) Offers and agrees to furnish the goods/services in accordance with the attached signed bid;
- (2) Agrees that upon Louisa County's written acceptance of Bidder's response to the Invitation to Bid, a valid and binding contract for services exists between Bidder and Louisa County;
- (3) Agrees that the Contract Documents will consist of, and *only* of, the Invitation for Bid, the County of Louisa, Virginia, Master Contract General Conditions Agreement and Bidder's response to the Invitation for Bid;
- (4) Certifies and warrants that the individual signing on Bidder's behalf is authorized to bind the Bidder in any and all contractual matters relating to this Invitation for Bid;
- (5) Certifies and warrants that neither Bidder, nor the individual signing on Bidder's behalf, has any business or personal relationships with any other persons, including Louisa County employees, or companies that are in conflict with the Commonwealth of Virginia's Conflict of Interest Act, or the County of Louisa, Virginia, Master Contract General Conditions Agreement; and,
- (6) Certifies and warrants that the Bidder is properly licensed for providing the goods/services specified in the Invitation for Bid and has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the bid documents, prior to submitting the bid, in accordance with Title 54.1, Chapter 11 of the Code of Virginia. If a bidder shall fail to obtain the required license prior to submission of his bid, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950), as amended, and his bid will not be considered.

Sign in ink and type or print requested information.

Legal Name and Address of Firm:

FEI/FIN/SSN:

Fax Number:

E-mail Address:

Date: _____

By: _____

(Signature)

Name: _____

(Please Print)

Title: _____

Telephone Number: _____

Please provide the following if applicable to this IFB:

Virginia Contractor License # _____

SCC ID # _____

Bidder shall ascertain prior to submitting a response that all Addenda issued have been received and shall **acknowledge receipt and inclusion of all Addenda here:**

Addendum #: _____

Date Issued: _____

Addendum #: _____

Date Issued: _____

Addendum #: _____

Date Issued: _____

Information the Bidder deems Proprietary is included in this response in the separate section of the bid identified immediately below.

This Title Page MUST be Submitted as Part of your Bid

TABLE OF CONTENTS FOR IFB # GS-11-20

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I. PURPOSE:

The County of Louisa invites qualified vendors to submit bids for installing epoxy flooring at the Louisa County Animal Shelter to provide a durable flooring surface which will permit proper cleaning and disinfecting, in order to comply with the Virginia Department of Agriculture and Consumer Service regulations for Animal Pounds and Shelters.

II. STATEMENT OF NEEDS/ SCOPE OF SERVICES:

- A. Furnish and install the high solids thin film epoxy flooring system as specified to all floor areas as shown on the attached plan (FP-1). Prior to installation, provide decontamination and cleaning as specified. The term "high solids thin film epoxy flooring system" as used in the specification will include the primer, intermediate coat, topcoat, and any related materials for the project.
- B. Complete the high solids thin film epoxy flooring system installation in strict accordance with the attached specifications, the coating system manufacturer's most current requirements for surface preparation, application and inspection, and the instructions for safety. In the event of a conflict between the specifications and the manufacturer's instructions, the more stringent requirements will apply.
- C. The Contractor shall be responsible for providing ventilation, initial cleaning, inspection, supervision, dust control, and equipment protection as specified. The Contractor is responsible for all other work associated with the installation including protection of existing equipment and structures in the work area, surface preparation, high solids thin film epoxy flooring application, curing, coating repair, rework, inspection, and supervision.
- D. Please note that the Louisa County Animal Shelter will be occupied and operational during the installation of the high solids thin film epoxy flooring system. The project will be phased per the attached plan (PP-1) in order to accommodate the continued operation of the shelter as well as to maintain the safety of the Shelter personnel and animals.

III. BIDDER'S INSTRUCTION:

A. BID PREPARATION:

1. An optional pre-bid meeting will be held at **10:00 a.m. on Thursday, April 21, 2011, at 18 Sacred Heart Avenue, Mineral, VA 23117**. The purpose of this meeting is to allow potential bidders an opportunity to view current conditions and present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this meeting is not a prerequisite to submitting a bid, bidders who intend to submit a bid are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

Should a bidder not be able to attend this meeting, they may pre-arrange a site visit with the General Services Department by contacting Cindy Moore at (540) 967-3462. All bidders are required to visit the site to verify existing conditions and the scope of work to be performed. Failure to visit the site will in no way relieve the bidder from the necessity of completing the work in accordance with the existing conditions and intent of the drawings and/or specifications.

2. Bidders may submit and questions or requests for additional information regarding technical specifications and/or proposal submission in written format by Friday, April 22, 2011. All questions shall be directed to Sam Massie at smassie@louisa.org or via fax at (540) 967-3439. A formal clarification will be sent out in writing on Monday, April 25, 2011, to all known potential bidders.
3. The Bidder must submit a bid, which demonstrates and provides evidence that the Bidder has the capabilities, professional expertise, and experience to provide the necessary services as described in this IFB. The Bidder shall ensure that all information required herein is submitted with the bid. All information provided should be verifiable by documentation requested by the County of Louisa. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the bid or rescission of an award.

4. Bids shall be signed by the authorized representative of the Bidder.
5. Bids should be prepared simply and economically, providing a straightforward, concise, detailed description of capabilities to satisfy the requirements of the IFB.
6. All expenses for making Bids to the County shall be incurred by the Bidder.
7. Bidder must be authorized to transact business in Virginia as a domestic or foreign business entity as required by the State Corporation Commission, if such is required by law. Such status shall be maintained during the term of a contract. A contract entered into by a business in violation of the requirements is voidable at the option of the public body.

B. BID SUBMISSION: The following documents must be received in our office via hard copy no later than the closing date and time stated below:

If submitting through eVA, the Virginia e-procurement website, an electronic copy is acceptable.

1. Signed original of the completed Invitation for Bid Title Page
2. Signed Appendix A "County of Louisa, Virginia, **Virginia Standard Terms and Conditions.**"
3. Completed Appendix B "Bid Price Sheet"
4. **BID BOND:** Each bid shall be accompanied by a bid bond of five percent (5%) of the amount of the bid, which shall be a certified check, cash escrow or a bid bond payable to the County of Louisa. The sureties of all bonds shall be of such surety company or companies as are approved by the State and are authorized to transact business in the Commonwealth of Virginia. Such bid bond or check shall be submitted with the understanding that it shall guarantee that the bidder will not withdraw such bid during the period of 30 days following the opening of bids; that if such bid is accepted, the bidder will accept and perform under the terms of the Invitation for Bids and purchase order or contract.
5. **PERFORMANCE AND PAYMENT BONDS:** The successful bidder shall deliver to the purchasing office executed Performance and Payment Bonds, each in the sum of the contract amount, with the County of Louisa as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. No payment shall be due and payable to the contractor, even if the contract has been performed in whole or in part, until the bonds have been delivered to and approved by the purchasing office.
6. **EROSION AND SEDIMENTATION CONTROL PERFORMANCE BOND:** The successful bidder shall deliver to the purchasing office an executed Erosion and Sedimentation Control Performance Bond in the sum of \$ _____, with the County of Louisa as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. No payment shall be due and payable to the contractor, even if the contract has been performed in whole or in part, until the bonds have been delivered to and approved by the purchasing office.
7. A list of Bidders proposed staffing to provide services; including primary and back up assignments. Include resumes and credentials for the personnel to be assigned to this service contract. The personnel named in the bid shall remain assigned to the project throughout the period of the service contract. No replacement may be made without submission of a resume and credentials for approval by the County. A background investigation for the replacement will be required.
8. A list of client references of similar service contracts, including at least three (3) customers. These references must include name, address, and telephone number.
9. If substitutions are made to specific component items identified in this IFB, the Bidder shall clearly indicate exception being taken. Exceptions to the bid must be clearly identified, and reasons for the exception clearly stated. Information concerning the items substituted must present clear evidence that

the component specified is improper or unnecessary for the intended use, and/or the substituted component is equal or better than that specified by the County.

10. A copy of any applicable Federal, State, or Local license required to legally perform the service, or sell the goods specified in the IFB shall be attached to the bid.
11. A certificate of insurance for all required coverages endorsing the County of Louisa to the insurance policy as an additional insured.
12. Bidders are reminded that changes to the IFB, in the form of addenda, are often issued between the issue date and within 5 days of the due date of the solicitation. All addenda must be acknowledged on the IFB Title Page. Notice of addenda will be posted on eVA and on the County of Louisa procurement page www.louisacounty.com/procurement. It is the bidder's responsibility to monitor the webpage for the most current addenda.
13. A clear statement of analysis (IE; food value, chemical composition, breaking strength, etc.).
14. An oral presentation, for further clarification may be required in addition to the written bid, but shall in no way change the original bid.
15. If submitting electronically through eVA, One (1) electronic document in WORD format or searchable PDF of the entire bid as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the eVA online submission portal.
16. Should the proposal contain proprietary information, provide one (1) redacted electronic copy of the bid and attachments with proprietary portions removed or blacked out. This redacted copy should follow the same upload procedures as described on item III. B. of this RFP. This redacted copy should be clearly marked "Redacted Copy" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Louisa County shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

The Bid Form, the bid security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. Any notation or notations on the exterior of the envelope purporting to alter, amend, modify, or revise the bid contained within the envelope shall be of no effect and shall be disregarded.

The IFB number and closing date must be clearly marked on the outside of the envelope. Each sealed envelope containing a Bid must be plainly marked on the outside as follows:

1. Title of Solicitation
2. IFB# **XX-XX-XX**
3. Name of the Bidder
4. Address of the Bidder
5. Due Date and Time: **XX/XX/XX @ 3:30 p.m.**
6. A Statement reading "This container is not to be opened prior to the Bid Opening."

Should any Bid be received which is not so identified, the bidder assumes the risk that the submission will be opened prior to the Bid Opening. Bids so opened shall be disqualified.

This solicitation will close on Friday, April 29, 2011, at 3:30 p.m., local time prevailing.

Return the bid to:

Mail to: (US Mail)
County of Louisa
PO Box 160
Louisa, VA 23093
Attn: Sam Massie

or Hand Delivery (FEDEX, UPS, etc.)
County of Louisa
Louisa County Administration Building
Finance Department, 2nd Floor
1 Woolfolk Avenue

(540) 967-3404

Louisa, VA 23093
Attn: Sam Massie
(540) 967-3404

C. SUBMISSION OF PROPRIETARY INFORMATION: All information submitted to the County in response to this solicitation will constitute public information and will be available to the public for inspection upon request pursuant to the Virginia Freedom of Information Act (FOIA).

Pursuant to Virginia Code Section 2.2-4342 and County of Louisa Code Section 60-24, a Bidder/Offeror may request an exception to disclosure for trade secrets or proprietary information as such is defined under Virginia Code Section 59.1-336, part of the Uniform Trade Secrets Act.

In order to claim this exemption, the Bidder/Offeror shall perform ALL of the following: (i) include a written request indicating Bidder/Offeror's desire to invoke the protections of Virginia Code Section 2.2-4342 with submitted proposal materials/data; (ii) specifically identify the data or other materials to be protected by clearly labeling each page containing applicable data as PROPRIETARY; and (iii) to the County's satisfaction, articulate the rationale for why protection for the particular data or materials is necessary. The classification of an entire bid or proposal document, line item prices and/or total bid or proposal prices as proprietary or trade secrets is not acceptable.

Without waiving sovereign immunity or any other available defenses, the County asserts that failure to meet all of these requirements will result in the data or materials being open for inspection in response to a valid inquiry under FOIA and will serve to waive any right of the Bidder/Offeror to assert a claim against the County for disclosure of trade secrets or proprietary information.

Bidder/Offeror shall be responsible for intervening and defending, at its expense, any demands made upon the County by third parties for production of any such items.

D. RECEIPT OF BIDS/LATE BIDS: It is the Bidders responsibility to ensure that his/her bid is received prior to or at the specific time and the place designated in the solicitation. **Bids received after the date and time specified shall not be considered.**

Bids will be opened at the time and place stated in the advertisement, and their contents made public for the information of bidders and others interested who may be present either in person or by representative. The County personnel whose duty it is to open the bids will decide when the specified time has arrived.

Bids shall be addressed as indicated in the Advertisement for Bids and shall be delivered, enclosed in a sealed envelope, marked "Bid" and bearing the title of the work, name of the bidder, and the contractor's license number of the bidder. Bidders shall clearly mark on the outside of the bid envelope which contract(s) they are bidding.

No responsibility will be attached to any County personnel for the premature opening of a bid not properly addressed and identified on the outside of a sealed envelope.

E. COOPERATIVE PROCUREMENT:

1. This procurement is being conducted on behalf of Louisa County, Virginia and other public bodies in accordance with the provisions of §2.2-4304 of the Virginia Public Procurement Act and §60-5.1 of the Louisa County Code.
2. If approved by the Contractor, the contract resulting from this procurement may be used by other public bodies to purchase at contract prices and in accordance with the contract terms. The Contractor shall deal directly with any public body it approves to use the contract.
3. With the approval of the Contractor, any public body using the resultant contract has the option of executing a separate contract with the Contractor to add terms and conditions required by statute, ordinances, or regulations, or to remove terms and conditions which conflict with its governing statutes, ordinances, or regulations. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.

4. The County of Louisa, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Louisa County contract.
5. It is the Contractors responsibility to notify other public body(s) of the availability of the contract(s).

IV. METHOD OF SELECTION:

After the Sealed Bids have been opened, the County shall prepare a list of those contractors who have submitted bids and met the qualifications listed in this offering. Award shall be given based on the lowest responsive and responsible bidder. In case of arithmetic errors, the unit price will govern. The County of Louisa may cancel this IFB in whole or in part or reject any or all bids at any time prior to award. Should the County determine that a bidder is not qualified; the bidder shall be notified in writing of that determination and the reason. The award document will be a contract incorporating by reference all requirements, terms, and conditions of the solicitation of this offer.

The County reserves the right to evaluate any sources of information available.

V. COUNTY OF LOUISA, VIRGINIA, MASTER CONTRACT GENERAL CONDITIONS AGREEMENT

See Appendix A. Louisa County does not accept changes to the County of Louisa, Virginia, Master Contract General Conditions Agreement, and any attempt by the Bidder to make such changes is in itself reason for a bid to be declared as non-responsive to the IFB and rejected by the County.

VI. BID PRICE SHEET

See Appendix B

VII. DRAWINGS

See attached drawings FP-1 and PP-1.

VIII. SPECIFICATIONS

See attached flooring specifications, Section 096723, for high solids thin film epoxy.

Annex 4-C
PRE-BID CONFERENCE CHECKLIST

The following points are to be considered when pre-bid conferences are used:

- ___ Requirement: Prebid conferences are required for complex and/or large dollar value (over \$100,000) solicitations.

Preparation:

- ___ Reserve a meeting room or location suitable to accommodate the anticipated attendance, if necessary. Be sure the site is accessible; if outside, specify an alternate date or place in the event of inclement weather.
- ___ Coordinate with the using department to determine who will speak for the requisitioning activity and conduct the conference and/or site visit.
- ___ Have extra copies available of the solicitation and all attachments.
- ___ Have a sign-in sheet prepared (Annex 4-D).

Conduct of Conference/Site Visit:

- ___ Note the date, time, location, and name of solicitation of the conference. If this is a mandatory conference and a cutoff time for late arrivals was stated in the solicitation, remind attendees, and enforce it.
- ___ Welcome participants, and introduce key people.
- ___ Require all present to sign the sign-in sheet.
- ___ Explain the purpose of the conference/site visit - how it is to be conducted, how any addenda are issued, if necessary, and whether attendance is mandatory or not, etc. Attendees are to be told that no changes resulting from the conference are official unless issued in writing in the form of an addendum.
- ___ Take detailed notes of questions and answers to be provided in an addendum.

After the conference:

- ___ If an addendum is to be issued, prepare it as indicated in the example provided in Annex 4-E. The using department shall review and approve the addendum before issuing it to the vendors. If clarification is needed on a question or answer that was asked at the pre-bid conference, ask the using department for help.
- ___ After final approval from the using department, issue the addendum to all known potential vendors, post on the County's website, and post it on the Department of General Services' central electronic procurement website (eVA).

Annex 4-D
SAMPLE PRE-BID/PROPOSAL SIGN-IN SHEET

	Name	Company Name	E-mail Address	Telephone #
1				
2				
3				
4				
5				
6				
7				
8				

Annex 4-E

SAMPLE IFB COVER SHEET



COUNTY OF LOUISA
Finance Department

INVITATION FOR BID
COUNTY OF LOUISA

The County of Louisa invites qualified contractors to submit bids for providing public roads and infrastructure for the Ferncliff Business Park, located at Ferncliff, Virginia. An optional pre-bid conference will be held at 10:00 a.m. on Wednesday, June 8, 2011, at the Ferncliff Business Park, 4174 Three Notch Road, Louisa, VA 23093. The purpose of this conference is to allow potential bidders an opportunity to view existing conditions and present questions and obtain clarification relative to any facet of this solicitation. Specifications may be obtained from the Louisa County Finance Department, One Woolfolk Avenue, Louisa or by mail: P.O. Box 160, Louisa, VA 23093, or the county's website, www.louisacounty.com. Proposals are due by 2:00 p.m. at the above address on Wednesday, June 22, 2011. All proposals should be clearly marked "IFB # ED-11-02 – Ferncliff Business Park" on the outside of the envelope. Questions or requests for information packet should be directed to the above address or by calling 540-967-3404, M - F, 8:30 a.m. to 5:00 p.m.

Annex 4-F

SAMPLE IFB ADDENDUM



COUNTY OF LOUISA
Finance Department

INVITATION FOR BID # GS-11-20
ADDENDUM NUMBER 1

Date: April 22, 2011

Title: Installation of Epoxy Flooring at the Louisa County Animal Shelter

1. Work shall be performed during normal business hours of the Louisa County Animal Shelter, Tuesday through Saturday, 7:00 a.m. - 3:00 p.m. Accommodations may be made for extended hours, if necessary.
2. The project phasing will remain as specified on drawing PP-1.
3. The grated floor drain systems will NOT be epoxy coated. The epoxy coating will be terminated at the edge of the grated floor drain systems.
4. Standard electrical power and water supply is available for the contractors use.
5. The County will remove the cage fronts from the kennels prior to the contractor beginning phased work.
6. Areas will be cleared of all equipment and furnishings by the County prior to the contractor beginning phased work.
7. The individual kennels in the Dog Holding Room have an existing cant cove to remain. The perimeter and exterior walls of the kennels will require new cant cove, which the contractor is responsible for providing and installing.
8. The contractor shall provide and install cant cove on all stainless steel walls.
9. Contractor's base bid shall only be for Tnemec, as specified in the flooring specification. Contractors may also provide a high solid film epoxy substitution equal to or greater than the quality of the specified Tnemec by including it as an alternate on the attached revised bid price sheet. Specifications for the substitution shall be included with the bid and the County will evaluate the substitute product. However, the County reserves the exclusive right to reject a substitution regardless of product quality or price.

END OF ADDENDUM

Attachment (1)

Annex 4-G

SAMPLE BID TABULATION

Title and #: Installation of Epoxy Flooring at the Louisa County Animal Shelter # GS-11-20

NAME OF BIDDER	ADDRESS	BASE BID AMOUNT (Requested - Tnemec Brand)	GLASS BEADS	TOTAL BID PRICE (Other Brand)	TOTAL BID PRICE (Requested Tnemec Brand)
Company A		\$41,232.00		General Polymers \$35,963.00	\$41,232.00
Company B		\$25,000.00	INCL	General Polymers \$22,000.00	\$25,000.00
Company C		NA		Dur-A-Flex, Inc. \$29,085.00	
Company D		\$29,355.00		Florock \$27,355.00	\$29,355.00
Company E		\$24,000.00	\$4,400.00	NA	\$28,400.00
Company F		\$20,961.00	\$3,332.00	NA	\$24,293.00

Annex 4-H
SAMPLE IFB DENIAL LETTER



COUNTY OF LOUISA
Finance Department

May 3, 2011

Company A Corporation
Attn: John Smith
6313 Monument Avenue
Richmond, VA 23226

RE: IFB # GS-11-20
Installation of Epoxy Flooring at the Louisa County Animal Shelter

Dear Mr. Smith:

After careful review, the County of Louisa intends to award the contract for installation of Epoxy Flooring at the Louisa County Animal Shelter to Company A Corporation, the vendor with the lowest, responsive and responsible bid.

We appreciate your interest in doing business with the County of Louisa and hope that you will continue to participate in our procurement process.

If you have any questions, please feel free to contact me at 540-967-3404.

Sincerely,

Sam Massie
Purchasing Officer

Annex 4-I

SAMPLE IFB LETTER AGREEMENT



COUNTY OF LOUISA
Finance Department

May 17, 2011

Company A Corporation
Attn: John Smith
3355 Liberty Road
Villa Rica, GA 30180

Re: Letter Agreement for Installation of Epoxy Flooring at the Louisa County Animal Shelter

Dear Mr. Smith:

I wish to congratulate you on being the successful low, responsive and responsible bidder on Invitation for Bid (IFB) # GS-11-20 for installing Tnemec Brand Epoxy Flooring at the Louisa County Animal Shelter (the "Services"). This contract is effective for the term stated in the requirements of the IFB. The total cost for providing these services is \$24,293.00.

The contract for the Services consists of the following documents (collectively the "Contract Documents"):

- 1) This Letter Agreement;
- 2) IFB dated April 12, 2011;
- 3) Appendix A – County of Louisa, Virginia, Master Contract General Conditions Agreement; and
- 4) Appendix B – Bid Price Sheet.

By signing this Letter Agreement, Advanced Surfaces Corporation agrees that (i) the Contract Documents govern the relationship between the County and Advanced Surfaces Corporation (ii) the Contract Documents govern any and all matters related to the Services performed and (iii) no modification to the Contract Documents will be binding on the County unless such modification is made in writing and signed by a County representative in accordance with all applicable Federal, State and Local laws, including procurement laws.

Please find enclosed two (2) copies of the Contract Documents between Advanced Surfaces Corporation and the County of Louisa, Virginia. Please acknowledge by your signature below, the receipt of a complete set of the Contract Documents, and return both signed copies to my attention at the address listed below. I will forward you an executed copy of the Contract Documents once signed by the County.

County of Louisa
Attn: Sam Massie
PO Box 160
Louisa, VA 23093

We look forward to doing business with you. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Sam Massie
Purchasing Officer

I agree to the terms of this Letter Agreement, and acknowledge receipt of a complete set of the Contract Documents.

CONTRACTOR:

Company: _____

Signature: _____

Printed Name: _____

Title: _____ Date: _____

County Of Louisa
PO Box 160
Louisa, Virginia 23093

By: _____

Name: Christian Goodwin

Title: County Administrator

Annex 4-J

SAMPLE IFB RESOLUTION FOR BOARD PACKET TO AWARD CONTRACT

A RESOLUTION TO APPROVE AND AWARD A CONTRACT TO Company B & SONS, INC. FOR THE FERNCLIFF BUSINESS PARK ACCESS ROAD PROJECT

WHEREAS, Invitation for Bid #ED-11-02 was issued on May 26, 2011, in order to solicit bids from qualified contractors to provide public roads and infrastructure for the Ferncliff Business Park, located in Ferncliff, Virginia; and

WHEREAS, this solicitation was advertised in the May 27, 2011 edition of The Richmond Times-Dispatch, the June 2, 2011 edition of The Central Virginian, on the County's website, in the Louisa County Office Building, and was sent to forty-one (41) vendors, including all those on the vendor bid list; and

WHEREAS, an optional pre-bid meeting was held on June 8, 2011 at the Ferncliff Business Park for the purpose of allowing potential bidders an opportunity to view existing conditions and present questions and obtain clarification relative to any facet of the solicitation; and

WHEREAS, bids were due by 2:00 p.m. on Wednesday, June 22, 2011 at the Louisa County Administration Building; and

WHEREAS, eleven (11) bids were received ranging from \$824,964.52 to \$1,139,232.00; and

WHEREAS, Company B & Sons, Inc. was deemed the lowest, responsive and responsible bidder at \$824,964.52.

NOW, THEREFORE, BE IT RESOLVED, on this 5th day of July 2011, that the Louisa County Board of Supervisors hereby authorizes the County Administrator to enter into the contract with Company B & Sons, Inc. for the Ferncliff Business Park Access Road Project on behalf of the County of Louisa, so long as such contract is consistent with the Invitation to Bid, is consistent with the low responsive and responsible bidder price of \$824,964.52 and only after the County Attorney for Louisa County, Virginia approves such contract as to form. The source of these funds is Ferncliff Business Park Access Road (GL # 4-303-82000-5630).

Annex 4-K
SAMPLE CONTRACT REVIEW FORM



County of Louisa

Begin Date: _____
End Date: _____

CONTRACT REVIEW

Procurement Officer – Verify procurement guidelines; Create folder
– Prepare contract using pre-approved format
– Forward folder to contractor for signature (Date: _____)

Procurement Officer: – Obtain contractor signatures
– Submit folder to County Attorney (Date: _____)

County Attorney: – Approve as to form
– Forward folder to County Administrator (Date: _____)

Administration: – County Administrator signs originals (Date: _____)
– Forward folder to Procurement Officer

Procurement Officer – 1 original to contractor, 1 copy to file, 1 copy to Department Head, 1 copy to Treasurer

Procurement Officer: – Enter into Minutetrak to add to Board packet for approval/notification - include bid tabulation (Date: _____)
– Send IT email to add to County's website (Date: _____)
– Complete Purchase Requisition and forward to Department Head for signature

CHAPTER 5

COMPETITIVE NEGOTIATION

In this Chapter look for . . .

- 5. General
- 5.1 Competitive Negotiation (For Goods and Nonprofessional Services)
- 5.2 Preparation and Issuance of a Request for Proposal (RFP)
- 5.3 Sealed proposals - Receipt and Evaluation
- 5.4 Negotiation and Award

Annexes

- 5-A RFP Step-by-Step Procedures
- 5-B Sample RFP
- 5-C Do's and Don'ts of Negotiation
- 5-D Sample Proposal Evaluation Scoring Sheet
- 5-E Sample Evaluation Summary
- 5-F Sample RFP Denial Letter
- 5-G Sample RFP Contract Documents
- 5-H Sample RFP Resolution for Board Packet to Award Contract

5. **General.** The Code of Virginia § 2.2-4302.2 requires the use of competitive negotiation for the procurement of all professional services. Professional services is defined as “work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering. Competitive negotiation may be the procurement method used for goods and nonprofessional services when it is not practicable or fiscally advantageous to use competitive sealed bidding.

5.1 **Competitive Negotiation (for Goods and Nonprofessional Services).** Competitive negotiation has the advantage of flexibility for describing in general terms what is being sought and the factors to be used in evaluating responses. It offers the opportunity, through negotiation, to change the content of an offer and pricing after opening. Negotiation is the dialogue that occurs to achieve mutually satisfactory objectives and benefits and to reconcile differences through mediation. This discussion provides the means for both the buyer and seller to reach agreement on a contract's content, terms, and conditions. In the course of negotiation, both parties should be able to reach a mutually acceptable agreement. Competitive negotiation is not “horse trading,” “haggling,” or an auction. Competitive negotiation, properly carried out, requires skill and extensive preparation on the part of the negotiators to achieve specific procurement objectives.

This method of procurement requires the issuance of a Request For Proposal (RFP) that describes in general terms the requirement, the factors that will be used to evaluate the proposal, the County's Standard Terms and Conditions, plus any special conditions including unique capabilities or qualifications that will be required. All responses must be held unopened until the date and time specified for their receipt.

5.2 **Preparation and Issuance of a Request for Proposal (RFP).**

- a. Upon a determination made in advance by the County and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, goods, services, or insurance may be procured by competitive negotiation. The writing shall document the basis for this determination.

- b. A written RFP is issued to describe in general terms that which is to be procured (see Annex 5-B for format and contents). The RFP must specify and list the specific requirements to be addressed by the offerors that will be used in evaluating the proposals and will contain other applicable contractual terms and conditions, including any unique capabilities or qualifications required of the contractor. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror.
- c. Mandatory requirements should be kept to a minimum and refer only to those areas that are required by law or regulation or are such that they cannot be waived and are not subject to negotiation. The use of "shall" or "must" indicates a mandatory requirement. Specify any optional information desired. The factors for use in evaluation shall be stated in the RFP. Price shall be one of the factors considered, but need not be the determining one.
- d. Review the RFP Solicitation and RFP Step-by-Step Procedures (Annex 5-A) to assure that all specific requirements applicable to the procurement have been met.
- e. Establish a proposal submission due date and time which provide sufficient time for potential offerors to develop a proposal. The minimum time period is ten (10) days from issue date of the RFP. The time period used may be greater than the required ten (10) days based on the complexity of the requirement and whether or not a preproposal conference is required.
- f. All preproposal conferences or site visits must be mentioned in the RFP and any advertisement of it. If attendance at such a conference or site visit is a prerequisite for submitting a proposal, the public notice period must be at least ten (10) days after issuance to provide adequate opportunity for potential offerors to obtain a copy of the RFP and attend.
- g. RFPs shall be advertised in a newspaper of general circulation or on the Department of General Services' central electronic procurement website (eVA). The advertisement should be a brief statement about the requirement and information on how to receive a copy of the solicitation (see Annex 4-E).

5.3 Sealed Proposals - Receipt and Evaluation.

- a. Public openings of proposals are not required. If a public opening is held, the names of the individuals, or the names of firms submitting proposals in a timely manner, is the only information read aloud and made available to the offerors and general public.
- b. The proposals are evaluated by the buyer and an evaluation team. Proposals are evaluated on the basis of the criteria set forth in the RFP. All RFP responses are to be evaluated. Proposals not meeting requirements should be scored lower. Two or more offerors determined to be fully qualified and best suited are then selected for interviews and negotiation. Price is considered, but need not be the sole determining factor.
- c. During the evaluation phase it may be determined by the evaluation panel that only one offeror is fully qualified, or that one offeror is CLEARLY more highly qualified than the others under consideration. A written determination shall be prepared and retained in the contract file to document the meaningful and convincing facts supporting the decision for selecting only one offeror and negotiating with that offeror.

5.4 Negotiation and Award.

- a. Negotiations are conducted with each of the offerors so selected (see Annex 5-C for Do's and Don'ts of Negotiation). Negotiation allows modification of proposals, including price. Offers and counter-offers may be made as many times with each offeror as is necessary to secure a reasonable contract. After negotiations have been conducted with each of the selected offerors, the County selects the offeror which, in its opinion, has made the best proposal. In all cases, written confirmation shall be obtained from the offeror on any modifications of the original proposal.
- b. For competitively negotiated procurements, once evaluation and negotiations have been completed with selected offeror(s), the agency must prepare a written narrative summarizing the rationale for the ratings that are developed for each proposal received. The summary shall address the merits of the proposal relative to the evaluation ratings; it shall not compare proposals to each other (see Annex 5-E). The County is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Code

of Virginia, § 2.2-4359D). Offerors may inspect the proposal records after evaluation and negotiations are complete, but prior to award (see *Code of Virginia*, §2.2-4342 (d)).

Note: Although the County is not required to conduct formal debriefings upon completion of the evaluation process, if after review of the procurement file a vendor requests further clarification of specific issues, the purchasing officer should be prepared to discuss pertinent information in regards to the procurement process. It is not intended that advice be provided in regards to how a vendor could strengthen future responses to make him more competitive, as that should be self-evident upon completion of his review.

- c. Agencies may cancel a RFP, or reject proposals at any time prior to making an award.
- d. The award documents shall incorporate, by reference, the terms and conditions of the RFP and the contractor's proposal, together with all written modifications thereof.

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Annex 5-A

RFP STEP-BY-STEP PROCEDURES

The following step-by-step procedures are a guide on how to properly prepare an RFP for the procurement of goods or services by competitive negotiation.

STEP 1 - PREPARE WRITTEN DETERMINATION[Deleted]

~~The use of competitive negotiation for nonprofessional services requires a written determination made in advance that competitive sealed bidding is either not practicable or not fiscally advantageous to the Commonwealth. The writing shall document the basis for this determination. It is not sufficient to only state that "it is not practicable or not fiscally advantageous." The written statement must explain why it is not practicable or not fiscally advantageous.~~[Deleted]

STEP 12 - PREPARE THE REQUEST FOR PROPOSAL (RFP)

Competitive negotiation is a method of contractor selection which includes issuance of a written RFP indicating in general terms that which is sought to be procured, specifying the factors that will be used in evaluating the proposals, and containing or incorporating by reference the applicable contractual terms and conditions including any unique capabilities or qualifications which will be required of the contractor. The RFP should be prepared using the sequence shown on Annex 5-B.

Preparing the RFP - The following is an explanation of the contents of each section of an RFP.

I. PURPOSE: Include a brief statement of the purpose of the RFP. The following are typical examples of language used in writing this section for goods and services.

- A. Goods: "The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiation for the (purchase/lease-purchase/lease/rental) of (generic commodity description) by the County of Louisa."
- B. Services: "The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiation for the purchase of (type of consultant services/type of maintenance services/type of other nonprofessional services) by the County of Louisa."

II. STATEMENT OF NEEDS/SCOPE OF SERVICES:

- A. The Statement of Needs should describe in general terms, the service to be performed or the goods to be purchased, including quantity, if applicable. Specifications and/or drawings may be referenced by attachment.
- B. Items that should be addressed in the Statement of Needs include the specific tasks, subtasks, parameters, and limitations restricting such task or subtasks which should be accomplished and/or considered by the contractor or included in the final product. Consequently, each task should be numbered and organized in such a manner as to identify it as an individual task among many. This is one of the most important sections of the RFP, because it is the section upon which the offerors will base their proposed prices.
- C. Other items that should be addressed, as appropriate, include but are not limited to, County furnished materials such as plans, statistical reports, office space, personnel, response times, workmanship, working hours, overtime, access to work site, etc.
- D. The following are samples of the beginning language:
 1. Goods: "The contractor shall furnish ____ each of the following described item(s):"
 - a. The description must specify the minimum desired functions of the item(s) and/or the desired characteristics, design, etc., if applicable. The use of brand names is more appropriate in an IFB than a RFP.

- b. Other items that should be addressed include but are not limited to inside delivery, set up and assembly, removal of trash, warranty, maintenance, packaging, etc., as appropriate.
- 2. Consultant Services: "The contractor shall furnish all labor and resources to conduct a management study of (name of specific area, etc.) for the purpose of analyzing and recommending appropriate changes to improve efficiency, etc."
- 3. Nonprofessional Services: "The contractor shall furnish all labor, materials, etc. to provide Janitorial Services/Dental Services/Food Service Operations/etc. to the County of Louisa."

III. PREPROPOSAL CONFERENCE: If a preproposal conference is desired, indicate date, time, place, and whether attendance is mandatory or optional. See Annex 4-C for additional procedures and Annex 4-A (III) for specific wording regarding mandatory and optional conferences.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

- A. GENERAL INSTRUCTIONS: This section is used to inform the potential offerors of how many copies of the proposal must be submitted, how the proposal is to be prepared, the possibility of oral presentations by the offerors, etc. To reduce administrative burden and costs, request enough copies so that each evaluator is provided a copy. The following are sample paragraphs normally used in this section.
 - 1. RFP Response: In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and () copies of each proposal must be submitted to the County.
 - 2. Proposal Preparation:
 - a. Proposals shall be signed by the authorized representative of the Proposer.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise, detailed description of capabilities to satisfy the requirements of the RFP.
 - c. All expenses for making proposals to the County shall be incurred by the Offeror.
 - d. Offeror must be authorized to transact business in Virginia as a domestic or foreign business entity as required by the State Corporation Commission, if such is required by law. Such status shall be maintained during the term of a contract. A contract entered into by a business in violation of the requirements is voidable at the option of the public body.
 - e. The Offeror must submit a proposal, which demonstrates and provides evidence that the Offeror has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required in the RFP is submitted with the proposal. All information provided should be verifiable by documentation requested by the County of Louisa. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. **Each copy of the proposal should be bound with all documentation in a single volume where practical.** Responses must, in any event, contain the requirements presented in the RFP and be organized into separate chapters and sections using the format described in the RFP in order to provide each firm an equal opportunity for consideration.

- B. SPECIFIC PROPOSAL INSTRUCTIONS: Use this section to inform the potential offerors of the information that must be submitted with their proposals. The information requested is used as the basis for developing the proposal evaluation criteria. The following is a sample of the beginning language and examples of typical specific requirements:

"Responses must, in any event, contain the following information and be organized into separate chapters and sections using the format described below in order to provide each firm an equal opportunity for consideration.

- a. Project Methodology

- i. Offeror's philosophy, understanding of the County's requirements and environment
- ii. Offeror's local market knowledge
- iii. Analytical tools and benchmarks used to evaluate carriers and plan designs
- iv. Analytical tools used to evaluate performance, manage trends, assess employee contribution alternatives, etc.
- v. Methods used to analyze claim experience and make recommendations on changes
- vi. Methods used, and the firm's ability, to manage a 3-5 year benefits planning horizon
- vii. Methods used to illustrate the highest valued opportunity for benefit design and carrier choices on an annual basis
- viii. Techniques and procedures your firm uses to assist in identifying current and anticipated new exposures to loss, including impact of Medicare benefits
- ix. Method used to monitor group-specific and market health care cost trends routinely and how cost reporting supports benefit design evaluation
- x. Experience and/or creative ideas on dealing with carriers on the specific issues such as carrier interest in employee vs. employer contribution to premium, potential for self-funding, benefit design, eligibility policies, participation levels etc.

b. Experience of the Offeror

- i. Include a statement of the Offeror's experience in providing the services stated in the Statement of Needs/Scope of Services with an emphasis on public sector experience.

c. Experience of the Project Team

- i. Provide the name of the key contact for the County contract and list other key professional staff to be assigned work under the contract, describe their experience as project team members and attach resumes describing their qualifications including credentials, experience, responsibilities, and specifically, work on similar engagements of similar size and scope, with an emphasis on public sector experience.

d. References

- i. Provide at least three (3) references of clients of similar size, scope and environment for whom similar services have been provided and dates the service was provided. Include client name, address, telephone number, description of type of services performed, and person the County may contact.

e. Cost of Services

- i. Provide a detailed cost proposal. Identify the total compensation package for services rendered and how it will be derived.

V. **EVALUATION PROCESS AND CRITERIA:** This section is in two parts. The first part, "Evaluation Process," explains to the offerors the purchasing process of evaluation and states how the award will be made. The second part, "Evaluation Criteria," tells the offerors how the proposals will be evaluated. **The criteria must be developed from the items asked for in the "Specific Proposal Instructions" section.** The following is a sample of the beginning language and example evaluation process and criteria that can be modified to reflect the RFP's needs:

A. **EVALUATION PROCESS:** The County of Louisa shall appoint a Selection Committee to review and evaluate all proposals submitted by Offerors responding to this RFP. The proposals will be evaluated and ranked based on the Evaluation Criteria listed in Section V. The County of Louisa may ask top ranked Offerors to attend a presentation discussion as part of the evaluation process. Firms invited to the discussion should be prepared to have general discussions on non-binding estimates of cost to provide requested services. At the conclusion of

the evaluation process, the County will select one or more firms with whom final negotiations will be conducted in an effort to obtain a contract.

B. EVALUATION CRITERIA: "The respondents will be evaluated on the following criteria:"

Instructions to Buyers: The basis for evaluation must be known in advance. Phrases such as "and any other criteria the County may decide to use" are not specific, violate the intent of the General Assembly expressed in § 2.2-4300C of the *Code of Virginia*, and shall not be used. Experience and qualifications not only of the firm but also of the personnel to be assigned to the contract shall be included in the "Experience and qualifications" criterion, when appropriate.

These are examples of **typical criteria** used. There is no specific number required but the number should normally be kept to no more than five criteria.

FOR SERVICES

1. Specific plans or methodology to be used to perform the services
2. Price
3. Experience and qualifications of personnel assigned to perform the services
5. References from other clients

FOR GOODS

1. Quality of equipment offered and suitability for the intended purpose
2. Experience and qualifications of personnel in providing the goods
3. Price
5. Maintenance Support
6. Scope and suitability of training offered to County personnel

VI. STANDARD TERMS AND CONDITIONS OR MASTER CONTRACT: Determine whether the Standard Terms and Conditions or the Master Contract will be used. Unless the solicitation is for a contractor, architect, or engineer, the Standard Terms and Conditions will be used.

VII. ATTACHMENTS: List any attachments including their purpose.

STEP 23 - ISSUING THE RFP

Prepare the RFP cover sheet, identify potential sources, prepare a vendor mailing list, advertise at least 10 days prior to the date set for receipt of bids by posting on the Department of General Services' central electronic procurement website (eVA), publicly post the RFP on the County's website and post the cover sheet in the case in the lobby. It is optional to also advertise in either The Central Virginian, the Richmond Times Dispatch, or the Daily Progress, or all, if appropriate.

- I. COVER SHEET: Utilize the cover sheet sample on Annex 4-E.
- II. IDENTIFY POTENTIAL SOURCES: Select appropriate sources to solicit. The using department may provide additional vendors.
- III. PUBLIC POSTING AND ADVERTISING: A RFP may be publicly posted in at least one newspaper of general circulation or on the Department of General Services' central electronic procurement website (eVA), on the County's website and in the case in the lobby.

STEP 34 - SELECT AN EVALUATION PANEL

Select and assign a proposal evaluation panel. The evaluation panel should be kept small, three to five is recommended, including the purchasing officer. Experience has shown that larger panels are unwieldy and make it difficult to coordinate meetings and negotiating sessions and to reach evaluation decisions.

STEP 45 - CONDUCT PREPROPOSAL CONFERENCE AND/OR SITE VISIT

Conduct preproposal conference and/or vendor visit of work site, if required in the RFP. If a preproposal conference or site visit is required, a roster signed by those attending shall be made.

STEP 56 - ISSUE ADDENDUM

If necessary, issue an addendum to correct errors, change proposal due date, or to make any other changes that have been agreed to as a result of the preproposal conference, site visit, etc. See Annex 4-F for sample addendum. Post addendum on the County's website.

STEP 57 - RECEIVE PROPOSALS

Receive proposals at the date and time specified, [either by paper submission or through the eVA online submission portal](#). A public opening is not required by law. If a public opening is held, read only the names of the offerors. Late proposals cannot be considered and should be returned unopened. A copy of each proposal shall be distributed to each member on the evaluation panel. The purchasing officer shall retain the proposals marked original.

STEP 58 - EVALUATE PROPOSALS

- I. The purchasing officer arranges a meeting for the evaluators in which to score the proposals based on the evaluation criteria and point values listed in the RFP. The evaluators are instructed to identify and list areas of apparent noncompliance or areas needing clarification in each proposal.
- II. Based on a numerical grade of 0-missing, 1-poor, 2-fair, 3-good, 4-above average, or 5-perfect, as agreed on by the evaluators, the purchasing officer will issue a score for each evaluation criteria. The evaluators are instructed to conduct a preliminary independent and impartial appraisal and prepare a tentative handwritten analysis describing the rationale leading to specific conclusions on the strengths and weaknesses of each proposal. The evaluators should not contact any of the offerors.
- III. Invitations for interviews and negotiations are then issued by the purchasing officer based on the total evaluation score received by the firms. Firms to be selected are chosen by a 'natural break' in the scores, or the highest two. After independent evaluations of each member, the purchasing officer shall schedule a meeting with the evaluation panel to openly discuss each proposal and determine which firms should be invited for interviews and negotiations.

STEP 59 - SELECTION OF OFFERORS AND PREPARATION FOR NEGOTIATION

- I. 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 included in the Request for Proposal. Negotiations shall be conducted with each of the offerors so selected. Should the evaluation committee determine in writing that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.
- II. Each selected offeror's proposal is then discussed in detail by the committee to determine a plan highlighting the areas of negotiation.

STEP 60 - SCHEDULE INTERVIEWS AND CONDUCT NEGOTIATIONS

- I. Contact each selected offeror and schedule interviews.
- II. Negotiations are then conducted in accordance with the negotiation plan developed in Step 11. Care should be taken to assure that information contained in other proposals is not divulged. Multiple negotiation sessions may be required.
- III. Obtain in writing, from each offeror with whom negotiations have been held, confirmation of any changes to their proposals that were agreed to during negotiations. Documentation of the negotiating sessions will be made a part of the file.
- IV. The decision to award is based on the final negotiated proposals in accordance with the evaluation criteria in the RFP and must be documented in the procurement file.

V. If reference checks or any tests or inspections are required, proceed as follows:

- A. The evaluation committee must contact the references for each offeror.
- B. A written questionnaire identifying the reference and questions asked should be developed. A brief summary of the answers is recorded on the form and becomes part of the file.
- C. If equipment is required by the RFP, a demonstration test is permissible.
- D. On-site inspection of an offeror's facilities by the evaluation committee is permissible for the purpose of verifying facts presented in the proposal. Arrangements for on site tests and inspections should be coordinated with the offeror(s) by the purchasing officer.

STEP 1041 - INSURANCE REQUIREMENTS

The County shall request that an insurance certificate be issued prior to the work commencing.

STEP 1142 - AWARD CONTRACT

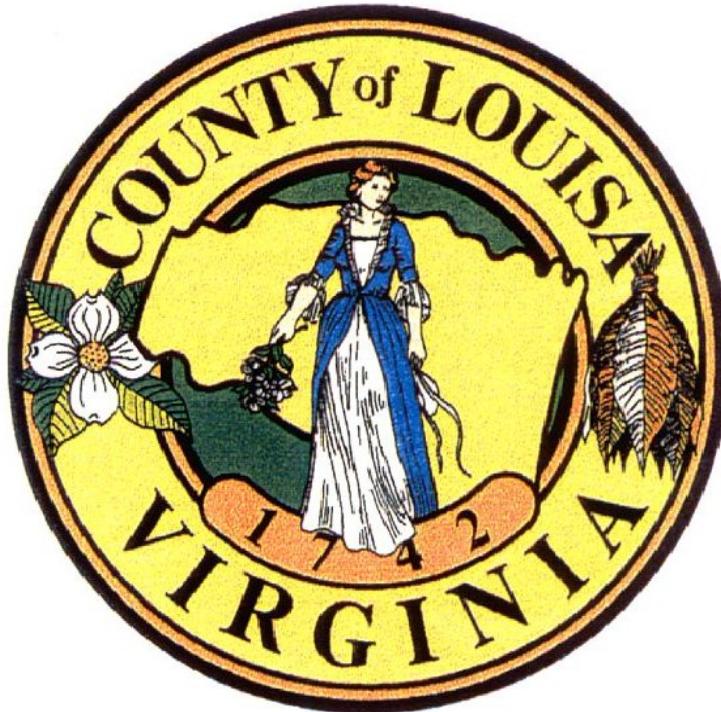
Prepare and issue denial letters (see Annex 5-F) to appropriate parties. Prepare the letter agreement (see Annex 5-G) and contract documents and resolution (see Annex 5-H) for the Board Packet. Prepare folder for contract documents and staple in contract review form (see Annex 4-K).

STEP 1243 - POST AWARD

Once the contract documents have been approved by the Board, issue the contract documents to the vendor. Post the award information on the County's website. Once the contract documents are received back from the vendor, follow the procedures on the contract review form. [Once the contract documents have been finalized, post the Notice of Award on eVA.](#)

Annex 5-B

SAMPLE RFP



COUNTY OF LOUISA, VIRGINIA

REQUEST FOR PROPOSAL (RFP)
FOR
BENEFIT CONSULTING SERVICES

RFP# HR-11-01

JUNE 15, 2011

**REQUEST FOR PROPOSAL
(RFP)**

Issue Date: Wednesday, June 15, 2011

RFP# HR-11-01

Title: Benefit Consulting Services

Issuing Agency:

County of Louisa, Virginia
Attn: Sam Massie
PO Box 160
Louisa, VA 23093

Location Where Work Will Be Performed:

County of Louisa, Virginia

Period of Contract: From July 15, 2011

Through July 14, 2012

Renewable: Two (2) successive one (1) year terms upon mutual agreement

Proposals Will Be Received Until: Friday, July 1, 2011, by 2:00 p.m., local time prevailing

Direct All Inquiries for Information To:

Sam Massie, Purchasing Officer
Post Office Box 160
1 Woolfolk Avenue
Louisa, VA 23093
(540) 967-3499
smassie@louisa.org

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO:

County of Louisa
Louisa County Administration Building
Attn: Sam Massie
Finance Department, 2nd Floor
1 Woolfolk Avenue
Louisa, Virginia 23093
(540) 967-3404

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

REQUEST FOR PROPOSAL TITLE PAGE

REQUEST NUMBER: HR-11-01 ISSUE DATE: 06/15/11

TITLE: BENEFIT CONSULTING SERVICES

In compliance with this Request for Proposal and to all the conditions imposed herein, by signing below, Offeror:

- (1) Offers and agrees to furnish the goods/services in accordance with the attached signed proposal;
- (2) Agrees that upon Louisa County's written acceptance of Offeror's response to the Request for Proposal, a valid and binding contract for services exists between Offeror and Louisa County;
- (3) Agrees that the Contract Documents will consist of, and *only* of, the Request for Proposal, the County of Louisa, Virginia Standard Terms and Conditions and Offeror's response to the Request for Proposal;
- (4) Certifies and warrants that the individual signing on Offeror's behalf is authorized to bind the Offeror in any and all contractual matters relating to this Request for Proposal;
- (5) Certifies and warrants that neither Offeror, nor the individual signing on Offeror's behalf, has any business or personal relationships with any other persons, including Louisa County employees, or companies that are in conflict with the Commonwealth of Virginia's Conflict of Interest Act, or the County of Louisa, Virginia Standard Terms and Conditions; and,
- (6) Certifies and warrants that the Offeror is properly licensed for providing the goods/services specified in the Request for Proposal and has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the proposal documents, prior to submitting the proposal, in accordance with Title 54.1, Chapter 11 of the Code of Virginia. If an Offeror shall fail to obtain the required license prior to submission of his proposal, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950), as amended, and his proposal will not be considered.

Sign in ink and type or print requested information.

Legal Name and Address of Firm:

Date: _____

By: _____

(Signature)

Name: _____

(Please Print)

Title: _____

FEI/FIN/SSN: _____
Fax Number: _____
E-mail Address: _____ Telephone Number: _____

Please provide the following if applicable to this RFP:

Virginia Contractor License # _____ SCC ID # _____

Offeror shall ascertain prior to submitting a response that all Addenda issued have been received and shall **acknowledge receipt and inclusion of all Addenda here:**

Addendum #: _____
Addendum #: _____
Addendum #: _____

Date Issued: _____
Date Issued: _____
Date Issued: _____

Information the Offeror deems Proprietary is included in this response in the separate section of the proposal identified immediately below.

This Title Page MUST be Submitted as Part of your Proposal

TABLE OF CONTENTS FOR RFP # HR-11-01

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IV. <u>PROPOSAL EVALUATION PROCESS</u>	9
V. <u>PROPOSAL EVALUATION CRITERIA</u>	9
VI. <u>COUNTY OF LOUISA STANDARD TERMS AND CONDITIONS</u>	11

I. PURPOSE:

The County of Louisa and the Louisa County Public Schools invite qualified firms to provide proposals for benefit consulting services to include assistance with benefit design, bidding and evaluation, contract negotiation, on-going evaluation and plan modification, compliance and reform education and maintenance, and other services required to obtain and maintain a competitive benefits program.

The County currently provides a comprehensive Health and Welfare Benefits Program for its employees including the following plans: health, prescription drug, dental, vision, sick leave, personal leave, vacation leave, holiday leave, and bereavement leave.

The County seeks a benefit plan that can be adjusted annually based on experience as well as one that can easily adapt to the changes market conditions and regulation and is, therefore, interested in a firm capable of taking a creative, innovative approach to the rising costs of health care and employee benefits, while maintaining fiscal responsibility.

The County of Louisa reserves the right to award to more than one Offeror.

Louisa County will select the firm(s) who they determine most closely satisfies the needs of the County. There is no requirement for acceptance of the lowest cost of service offered, and specific requirements may be waived or amended at the discretion of the County.

II. STATEMENT OF NEEDS/ SCOPE OF SERVICES:

The successful Offeror shall provide services including, but not necessarily limited to, the following:

- A. Provide benefits information to enable the County to make effective decisions in developing an overall Employee Benefits Program that is comprehensive and meets established objectives with respect to cost and competitiveness with the goal of attracting and retaining employees.
- B. Recommend alternative Benefit Plans designs, delivery systems, funding and communication methods as dictated by environmental / regulatory changes and emerging technologies.
- C. Provide information on health benefits issues, trends, possible new benefits, and proposed or new legislation.
- D. Track and report progress of Benefit Plans on a quarterly basis, coordinating with benefit providers to obtain relevant performance data. Provide analysis of Benefit Plan performance (i.e. Health Care Plan -- Premiums vs. Claims).
- E. Review the County Employee Benefits Program on a continuing basis to ensure that the Plans are in compliance with government regulations.
- F. Provide, upon request, consultation and guidance with respect to all Benefit Plans
- G. Provide consultation and guidance with respect to governmental mandates such as PPACA, FMLA, COBRA, HIPAA, ADA, USERRA etc.
- H. Advise and assist the County with required Benefit Plan communications to employees annually, during benefits enrollment and as regulatory changes occur.
- I. Advise and assist the County as necessary or requested in developing, implementing and conducting the annual Benefit Sign up.
- J. Assist with resolution of specific claims when requested by the County.
- K. Provide estimates of renewal rates and assist County staff in preparation of budget and expenditure projections for benefits.
- L. Evaluate appropriateness of alternative financing mechanisms such as employee contributions and conventional insurance. Recommend and assist in structuring various retention levels, stop-loss limits, etc.

- M. Assist in drafting, reviewing, issuing and evaluating requests for proposals (includes identification of appropriate markets)
- N. Assist and advise the County in contract negotiations/renewals (includes review for accuracy of coverage, compliance, terms and conditions).
- O. Analyze vendors' proposals and provide a written assessment based upon the County's selection criteria and timeframe.
- P. Work in coordination with the County to acquire needed insurance policies, contracts, clarifications, execution of documents, other required documents, and services, as needed during the County's RFP process and/or at anytime during the contract period.

IV. OFFEROR'S INSTRUCTION:

A. PROPOSAL PREPARATION:

1. *PRE-Proposal meeting required? MANDATORY or OPTIONAL? CUT-OFF TIME?*
2. Offerors may submit any questions or requests for additional information regarding the project in written format by *(DATE)*. All questions shall be directed to Sam Massie at smassie@louisa.org or via fax at (540) 967-3439. A formal clarification will be sent out in writing on *(DATE)*, to all known potential proposers.
3. The Offeror must submit a proposal, which demonstrates and provides evidence that the Offeror has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the County of Louisa. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. **Each copy of the proposal should be bound with all documentation in a single volume where practical.**

Responses must, in any event, contain the following information and be organized into separate chapters and sections using the format described below in order to provide each firm an equal opportunity for consideration.

d. Project Methodology

- i. Offeror's philosophy, understanding of the County's requirements and environment
- ii. Offeror's local market knowledge
- iii. Analytical tools and benchmarks used to evaluate carriers and plan designs
- iv. Analytical tools used to evaluate performance, manage trends, assess employee contribution alternatives, etc.
- v. Methods used to analyze claim experience and make recommendations on changes
- vi. Methods used, and the firm's ability, to manage a 3-5 year benefits planning horizon
- vii. Methods used to illustrate the highest valued opportunity for benefit design and carrier choices on an annual basis
- viii. Techniques and procedures your firm uses to assist in identifying current and anticipated new exposures to loss, including impact of Medicare benefits
- ix. Method used to monitor group-specific and market health care cost trends routinely and how cost reporting supports benefit design evaluation
- x. Experience and/or creative ideas on dealing with carriers on the specific issues such as carrier interest in employee vs. employer contribution to premium, potential for self-funding, benefit design, eligibility policies, participation levels etc.

e. Experience of the Offeror

- i. Include a statement of the Offeror's experience in providing the services stated in the Statement of Needs/Scope of Services with an emphasis on public sector experience.

f. Experience of the Project Team

- i. Provide the name of the key contact for the County contract and list other key professional staff to be assigned work under the contract, describe their experience as project team members and attach resumes describing their qualifications including credentials, experience, responsibilities, and specifically, work on similar engagements of similar size and scope, with an emphasis on public sector experience.

d. References

- i. Provide at least three (3) references of clients of similar size, scope and environment for whom similar services have been provided and dates the service was provided. Include client name, address, telephone number, description of type of services performed, and person the County may contact.

e. Cost of Services

- i. Provide a detailed cost proposal. Identify the total compensation package for services rendered and how it will be derived.

2. Proposals shall be signed by the authorized representative of the Offeror.
3. Proposals should be prepared simply and economically, providing a straightforward, concise, detailed description of capabilities to satisfy the requirements of the RFP.
4. All expenses for making proposals to the County shall be incurred by the Offeror.
5. Offeror must be authorized to transact business in Virginia as a domestic or foreign business entity as required by the State Corporation Commission, if such is required by law. Such status shall be maintained during the term of a contract. A contract entered into by a business in violation of the requirements is voidable at the option of the public body.
6. Offerors are reminded that changes to the RFP, in the form of addenda, are often issued between the issue date and within 5 days of the due date of the solicitation. All addenda must be acknowledged on the RFP Title Page. Notice of addenda will be posted on eVA and on the County of Louisa procurement page www.louisacounty.com/procurement. It is the offeror's responsibility to monitor the webpage for the most current addenda.

B. PROPOSAL SUBMISSION: The following documents must be received in our office via hard copy AND electronic copy (emails are not permissible – please send an electronic version such as a CD or flash drive with your hard copy) no later than the closing date and time stated below (Note: a hard copy and electronic copy must both be received by the closing date. If one or the other is not received, your proposal will be deemed late and not be considered): (DELETE ITEMS NOT NECESSARY)

If submitting through eVA, the Virginia e-procurement website, only an electronic copy is required.
The following documents must be received in our office via hard copy no later than the closing date and time stated below:

1. Your original proposal, along with five (5) additional copies. If applicable, please also include a redacted copy which does not include trade secrets or proprietary information.
2. Signed original of the completed Request for Proposal Title Page

3. Signed Appendix A "County of Louisa, Virginia Standard Terms and Conditions."
4. A list of Offerors proposed staffing to provide services; including primary and back up assignments. Include resumes and credentials for the personnel to be assigned to this service contract. The personnel named in the proposal shall remain assigned to the project throughout the period of the service contract. No replacement may be made without submission of a resume and credentials for approval by the County. A background investigation for the replacement will be required.
5. A list of client references of similar service contracts, including at least three (3) customers. These references must include name, address, and telephone number.
- 5-6. If substitutions are made to specific component items identified in this RFP, the Offeror shall clearly indicate exception being taken. Exceptions to the proposal must be clearly identified, and reasons for the exception clearly stated. Information concerning the items substituted must present clear evidence that the component specified is improper or unnecessary for the intended use, and/or the substituted component is equal or better than that specified by the County.
- 6-7. A certificate of insurance for all required coverages endorsing the County of Louisa to the insurance policy as an additional insured.
- 7-8. A copy of any applicable Federal, State, or Local license required to legally perform the service, or sell the goods specified in the RFP shall be attached to the proposal.
9. A clear statement of analysis (IE; food value, chemical composition, breaking strength, etc.).
10. If submitting electronically through eVA, **One (1) electronic document in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the eVA online submission portal.**
11. **Should the proposal contain proprietary information, provide one (1) redacted electronic copy of the proposal and attachments with proprietary portions removed or blacked out. This redacted copy should follow the same upload procedures as described on item III. B. of this RFP. This redacted copy should be clearly marked "Redacted Copy" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Louisa County shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.**

The RFP number and closing date must be clearly marked on the outside of the envelope. Each sealed envelope containing a Proposal must be plainly marked on the outside as follows:

1. Title of Solicitation
2. RFP# XX-XX-XX
3. Name of the Proposer
4. Address of the Proposer
5. Due Date and Time: XX/XX/XX @ 3:30 p.m.
6. A Statement reading "This container is not to be opened prior to the Due Date and Time."

Should any Proposal be received which is not so identified, the proposer assumes the risk that the submission will be opened prior to the Proposal Due Date. Proposals so opened shall be disqualified.

This solicitation will close on Friday, July 1, 2011, at 2:00 p.m., local time prevailing.

Return the proposal to:

Mail to: (US Mail)
County of Louisa
PO Box 160
Louisa, VA 23093
Attn: Sam Massie

or Hand Delivery (FEDEX, UPS, etc.)
County of Louisa
Louisa County Administration Building
Finance Department, 2nd Floor
1 Woolfolk Avenue

(540) 967-3404

Louisa, VA 23093
Attn: Sam Massie
(540) 967-3404

C. SUBMISSION OF PROPRIETARY INFORMATION: All information submitted to the County in response to this solicitation will constitute public information and will be available to the public for inspection upon request pursuant to the Virginia Freedom of Information Act (FOIA).

Pursuant to Virginia Code Section 2.2-4342 and County of Louisa Code Section 60-24, a Bidder/Offeror may request an exception to disclosure for trade secrets or proprietary information as such is defined under Virginia Code Section 59.1-336, part of the Uniform Trade Secrets Act.

In order to claim this exemption, the Bidder/Offeror shall perform ALL of the following: (i) include a written request indicating Bidder/Offeror's desire to invoke the protections of Virginia Code Section 2.2-4342 with submitted proposal materials/data; (ii) specifically identify the data or other materials to be protected by clearly labeling each page containing applicable data as PROPRIETARY; and (iii) to the County's satisfaction, articulate the rationale for why protection for the particular data or materials is necessary. The classification of an entire bid or proposal document, line item prices and/or total bid or proposal prices as proprietary or trade secrets is not acceptable.

Without waiving sovereign immunity or any other available defenses, the County asserts that failure to meet all of these requirements will result in the data or materials being open for inspection in response to a valid inquiry under FOIA and will serve to waive any right of the Bidder/Offeror to assert a claim against the County for disclosure of trade secrets or proprietary information.

Proposer/Offeror shall be responsible for intervening and defending, at its expense, any demands made upon the County by third parties for production of any such items.

D. RECEIPT OF PROPOSALS/LATE PROPOSALS: It is the Offerors responsibility to ensure that his/her proposal is received prior to or at the specific time and the place designated in the solicitation. **Proposals received after the date and time specified shall not be considered.**

Proposals shall be addressed as indicated in the Advertisement for Proposals and shall be delivered, enclosed in a sealed envelope, marked "Proposal" and bearing the title of the work, name of the offeror, and the contractor's license number of the offeror. Offerors shall clearly mark on the outside of the bid envelope which contract(s) they are bidding.

No responsibility will be attached to any County personnel for the premature opening of a proposal not properly addressed and identified on the outside of a sealed envelope.

E. COOPERATIVE PROCUREMENT:

1. This procurement is being conducted on behalf of Louisa County, Virginia and other public bodies in accordance with the provisions of §2.2-4304 of the Virginia Public Procurement Act and §60-5.1 of the Louisa County Code.
2. If approved by the Contractor, the contract resulting from this procurement may be used by other public bodies to purchase at contract prices and in accordance with the contract terms. The Contractor shall deal directly with any public body it approves to use the contract.
3. With the approval of the Contractor, any public body using the resultant contract has the option of executing a separate contract with the Contractor to add terms and conditions required by statute, ordinances, or regulations, or to remove terms and conditions which conflict with its governing statutes, ordinances, or regulations. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.
4. The County of Louisa, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Louisa County contract.

5. It is the Contractors responsibility to notify other public body(s) of the availability of the contract(s).

IV. PROPOSAL EVALUATION PROCESS:

The County of Louisa shall appoint a Selection Committee to review and evaluate all proposals submitted by Offerors responding to this RFP. The proposals will be evaluated and ranked based on the Evaluation Criteria listed in Section V. The County of Louisa may ask top ranked Offerors to attend a presentation discussion as part of the evaluation process. Firms invited to the discussion should be prepared to have general discussions on non-binding estimates of cost to provide requested services. At the conclusion of the evaluation process, the County will select one or more firms with whom final negotiations will be conducted in an effort to obtain a contract.

V. PROPOSAL EVALUATION CRITERIA

The respondents will be evaluated on the following criteria:

1. [XX Points] Understanding of the objectives and approach as evidenced by the proposal.
2. [XX Points] The methods, technical ability, capacity, and flexibility of the Offeror to perform the contract, including proposed methods to be used in evaluating health insurance carriers and ability to provide advice and assistance in controlling costs.
3. [XX Points] Capability and experience of the project staff including experience with similar work and as evidenced by submission of resumes of personnel to be assigned to this job.
4. [XX Points] References of former clients
5. [XX Points] Cost

The County reserves the right to evaluate any sources of information available.

The selection process shall be governed by and completed in accordance with the Louisa County Procurement Ordinance. If any provision of this Request for Proposal shall be found to be inconsistent or in conflict with such policy, the terms of the ordinance shall govern.

The County of Louisa reserves the right to reject any or all proposals.

VI. COUNTY OF LOUISA STANDARD TERMS AND CONDITIONS

See Appendix A. Louisa County does not accept changes to the County of Louisa, Virginia Standard Terms and Conditions, and any attempt by the Offeror to make such changes is in itself reason for a proposal to be declared as non-responsive to the RFP and rejected by the County.

Annex 5-C

DO'S AND DON'TS OF NEGOTIATION

DO

- Develop your own technique for negotiation.
- Be well prepared.
- Identify each point to be negotiated.
- Establish parameters of discussion for each point.
- Identify important issues first and consider appropriate points in time for their negotiation.
- Try to settle one point before moving to the next.
- Discuss budget limitations, policy and restrictions related to the program.
- Be prepared to discuss alternatives.
- Negotiate on an even basis. If the vendor has legal or technical support, bring your qualified counterparts.
- Avoid arguments.
- Avoid interruption.
- Avoid quick deals.
- Be ethical, fair and firm.
- Control the negotiation session.
- Attempt to reach a WIN-WIN result e.g., both parties at the conclusion of the negotiation believe they have reached a satisfactory contract.

DON'T

- Underestimate the ability of the vendor.
- Disclose the specific contents of other proposals.
- Negotiate areas beyond the scope of the RFP.
- Make a concession without obtaining a concession.
- Accept the first no.
- Be unreasonable or unfair.
- Negotiate to the point that the price is no longer fair and reasonable.

Annex 5-D

Proposal Evaluation Scoring Sheet

RFP #

Company Name:

0=Missing 1=Poor 2=Fair 3=Good 4=Above Average 5=Perfect

Annex 5-E

SAMPLE EVALUATION SUMMARY



COUNTY OF LOUISA
Finance Department

MEMORANDUM

TO: File

FROM: Sam Massie, Procurement

DATE: September 15, 2010

RE: Landfill Site Compliance and Regulatory Corrective Work

The Selection Committee, which consisted of Sam Massie, Purchasing Officer; Kevin Linhares, Director of General Services; and Robert Carter, Solid Waste Coordinator, met on Monday, September 13, 2010, to discuss proposals submitted for RFP# GS-11-04 by the following proposers.

- Company A
- Company B
- Company C
- Company D
- Company E
- Company F
- Company G

The Selection Committee discussed the needs for the County and the strengths and weaknesses of each proposer, including, but not limited to, completeness of the proposal, specific qualifications and experience of the proposer, proposed sequencing plan, and pricing of the project.

After thorough discussions, the Selection Committee came to consensus that the following firms were not suited to meet the needs of Louisa County for the following reasons.

- Company A - Did not include specific qualifications, experience, or a sequencing plan in their proposal.
- Company B - Did not include specific qualifications or experience in their proposal.
- Company C - The pricing submitted for the project was significantly over projected costs. Proposer submitted numerous exclusions in the proposal.
- Company E - Did not include specific experience in their proposal. The pricing submitted for the project was significantly over projected costs.
- Company G - Submitted a great proposal; however, there are two other contractors just as qualified, but with significantly lower prices.

Therefore, the County will ask Company A and Company G to come in for interviews for the selection committee to further evaluate. Both contractors are fully qualified and have a great deal of experience with Landfills. Both contractors also submitted decent pricing proposals.



COUNTY OF LOUISA Finance Department

MEMORANDUM

TO: File

FROM: Sam Massie, Procurement

DATE: September 15, 2010

RE: Landfill Site Compliance and Regulatory Corrective Work

The selection committee conducted negotiations with Company A and Company G on Wednesday, September 15, 2010.

Initially, the County requested a 30 day completion period based on concerns over compliance with DEQ regulations. The selection committee requested that each contractor give a price for a 30 days completion schedule and a 60 day completion schedule in order to have both contractors on a level playing field. In concurrence with DEQ, the selection committee decided to go with a 60 days schedule, which provides for substantial cost savings and eliminates delays due to indigenous weather conditions.

Both contractors have significant experience with Landfills and met all qualifications needed for this project. Overall, both contractors have very similar construction sequencing plans and agreed to complete the work in a 60 day timeframe. In it's opinion, the selection committee thought Company A exhibited the most confidence that they could complete this project within the said timeframe without any issues. Company A also provided a cost that was \$1,058 cheaper than Company G for a 60 day completion period. Based on the opinions of the selection committee and the negotiated prices from each contractor, the selection committee is recommending to the Board that Company A be awarded a contract for the work.

Annex 5-F
SAMPLE RFP DENIAL LETTER



COUNTY OF LOUISA
Finance Department

September 21, 2010

Company G
Attn: Jimmy John
4314 Leakesville Road
Luray, VA 22835

RE: Request for Proposal #GS-11-04
Landfill Site Compliance and Regulatory Corrective Work

Dear Ms. Burner:

On behalf of the County of Louisa, I would like to extend our appreciation to you and your firm for your interest in our Landfill Site Compliance and Regulatory Corrective Work Request for Proposal. The selection process was difficult, as we had highly competent and skilled offerors from which to choose. The County has chosen to award a contract to Company A.

We hope that you will continue to participate on future RFP's that the County of Louisa may release. Again, thank you for your time and obvious effort applied to this Request for Proposal. Your interest in doing business with the County is genuinely appreciated.

Sincerely,

Sam Massie
Purchasing Officer

Annex 5-G
SAMPLE RFP LETTER AGREEMENT



COUNTY OF LOUISA
Finance Department

September 20, 2010

Company A
Attn: John Smith
650 25th Street, N.W., Suite 100
Cleveland, TN 37311

Re: Letter Agreement for Landfill Site Compliance and Regulatory Corrective Work

Dear Mr. Smith:

I wish to congratulate you on being the successful proposer on RFP# GS-11-04 for Landfill Site Compliance and Regulatory Corrective Work (the "Services"). This contract is effective for 60 days from the date of award. The total cost for providing these services is \$196,500.

The contract for the Services consists of the following documents (collectively the "Contract Documents"):

- 5) This Letter Agreement;
- 6) Request for Proposal dated August 25, 2010;
- 7) Appendix A – County of Louisa, Virginia Master Contract General Conditions Agreement; and
- 8) Your response to the Request for Proposal.

By signing this Letter Agreement, Company A agrees that (i) the Contract Documents govern the relationship between the County and Company A (ii) the Contract Documents govern any and all matters related to the Services performed and (iii) no modification to the Contract Documents will be binding on the County unless such modification is made in writing and signed by a County representative in accordance with all applicable Federal, State and Local laws, including procurement laws.

Please find enclosed two (2) copies of the Contract Documents between Company A and the County of Louisa, Virginia. Please acknowledge by your signature on Page 2, the receipt of a complete set of the Contract Documents, and return both signed copies to my attention at the address listed below. I will forward you a copy of the Contract Documents once signed by the County.

County of Louisa
Attn: Sam Massie
PO Box 160
Louisa, VA 23093

We look forward to doing business with you. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Sam Massie

Purchasing Officer

I agree to the terms of this Letter Agreement, and acknowledge receipt of a complete set of the Contract Documents.

CONTRACTOR:

Company: _____

Signature: _____

Printed Name: _____

Title: _____ Date: _____

County Of Louisa
PO Box 160
Louisa, Virginia 23093

By: _____

Name: Christian R. Goodwin

Title: County Administrator

DRAFT

Annex 5-H

SAMPLE RFP RESOLUTION FOR BOARD PACKET TO AWARD CONTRACT

A RESOLUTION TO APPROVE AND AWARD A CONTRACT FOR SELF-CONTAINED BREATHING APPARATUS

WHEREAS, Request for Proposal #ES-11-03 was issued on July 1, 2011 in order to solicit proposals from qualified vendors for self-contained breathing apparatus (SCBA) in order to replace the entire complement of SCBA units and associated support equipment throughout the County; and

WHEREAS, this solicitation was advertised in the July 2, 2011 edition of The Richmond Times Dispatch, on the County's website, in the Louisa County Office Building, and was sent to three (3) vendors; and

WHEREAS, proposals were due by 2:00 p.m. on Wednesday, July 13, 2011 at the Louisa County Administration Building; and

WHEREAS, three (3) proposals were received; and

WHEREAS, after interviews and negotiations with each vendor, it was the consensus of the Selection Committee that awarding a contract for Mine Safety Appliances (MSA) equipment to Fire Protection Equipment Company appears to be the course of action most beneficial to efficient, effective, and economical completion of this replacement project and fulfilling the needs of Louisa County and its Volunteer Agencies; and

WHEREAS, the County has been awarded a grant under the Fiscal Year 2010 Assistance to Firefighters Program of \$783,852, which is to provide for the purchase of 166 SCBA-45 minutes with face piece with extra bottle at a 90 percent (90%) funding level with a 10 percent (10 %) match of local dollars.

NOW, THEREFORE, BE IT RESOLVED, on this 6th day of September 2011, that the Louisa County Board of Supervisors hereby authorizes the County Administrator to enter into a contract with Fire Protection Equipment Company in the amount of \$661,178 for self-contained breathing apparatus on behalf of the County of Louisa so long as such contract is the unchanged contract issued with the Request for Proposal, and only after the County Attorney for Louisa County, Virginia approves such contract as to form.

CHAPTER 6

SOLE SOURCE PROCUREMENT

In this Chapter look for . . .

- 6. Definition
- 6.1 Approval for Sole Source Procurements
- 6.2 Negotiating a Contract
- 6.3 Posting Requirements

Annexes

- 6-A Sole Source Checklist
- 6-B Sole Source Approval Request Form
- 6-C Notice of Sole Source Award

- 6. **Definition.** A sole source procurement is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a sole source situation; thus distinguishing it from a proprietary purchase where the product required is restricted to the manufacturer(s) stipulated, but is sold through distributors and competition between them can be obtained. Sole source justification based solely on a single vendor's capability to deliver in the least amount of time is not appropriate since availability alone is not a valid basis for determining a sole source procurement. Note: For sole source requirements exceeding \$5,000, a written quotation must be obtained from the vendor.
- 6.1 **Approval for Sole Source Procurements.** All sole source procurements must be approved in advance by the purchasing officer. The written determination, using the Sole Source Procurement Approval Request form in Annex 6-B, documenting that there is only one source practicably available for that which is to be procured, must be included in the procurement file.
- 6.2 **Negotiating a Contract.** Upon satisfying the requirements of paragraph 6.1 above, a contract shall be negotiated and awarded without competitive sealed bidding or competitive negotiation.
- 6.3 **Posting Requirements.** For sole source procurements over \$30,000, award notices must be posted in a designated public area or published in a newspaper of general circulation on the day the county awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the county's website and other appropriate websites. The form in Annex 6-C should be used for posting requirements. Award notices must state that only one source was determined to be practicably available and must also state that which is being procured, the contractor selected, and the date on which the contract was or will be awarded.

Annex 6-A

SOLE SOURCE CHECKLIST

- 1. Written determination using the Sole Source Procurement Approval Request form in Annex 6-B.
- 2. Noncompetitive negotiation shall be conducted.
- 3. Sole source notice of award posted for purchases over \$30,000.
- 4. PO or contract issued.

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Annex 6-B

Sole Source Procurement Approval Request

All requests for sole source purchases must meet the criteria established by the *County of Louisa Procurement Policy Manual*. It is the policy of the County that contracts be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available. The purchasing officer must review and approve all requests before issuance of any contract or purchase order.

Description _____

1. Explain why this is the only product or service that can meet the needs of the purchasing agency.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
3. Explain why the price is considered reasonable.
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

Date _____ Total Amount of Sole Source \$ _____

Department Name: _____

Department Head Signature: _____

Purchasing Office

Approved
 Disapproved
 More information needed (specify and return to agency)

Signature _____ Date _____

Note: This form must be filed with the contract/purchase order.

DRAFT



COUNTY OF LOUISA
Finance Department

NOTICE OF SOLE SOURCE AWARD

DATE: _____

COMMODITY: _____

P. O. NUMBER: _____

CONTRACTOR(S)/VENDOR(S): _____

**IT HAS BEEN DETERMINED THAT ONLY ONE SOURCE IS
PRACTICABLY AVAILABLE FOR THE COMMODITY LISTED
ABOVE.**

RECORDS FOR THIS PROCUREMENT ARE NOW AVAILABLE FOR INSPECTION.

PURCHASING OFFICER: _____

NAME TYPED OR PRINTED: _____

CHAPTER 7

EMERGENCY PROCUREMENT

In this Chapter look for . . .

- 7. General
- 7.1 Emergency Procurements
- 7.2 Award of Emergency Procurements
- 7.3 Documentation
- 7.4 Emergency Planning

Annexes

- 7-A Notice of Emergency Award

- 7. **General.** An emergency is an occurrence of a serious and urgent nature that demands immediate action. Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures. The potential loss of funds at the end of a fiscal year is not considered an emergency.
- 7.1 **Emergency Procurements.** In case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. This does not relieve the Department from negotiating a fair and reasonable price and subsequently documenting the procurement action.
- 7.2 **Award of Emergency Procurements.** The Department must prepare a confirming purchase order, as soon as practicable, after directing the contractor to proceed. Care should be taken to include in detail any agreements, including price, that were made orally with the contractor.
- 7.3 **Documentation.**
 - a. **Written Determination.** Prepare a written determination indicating the nature of the emergency, the reason for selection of the particular contractor and include such determination with the file.
 - b. **Posting Requirements.** Issue, post and/or publish required written notice. For emergency procurements over \$30,000, notices must state that the procurement has been declared an emergency and must also state that which is being procured, the contractor selected, and the date on which the contract was or will be awarded, and be posted in a designated public area or published in a newspaper of general circulation on the day the county awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as is practicable. Public notice may also be published on the county's website and other appropriate websites. See Annex 7-A for the proper form for internal posting, if desired.
- 7.4 **Emergency Planning.** In many cases, procurement planning can reduce the need for using emergency procedures. Departments should prepare and keep current a list of local sources of goods and services that might be needed in an emergency. Information on rates and charges should be established and agreed upon in advance.



COUNTY OF LOUISA
Finance Department

NOTICE OF EMERGENCY AWARD

DATE: _____

COMMODITY: _____

P. O. NUMBER: _____

CONTRACTOR(S)/VENDOR(S): _____

THIS CONTRACTOR(S)/VENDOR(S) WAS SELECTED BECAUSE:

THE NATURE OF THE EMERGENCY:

RECORDS FOR THIS PROCUREMENT ARE NOW AVAILABLE FOR INSPECTION.

PURCHASING OFFICER: _____

NAME TYPED OR PRINTED: _____

CHAPTER 8

CONTRACT ADMINISTRATION

In this Chapter look for...

- 8. General
- 8.1 Procurement Records
- 8.2 Delivery of Goods
- 8.3 Inspection
- 8.4 Acceptance
- 8.5 Rejection
- 8.6 Lost or Damaged Shipments
- 8.7 Payment and Invoice Processing
- 8.8 Modifications and Change Orders
- 8.9 Contract Renewal and Extension
- 8.10 Default
- 8.11 Vendor Performance Complaints
- 8.12 Notice to Cure
- 8.13 Termination for Default and Reprocurement Costs

Annexes

- 8-A Sample Cure Letter
- 8-B Sample Default Letter
- 8-C Sample Request for Payment Letter

- 8. **General.** Contract administration begins after award of the contract. Its purpose is to assure that the contractor's and agency's total performance is in accordance with the terms and conditions of the contractual agreement. The integrity of the public purchasing system demands that goods or services be furnished, received, invoiced and paid as specified in the contract. Contract administration includes all actions taken by the County relative to a specific contract after the award is made. Planning and proactive management of a contract are crucial to effective contract administration.
- 8.1 **Procurement Records.** A complete file should be maintained for each purchase transaction, containing all the information necessary to understand the why, who, what, when, where and how of the transaction. Generally, records are open to the public in accordance with the *Virginia Freedom of Information Act* and should be made available for review after the award has been made.
- 8.2 **Delivery of Goods.** The basic policy of the County is to request bids for goods F.O.B. Destination, which means the quoted price includes shipping costs. Delivery instructions should be made clear in the award documents specifying any conditions or issues impacting delivery. Delivery must be made by the date or period specified in the contract or the contractor will be considered to be in default.
- 8.3 **Inspection.** Departments are responsible for inspecting and accepting goods or services purchased. Inspection is the close and critical examination of goods or services delivered to determine conformance with applicable contract requirements or specifications. It includes the determination that:
 - a. Unless otherwise specifically ordered, the delivery consists of new and unused merchandise.

- b. Goods or services of the quality, quantity, grade, or standard specified in the purchase order or contract have been delivered.
- c. The design, construction, ingredients, size, kind, type, make, color, style, etc., of the commodities conform to the requirements of the purchase order or contract and where applicable, to the manufacturer's published specifications.
- d. The packaging and labeling, marking, or other means of identification meet specifications. The commodities comply with specification requirements in all essential respects, are in good condition, and delivery has been made in accordance with the terms and conditions of the purchase order or contract.

8.4 **Acceptance.** Notification of the acceptance of the delivery should be noted on a receiving document such as a packing slip or copy of the purchase order. Timely and proper payment of invoices requires expedient review and acceptance of the delivery against the terms of the purchase.

8.5 **Rejection.** Rejection of goods or services is the responsibility of the receiving Department whenever the goods or services do not meet contract requirements. In the event of a partial or total rejection, the Department should take immediate action to notify the contractor as to the reasons for rejection and to request prompt replacement. When a rejection is made, the purchasing officer should be notified.

8.6 **Lost or Damaged Shipments.** It is the Department's responsibility to promptly inspect deliveries for shipping damage at the receiving location. Concealed damage or latent defects should be reported to the carrier and contractor within seven (7) days of receipt and prior to removal from the point of delivery if possible. It is difficult to fix responsibility for deliveries once the Department has moved goods to another location or when the inspection has not been made in a timely manner. If latent defects are found, the contractor is responsible for replacing the defective goods within the delivery time originally stated in the solicitation and is liable for any resulting expenses incurred by the County.

8.7 **Payment and Invoice Processing.** To maintain good vendor relationships and a competitive environment, it is imperative that invoices be processed promptly and in accordance with the contract terms. The *Code of Virginia*, § 2.2-4352, requires localities to pay for the completely delivered goods or services by the required payment date. If no payment date has been established by contract, then payment is due not more than 45 days after receipt of a proper invoice, or 45 days after the receipt of the goods or services, whichever is later. When a large purchase requires performance over an extended period of time, Departments should make arrangements to process partial payments upon receipt of evidence indicating that the goods or services have been received.

8.8 **Modifications and Change Orders.** Any request for change affecting price, quality, quantity, delivery or cancellation requires a thorough written explanation by the Department prior to approval. A contractor shall not be notified that a change has been approved until that change has been authorized by the Purchasing Officer, Finance Director and County Administrator. All change requests should be evaluated for contract validity and a price reasonableness determination of the change shall be made in writing (see Section 1.4 for change order limits).

8.9 **Contract Renewal and Extension.**

- a. **Renewal.** A term contract may contain a renewal clause describing the conditions under which it may be renewed for a stipulated period of time. However, no contract may be renewed and no additional consideration may be paid unless specifically provided for in the original contract. Often indices such as the Consumer Price Index (CPI) or Producer Price Index (PPI) are used as a benchmark in pricing renewal options and assist in determining price reasonableness. Price increases should not be given automatically at renewal. It is the responsibility of the contractor to request a price increase, if desired, up to the amount authorized by the index referenced in the contract. The agency may then negotiate the amount of the increase up to the indexed amount.
- b. **Extension.** An agency may 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. No additional consideration exceeding the contracted price may be paid to the contractor. Also, in exceptional or extenuating circumstances a contract may be extended by mutual consent for a limited period of time, not to exceed six (6) months. This action should be taken in writing prior to the expiration of the current contract.

8.10 **Default.** A contractor is considered in default if he or she fails to perform in accordance with the terms and conditions of the contract (e.g., late delivery, nonconformance to specifications). The following factors should be considered prior to taking any action:

- a. The specific reasons for such failure.
- b. The period of time needed to obtain the goods or services from other sources compared to the time delivery or performance could be accomplished by the delinquent contractor.

8.11 **Vendor Performance Complaints.** Complaints and/or discrepancies on vendor performance should be reported as they occur. Vendors are required to respond to the County. Failure to respond may result in removal from the Vendors List.

8.12 **Notice to Cure.** A Cure letter is used when a contractor has failed to perform or deliver. It provides the contractor a period of time to correct or “cure” the deficiency and places the contractor on notice as to the consequences for failure to take the required corrective action. The notice may be given either orally or in writing advising the contractor that non-delivery or non-conformance is a breach of a contract and, if the deficiency is not corrected within a stated number of days, the County will terminate the contract for default and hold the contractor liable for any excess costs. When the notice to cure is given orally, it should be confirmed in writing (see sample Cure letter, Annex 8-A).

8.13 **Termination for Default and Reprocurement Costs.** Upon the expiration of the time period stated in the “Notice to Cure,” if a satisfactory resolution has not been reached, send the contractor a Termination for Default letter and take repurchase action. This letter states that the contract is being terminated for default and that when the County repurchases the goods or services, any additional cost to the County will be billed to the contractor (see sample Default letter, Annex 8-B). Normally repurchase should be by competitive means in order to secure a fair and reasonable price. If the repurchase results in increased costs to the County, a letter shall be sent to the delinquent contractor demanding payment of the excess costs (see sample request for payment letter, Annex 8-C). Until the excess repayment costs have been received, the contractor shall be removed from the Vendors Mailing List. If repayment has not been made by the end of the specified period of time, subsequent collection and debarment action shall be taken.

In some instances a contractor will notify the County that they refuse to or cannot deliver or complete performance on a contract. In those situations, it is not necessary to follow the procedure of using a cure notification. However, documentation shall be made to provide a historical file for future determinations of responsibility, etc.

SAMPLE CURE LETTER



COUNTY OF LOUISA
Finance Department

Date

Contractor's Name and Address

Subject: Notice of Contract Deficiency and Required Action

Dear _____:

You have failed to meet the requirement(s), i.e., *(delivery), (specifications), (performance standards), etc. on P.O. (or Contract) _____ dated _____. You are to satisfy this deficiency within ____ days of the date of this letter or be terminated for default and reprocurement action taken. In addition, your firm will no longer be solicited until this matter is satisfactorily resolved.

Sincerely,

Sam Massie
Purchasing Officer

cc: Helen Phillips, County Attorney
Christian Goodwin, County Administrator

SAMPLE DEFAULT LETTER



COUNTY OF LOUISA
Finance Department

Date

Contractor's Name and Address

Subject: Notice of Termination for Default on (Title and Number of the Purchase Order or Contract in Default)

Dear _____:

Reference is made to our submission of a * (Notice of Contract Deficiency and Required Action Letter) or (telephone conversation) this date between (Name of Vendor Representative) and (the undersigned).

This is to advise that your firm has been placed in default and referenced * (purchase order), (contract) has been terminated for failure to take corrective action within the specified time as referenced above. The Commonwealth will repurchase the specified * (goods), (services). You will be promptly notified of any additional purchase or administrative costs for which you become liable as a result of this default. In addition, your firm will no longer be solicited until this matter is satisfactorily resolved.

Sincerely,

Sam Massie
Purchasing Officer

cc: Helen Phillips, County Attorney
Christian Goodwin, County Administrator

Note: If this letter is used, follow up with Request for Payment (Annex 8-C) if additional repurchase costs are incurred.

Annex 8-C

SAMPLE REQUEST FOR PAYMENT LETTER



COUNTY OF LOUISA
Finance Department

Date

Contractor's Name and Address

Subject: Repurchase Costs Against (Purchase Order No./Contract No. _____)

Dear _____:

Reference is made to our letter dated _____, subject: Notice of Termination For Default. The specified * (goods), (services) have been repurchased at an additional cost to the Commonwealth of \$ _____. Your firm is indebted to the Commonwealth in the amount of \$ _____ and is requested to submit a check to this office payable to the County of Louisa. If the payment is not received within 60 days, we will initiate collection action and proceed with a recommendation of debarment.

Sincerely,

Sam Massie
Purchasing Officer

cc: Helen Phillips, County Attorney
Christian Goodwin, County Administrator

CHAPTER 9

APPEALS

In this Chapter look for . . .

- 11. General
- 11.1 Appeals

- 11. **General.** The *Virginia Public Procurement Act (VPPA)* provides remedies that are available to a vendor in the event of a challenge on a procurement action.
- 11.1 **Appeals.** The County has established an administrative procedure for hearing appeals from refusals to allow withdrawal of bids, appeals from disqualifications, appeals from determinations of nonresponsibility, appeals of denials of protests of award or decision to award a contract, and appeals from decisions on disputes arising during the performance of a contract, or any of these which relate to contracting for services.

- a. **Ineligibility.** Any bidder, offeror, or contractor refused permission to, or disqualified from participation in public contracts shall be notified in writing. Prior to the issuance of a written determination of disqualification or ineligibility, the County shall (i) notify the bidder in writing of the results of the evaluation, (ii) disclose the factual support for the determination, and (iii) allow the bidder an opportunity to inspect any documents which relate to the determination, if so requested by the bidder within five business days after receipt of the notice.

Within ten business days after receipt of the notice, the bidder may submit rebuttal information challenging the evaluation. The County shall issue its written determination of disqualification or ineligibility based on all information in the possession of it, including any rebuttal information, within five business days of the date the County received such rebuttal information.

If the evaluation reveals that the bidder, offeror or contractor should be allowed permission to participate in the public contract, the County shall cancel the proposed disqualification action. If the evaluation reveals that the bidder should be refused permission to participate, or disqualified from participation, in the public contract, the County shall so notify the bidder, offeror or contractor. The notice shall state the basis for the determination, which shall be final unless the bidder appeals the decision within ten days after receipt of the notice by instituting legal action.

- b. **Appeal of Denial of Withdrawal of Bid.** A decision denying withdrawal of bid under the provisions of § 2.2-4330 of the *Code of Virginia* shall be final and conclusive unless the bidder appeals the decision within ten days after receipt of the decision by instituting action as provided in § 2.2-4364 of the *Code of Virginia*.

If no bid bond is posted, a bidder refused withdrawal of a bid under the provisions of the *Code of Virginia*, § 2.2-4330, prior to appealing, shall deliver to the County a certified check or cash bond in the amount of the difference between the bid sought to be withdrawn and the next low bid. Such security shall be released only upon a final determination that the bidder was entitled to withdraw the bid.

If, upon appeal, it is determined that the decision refusing withdrawal of the bid was not (i) an honest exercise of discretion, but rather was arbitrary or capricious or (ii) in accordance with the Constitution of Virginia, applicable state law or regulation, or the terms or conditions of the invitation to bid, the sole relief shall be withdrawal of the bid.

- c. **Determination of Nonresponsibility:**

- (1) Following public opening and announcement of bids received on an Invitation to Bid, the County shall evaluate the bids based upon the requirements set forth in the IFB, which may include special qualifications of potential contractors, life-cycle costing, value analysis, and any other criteria such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose, which are helpful in determining acceptability (Code of Virginia, § 2.2-4301, Definition of Competitive sealed bidding, Element 4). At the same time, the County shall determine whether the apparent low bidder is responsible. If the County so determines, then it may proceed with an award to the lowest responsive and responsible bidder (Code of Virginia, § 2.2-4301, Definition of Competitive sealed bidding, Element 5). If the County determines that the apparent low bidder is not responsible, it shall proceed as follows:
 - (a) Prior to the issuance of a written determination of nonresponsibility, the County shall (i) notify the apparent low bidder in writing of the results of the evaluation, (ii) disclose the factual support for the determination, and (iii) allow the apparent low bidder an opportunity to inspect any documents which relate to the determination, if so requested by the bidder within five business days after receipt of the notice.
 - (b) Within ten business days after receipt of the notice, the bidder may submit rebuttal information challenging the evaluation. The County shall issue its written determination of responsibility based on all information in its possession, including any rebuttal information, within five business days of the date the County received such rebuttal information. At the same time, the County shall notify, with return receipt requested, the bidder in writing of its determination.
 - (c) Such notice shall state the basis for the determination, which shall be final unless the bidder appeals the decision within ten days after the receipt of the notice, by instituting action as provided in the Code of Virginia, § 2.2-4364.
 - (d) The provisions of this subsection shall not apply to procurements involving the prequalification of bidders and the rights of any potential bidders under such prequalification to appeal a decision that such bidders are not responsible.
- (2) If, upon appeal pursuant to the *Code of Virginia*, § 2.2-4364, it is determined that the decision of the County was not (i) an honest exercise of discretion, but rather was arbitrary or capricious or (ii) not in accordance with the Constitution of Virginia, applicable state law or regulation, or the terms or conditions of the Invitation for Bid, and the award of the contract in question has not been made, the sole relief shall be a finding that the bidder is a responsible bidder for the contract in question. If it is determined that the decision of the County was not an honest exercise of discretion, but rather was arbitrary or capricious or not in accordance with the Constitution of Virginia, applicable state law or regulation, or the terms or conditions of the Invitation for Bid, and the award of the contract has been made, the relief shall be as set forth in § 2.2-4360B of the *Code of Virginia*.
- (3) Nothing contained in this section shall be construed to require County, when procuring by competitive negotiation, to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

d. **Protest of Award or Decision to Award.** Any bidder or offeror may protest the award or decision to award a contract by submitting such protest in writing to the purchasing officer, specifying the basis for the protest and the relief sought, no later than ten days after the award or the announcement of the decision to award, whichever occurs first. The purchasing officer shall render a written decision within ten days of receipt of the written protest stating the reasons for the decision. This decision shall be final and binding unless any bidder or offeror appeals within ten days of the date of the written decision or institutes legal action.

e. **Legal Actions.** If injunctive relief is granted, the court, upon request of the County, shall require the posting of reasonable security to protect the County. In the event the apparent low bidder, having been previously determined by the County to be not responsible in accordance with Code of Virginia § 2.2-4301, is found by the court to be a responsible bidder, the court may direct the public body to award the contract, forthwith, to such bidder in accordance with the requirements of the *Code of Virginia* and the Invitation for Bid. A contractor may bring an action involving a contract dispute with the County in the circuit court. A bidder, offeror, or contractor need not utilize administrative procedures meeting the standards of § 2.2-4365 of the Code of Virginia, if available, but if those procedures are invoked by the bidder, offeror, or contractor, the procedures shall be exhausted prior to instituting legal action concerning the same procurement transaction unless the County agrees otherwise. Nothing herein shall be construed to prevent a public body from instituting legal action against a contractor.

CHAPTER 10

COUNTY SURPLUS AND OBSOLETE PROPERTY

In this Chapter look for . . .

State Surplus Property

- 10. General
- 10.1 Definition
- 10.2 Classification
- 10.3 Authority & Responsibility for County Surplus and Obsolete Property
- 10.4 Disposal Methods
- 10.5 Purchases by County Employees
- 10.6 Proceeds from the Sale

Annexes

- 10-A Finance Transmittal Form

10. **General.** The County has statutory responsibility for administering Surplus Property for county-owned personal property. This chapter contains guidance and instructions in identifying and disposing county-owned personal property.

10.1 **Definition.** Surplus materials means personal property including, but not limited to, materials, supplies, equipment, and recyclable items. Personal property shall be deemed "obsolete and unusable" when the continued use of such property by the County is no longer cost effective.

10.2 **Classification.** County-owned surplus and obsolete property may be classified as:

- a. Items of value for sale.
- b. Scrap items which have sale value for material content only.
- c. Items assessed to have little or no commercial value, and are acceptable for landfilling or trash disposal.

10.3 **Authority and Responsibility for County Surplus and Obsolete Property.** The purchasing officer shall sell, transfer, trade or otherwise dispose of all materials, supplies, equipment or other personal property of the county which has become obsolete or unusable. The purchasing officer shall use whichever method he believes will raise the highest revenue for the county.

A three (3) person committee, appointed by the County Administrator, must review and approve all surplus items prior to being made available for sale to the general public. The County's Procurement Officer shall maintain a record of the committee's actions.

10.4 **Disposal Methods.**

- a. **Competitive Bids.** Property may be sold by competitive bid. The list of property to be sold may be advertised in specific trade publications and mailed to persons or firms.
- b. **Public Auction.** Property may be sold by public auction.

- (1) **Live Auction.** Property may be sold by live auctions. These are scheduled and advertisements are placed in major state and area newspapers in the vicinity of the auction sale, and notices are sent to persons or firms.
- (2) **On-line Auctions.** Property may be sold through on-line auctions. These items will be listed for sale using websites that have been approved by the DGS Director, Surplus Property and will be managed by internal surplus personnel.

c. **Firm price offered to all persons wishing to participate in the sale.** Property may be offered to the public at a set price. The sales price of an item is based on known sales experience and/or estimated current market value. Set price sales are publicly advertised.

d. **Negotiated sale to other units of local government.** Utilization of surplus and obsolete property between agencies is encouraged. Property may be sold through negotiation. The County may post listings of such equipment, materials and supplies available for reuse on the State's Surplus Property reutilization page. Items may be transferred to another agency with or without the transfer of funds.

e. **Disposal by landfilling.** Property which is unusable and determined to have no commercial and/or recycling value, or if the cost of sale would exceed expected returns, may be disposed of by landfilling.

10.5 **Purchases by County Employees and Their Families.** Employees of Louisa County, the Louisa County School Board, Louisa County Constitutional Officers, Louisa Court Services, Louisa County Courts, and the Louisa County Department of Social Services and their immediate family are only allowed to purchase County surplus property when it is also made available for purchase to the general public through surplus property sales, such as auctions or internet sales. A \$500 limit shall apply to such sales. Employees shall not purchase property if they influence the maintenance, surplusing, pricing or disposition of the property item. An exemption to the \$500 limit applies if the property is purchased in any sale of surplus property at uniform (fixed) prices that are available to the general public. The term "immediate family" means (i) a spouse and (ii) any other person residing in the same household as the officer or employee, who is a dependent of the officer or employee or of whom the officer or employee is a dependent.

10.6 **Proceeds from the Sale.** The proceeds from the sale shall promptly be deposited with the Treasurer's Office, using the Finance Transmittal Form provided on Annex 10-A.



Annex 10-A

County of Louisa, Virginia

Finance – Transmittal Form

Recover Line TO/REC GL # Amount

Description:

Recover Line TO/REC GL # _____ \$ _____

Description:

Recover Line TO/REC GL # \$

Description: _____

Recover Line TO/REC GL # _____ \$ _____

Description: _____

Revenue Collected GL# _____ \$ _____

Total Amount Represented By:

CASH \$

TOTAL \$

Received By: _____ Date _____
Treasurer's Office

Counseling Services

In homeowner counseling, families will:

- Learn about credit reports;
- Develop a spending plan that will lead to homeownership;
- Improve their credit by following their spending plan;
- Learn about the home buying process;
- Be assisted in negotiating payoff of old debts;
- Be assisted in getting the best mortgage possible for their situation.



COUNTY OF LOUISA, VIRGINIA



Homebuyer Assistance Program



For more information contact:

Fluvanna/Louisa Housing
Foundation
1 Woolfolk Ave.
P.O. Box 160
Louisa, VA 23093

Estelle Rainsford
Phone: (540) 967-3438

Piedmont Housing Alliance
Phone: (434) 817-2436



General Requirements

Eligible Families

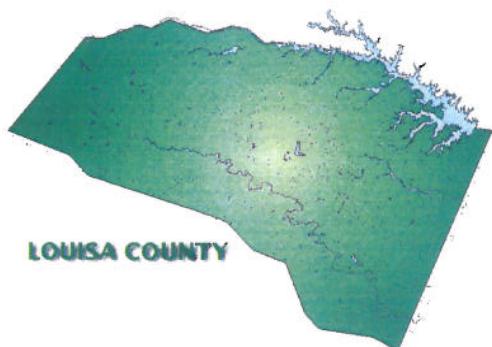
Eligible families will be first-time homebuyers with gross household incomes not exceeding 100% of the area median income adjusted by family size, as defined by HUD (AMI) and who reside and/or work in Louisa County. (For 2010, AMI is \$61,600 for a household of four.) Residency and/or employment must be established for at least six months prior to application for assistance. All applicants must complete Homeowner Counseling from Piedmont Housing Alliance (PHA) or the Fluvanna/Louisa Housing Foundation.



Conditions of Eligibility

Down payment and closing cost assistance are for Louisa County properties only. The family must occupy the property as their primary residence. Funds may be used only with fixed-rate, fixed-term mortgage products. Adjustable rate and interest-only loans are not eligible.

Funds may only help to finance Louisa County properties with sales price and appraised value not exceeding the limit set by VHDA's first-time homebuyer programs; as of April 2010, that limit is set at \$325,000.



All homebuyers must contribute at least one percent (1%) of purchase price. Items paid at time of application

(credit report and appraisal fees) and earnest money deposits may count toward the minimum contribution provided that the borrower does not receive reimbursement for these items at closing. No exceptions.

A home inspection by an ASHI certified home inspector is required.

Minimum Housing Debt Ratio and Available Funds

Eligible families may receive up to 20% of the purchase price or appraised value, whichever is less, up to a maximum of \$10,000. A household minimum housing debt ratio shall be 24% for families earning less than 60% of area median income (AMI) and 28% for those families earning from 60% to 100% AMI.

Funds will be in the form of a deferred loan with principal and interest due and payable upon sale of property or refinancing of debt.

**BOARD OF SUPERVISORS
COUNTY OF LOUISA
RESOLUTION**

At a regular meeting of the Board of Supervisors of the County of Louisa held in the Louisa County Public Meeting Room at 5:00 PM on the 20th day of January 2026, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

RESULT:

MOVER:	None
SECONDER:	None
AYES:	None
NAYS:	None
ABSTAIN:	None

**A RESOLUTION REQUESTING THE THOMAS JEFFERSON PLANNING DISTRICT
COMMISSION TO LOBBY THE LEGISLATIVE DELGATION FOR FUNDING
SUPPORT FOR SPECIAL ELECTIONS PROPOSED FOR 2026**

WHEREAS, the Commonwealth of Virginia periodically requires localities to conduct special elections as a result of legislative, judicial, or administrative actions; and

WHEREAS, special elections are mandated by the Commonwealth but are frequently unfunded mandates, placing the full financial responsibility for administering these elections on local governments; and

WHEREAS, the cost to conduct a single election in Louisa County ranges between \$25,000 and \$35,000, depending on ballot complexity, staffing, equipment, and polling place operations; and

WHEREAS, the special elections proposed for calendar year 2026 would require Louisa County to conduct multiple additional elections, resulting in an estimated unfunded cost of \$50,000 to \$70,000 to the County if state funding is not provided; and

WHEREAS, these unanticipated and unfunded costs place a significant strain on local budgets

and divert limited resources away from other essential county services; and

WHEREAS, providing state funding for mandated special elections would promote fairness, fiscal responsibility, and consistency across the Commonwealth, while relieving localities of the financial burden of state-required actions; and

WHEREAS, the Thomas Jefferson Planning District Commission serves as a regional advocate on issues of shared concern to its member localities and regularly communicates legislative priorities to the General Assembly and the region's legislative delegation;

WHEREAS, the Board respectfully requests the Thomas Jefferson Planning District Commission to lobby in support of state funding in the General Assembly for any special elections in 2026.

NOW, THEREFORE, BE IT RESOLVED, on this 20th day of January 2026, that the Louisa County Board of Supervisors urges the General Assembly to recognize that requiring localities to conduct special elections without accompanying funding constitutes an unfunded mandate and places an undue financial burden on counties and cities; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Thomas Jefferson Planning District Commission and the members of the regional legislative delegation for their consideration.

A Copy, teste:

Christian R. Goodwin, Clerk
Board of Supervisors
Louisa County, Virginia

**BOARD OF SUPERVISORS
COUNTY OF LOUISA
RESOLUTION**

At a regular meeting of the Board of Supervisors of the County of Louisa held in the Louisa County Public Meeting Room at 5:00 PM on the 20th day of January 2026, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

RESULT:

MOVER:	None
SECONDER:	None
AYES:	None
NAYS:	None
ABSTAIN:	None

**A RESOLUTION APPROVING AN AGREEMENT FOR POWER PROVISIONING
AND RELATED SERVICES WITH THE TOWN OF LOUISA**

WHEREAS, the County of Louisa owns property located at 102 West Main Street within the Town of Louisa; and

WHEREAS, the Town of Louisa desires to install an ornamental clock on the sidewalk adjacent to this County-owned property; and

WHEREAS, the ornamental clock requires electrical power, which is available from the County facility at 102 West Main Street; and

WHEREAS, the Town of Louisa has proposed, at its own expense, to install the ornamental clock, connect it to the County's electrical power, and reimburse the County for all associated ongoing electrical costs; and

WHEREAS, the County of Louisa and the Town of Louisa have negotiated an Agreement for Power Provisioning and Related Services that sets forth the terms and conditions governing the installation, power usage, billing, maintenance, safety, access, and termination related to the

ornamental clock; and

WHEREAS, the Agreement provides safeguards to protect County property, ensure public safety, prevent disruption to nearby judicial facilities, and allow the County to recover all costs associated with providing electrical power; and

WHEREAS, the Board of Supervisors finds that entering into this Agreement serves the interests of the County and supports cooperative efforts with the Town of Louisa.

NOW, THEREFORE, BE IT RESOLVED, on this 20th day of January, 2026, that the Louisa County Board of Supervisors approves the Agreement for Power Provisioning and Related Services between the County of Louisa and the Town of Louisa; and

BE IT FURTHER RESOLVED, that the County Administrator is hereby authorized to execute the Agreement on behalf of the County of Louisa, subject to approval as to form by the County Attorney.

A Copy, teste:

Christian R. Goodwin, Clerk
Board of Supervisors
Louisa County, Virginia

Agreement for Power Provisioning and Related Services

This agreement between the County of Louisa (“the County”) and the Town of Louisa (“the Town”) (collectively, “the Parties”) sets forth an arrangement for placing a power line from a County building to a proximal location in the Town at which an ornamental clock will be placed.

WHEREAS, the County owns property at 102 West Main Street in the Town, and the Town desires to place an ornamental clock on the sidewalk adjacent to this location; and

WHEREAS, the clock requires electrical power, which is available at the aforementioned address from the County, and which is proposed for these purposes; and

WHEREAS, the Town, at its own expense, proposes to install the clock and connect it to the County’s power available at this address and to reimburse the County for ongoing electrical costs.

NOW, THEREFORE, in consideration of the covenants and arrangements set forth in this Agreement, the Parties agree to the following:

1. Power provisioning. The County will make available a connection to suitable electrical requirements, as agreed to by the Town’s representative and the County’s Director of General Services, on the eastern exterior wall of County’s facility at the aforementioned address.

2. Space on Building. The clock requires support equipment on the eastern exterior wall of the County’s facility at the aforementioned address. The Town will, at its own expense, install its equipment in this location in a space not to exceed 20”H x 20” W x 10” D after approval by the County’s Director of General Services.

3. Location of underground conduit. The Town will, in advance of installation, flag the proposed location of its underground conduit for power and communications equipment between the equipment in Section 2 and the location of the clock itself. After approval by the County, the Town will install conduit at its own expense and shall restore any disturbed County property to its pre-disturbance state.

4. Electrical power billing.

- a. When the clock has been properly installed and connected, the County will meter usage for a period of 90 days. The average daily usage multiplied by the number of days in the year will be billed to the Town annually at the County’s billed rate for electrical service.
- b. The County may periodically re-meter usage.
- c. The billing rate utilized to calculate the Town’s bill is based on the County’s electrical power rate. Therefore, it is subject to change.
- d. The Town must reimburse the County within thirty (30) days of receipt of the bill from the County. If the Town fails to reimburse the County for these costs within thirty (30) days, the County shall, after providing an additional thirty (30) days’

notice, disconnect the associated electrical service and remove and discard any support equipment from the premises.

5. **Clock sounds.** The Town acknowledges that the clock has the capability to emit noises commonly associated with timekeeping devices, and that the clock is located in close proximity to judicial facilities. The Town agrees to adjust associated sound volumes, timing, tones, etc., as directed by the County to ensure no disruption to judicial functions.
6. **Maintenance and Safety.** The Town shall be solely responsible for all maintenance, repair, replacement, and operation of the clock and all associated equipment installed on County property. The Town shall ensure that all equipment remains in safe operating condition and in compliance with applicable codes throughout the term of this Agreement. The Town shall promptly repair or replace any damaged or malfunctioning equipment.
7. **County Access Rights.** The County reserves the right to access, inspect, or temporarily disconnect Town equipment at any time for safety, emergency, or maintenance purposes. The County may remove Town equipment immediately without notice if it poses an imminent safety hazard. The County will provide reasonable notice when practicable, except in emergency situations.
8. **Property Restoration.** Upon installation, modification, or removal of any Town equipment, the Town shall restore all disturbed County property to its original condition or better, as approved by the County's General Services Director. Such restoration shall include, but not be limited to, pavement, landscaping, painting, and any other affected surfaces or improvements.
9. **Default and Remedies.** In addition to the remedies set forth in Section 4(d), if either party materially breaches this Agreement, the non-breaching party may terminate this Agreement by providing thirty (30) days written notice specifying the breach, provided the breaching party fails to cure such breach within the notice period.
10. **Force Majeure.** Neither party shall be liable for delays or failures in performance resulting from acts beyond the reasonable control of such party, including but not limited to acts of God, natural disasters, war, terrorism, labor disputes, or governmental actions.
11. **Termination.** With 60 days' notice, the County or Town may terminate this agreement at any time and for any reason. Should this agreement be terminated, the Town is responsible for the removal of any equipment on County property, and also responsible for any costs associated with provisioning alternative power and support equipment locations.
12. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia. The Parties agree that venue shall be proper in the Circuit Court of Louisa County, Virginia.
13. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and may only be modified in writing signed by both parties.

14. **Assignment.** Neither party may assign this Agreement without the prior written consent of the other.

15. **Severability:** If any provision of this Agreement is held to be unenforceable or invalid, the remaining provisions of this Agreement shall not in any way be affected or impaired thereby.

TOWN OF LOUISA, VIRGINIA

NAME

DATE

TITLE

COUNTY OF LOUISA, VIRGINIA

By: _____
Christian Goodwin
County Administrator

Date: _____

APPROVED AS TO FORM:

Patricia Smith
County Attorney

Date: _____

**BOARD OF SUPERVISORS
COUNTY OF LOUISA
RESOLUTION**

At a regular meeting of the Board of Supervisors of the County of Louisa held in the Louisa County Public Meeting Room at 5:00 PM on the 20th day of January 2026, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

RESULT:

MOVER:	None
SECONDER:	None
AYES:	None
NAYS:	None
ABSTAIN:	None

**A RESOLUTION AUTHORIZING A REFERRAL TO LOUISA COUNTY PLANNING
COMMISSION TO RECOMMEND THE REMOVAL OF THE TECHNOLOGY
OVERLAY DISTRICT (TOD) DESIGNATION FROM THE ASSEMBLAGE OF
ACREAGES KNOWN AS THE FISHER CHEWNING AND COOKE RAIL
PROPERTIES**

WHEREAS, the Louisa County Board of Supervisors adopted the Technology Overlay District (TOD) by ORD2023-6 to encourage and support technology-oriented and employment-centered development in designated areas of the County; and

WHEREAS, assemblage of acreages known as the Fisher Chewning, and Cooke Rail properties are currently designated within the Technology Overlay District and remains undeveloped; and

WHEREAS, the Fisher Chewning Technology Overlay District includes the following tax parcels: 58-3; 58-7-3; 42-81; 58-17; 42-93; 42-86; 42-83; 42-82; 42-84; 42-14-12; and

WHEREAS, the Cooke Rail Technology Overlay District includes the following tax parcels 42-13; 42-23; 42-24; 42-30; 42-59B; 42-12-1; 42-60; 42-16-1; 42-16-2; 42-16-3; 42-16-4; 42-16-5; 42-16-6; 42-16-7; 42-16-8; 42-16-9; 42-16-11; 42-16-12; 42-16-13; 42-16-14; 42-16-15; 42-16-16; 42-16-17; 42-16-18; 42-16-19; 42-16-20; 42-16-21; 42-16-22; 42-16-23; 42-16-24; 42-16-25; 46-16-26; 42-16-27; 42-16-28; 42-16-29; 42-68; 42-14; 42-21; 42-22; 41-234A; 42-4C; 42-3; 42-18; 42-20; 42-19; 42-15; 42-1; 27-91; 27-92; 27-93; 42-17; and

WHEREAS, the Louisa County Comprehensive Plan and Zoning Ordinance allow for review

and amendment of overlay district designations to ensure consistency with adopted land use policies, environmental stewardship goals, and realistic development potential; and

WHEREAS, the Board of Supervisors desires to refer this matter to the Louisa County Planning Commission for review and a recommendation regarding the removal of the Technology Overlay District (TOD) designation from the Fisher Chewning and Cooke Rail properties.

NOW, THEREFORE, BE IT RESOLVED, on this 20th day of January 2026, that the Louisa County Board of Supervisors hereby directs the Planning Commission to:

1. Review and evaluate the appropriateness of removing the Technology Overlay District (TOD) designation from the Fisher Chewning and Cooke Rail Properties;
2. If necessary, consider alternative zoning classifications to maintain the underlying zoning district, as appropriate, in a manner consistent with land preservation, conservation objectives, and the Comprehensive Plan;
3. Conduct all required public hearings and analyses in accordance with state law and County ordinances; and
4. Provide a recommendation to the Board of Supervisors regarding any proposed zoning map amendment or related ordinance changes resulting from this review.

BE IT FURTHER RESOLVED, that this referral shall be placed on the Planning Commission agenda at the earliest practicable meeting.

A Copy, teste:

Christian R. Goodwin, Clerk
Board of Supervisors
Louisa County, Virginia



COUNTY OF LOUISA

MEMORANDUM

FROM: Eleni Rackley/ Administrative Assistant

SUBJECT: Board Appointments

DATE: January 5, 2026, for January 20, 2026, Board Meeting

The following is a list of Board Committee and Commission appointments that are either **vacant** or have **terms expiring**. Individual names in parenthesis previously/currently serve in the position and may wish to be reappointed. Please let me know if you have any questions. Thank you.

Board Name/Description	Term Length	Interval/Times	Vacancies/Upcoming Expirations (previous/current appointee)
<u>Board of Building Appeals</u> Hears appeals of decisions made by the Building Official relative to the Virginia Uniform Statewide Building Code.	Indefinite	Members meet as requested.	VACANT
<u>Board of Equalization</u> The Board of Equalization shall hear all complaints and objections to real estate assessments from the taxpayer or his agent. The Board shall hear and give consideration to such complaints and equalize such assessments and, moreover, the Board is charged with the especial duty of increasing as well as decreasing assessments. The Board's main charge is the equalizing of real estate assessments.	Serves a three (3) year term	Members meet as requested.	VACANT VACANT
<u>Board of Zoning Appeals</u> The establishment and organization of the Louisa County Board of Zoning Appeals or BZA is established in the Code of Virginia, Section 15.2-2308. The powers and duties of the BZA are also outlined in the Code of Virginia, Section 15.2-2309.	Serves a five (5) year term.	Members meet as required for zoning appeals.	VACANT VACANT VACANT (Second Alternate) Susan Fletcher (term expiring 04/12/26)

<p><u>Commission on Aging</u> promotes quality of life for all elderly persons and ensures their needs are included in County planning and development.</p>	<p>Serves a four (4) year term</p>	<p>Members meet on the first Wednesday of every month at 10 a.m.</p>	<p>VACANT-Mineral District VACANT -Jackson District (unexpired term 04/09/28) VACANT-Jackson District</p>
<p><u>JABA Advisory Council</u> This Advisory Council as part of the total JABA organization is mandated under the "Older Americans Act" as amended in October 1978 and is responsible for advising the JABA Board of Directors on matters of program and policies affecting the elderly in PSA 10. The Council advises JABA to: (a) develop and administer the area plan, (b) conduct public hearings, (c) represent the interests of older persons, and (d) review and comment on all community policies programs and actions which affect older persons.</p>	<p>Serves a two (2) year term.</p>	<p>Members meet on the first Thursday of every other month, 12:00 pm - 2:00 pm JABA, 674 Hillsdale Drive, Charlottesville, VA 22901</p>	<p>Wendy Smith- Term Expiring 06/02/26 Joanne Hoyle – Term Expiring 07/31/26</p>
<p><u>Management Oversight Group (MOG)</u> An advisory body for matters concerning the provisions of Fire and EMS services to the Fire and EMS Chief and the Board of Supervisors; strives to enhance the quality of services provided by the Fire and EMS in Louisa County.</p>	<p>4 years</p>	<p>Third Thursday of every month.</p>	<p>At Large Appointment</p>
<p><u>Region Ten Community Services Board</u> Members review and evaluate public mental health, developmental disability, and substance abuse services and facilities.</p>	<p>Serves a three (3) year term</p>	<p>Members meet on the second Tuesday of each month at 4pm</p>	<p>Stephen Wunsh – Term Expiring 06/30/26</p>
<p><u>Tourism Advisory Committee (TSC)</u> Members work collaboratively to promote Louisa County as a premier destination by supporting strategic tourism marketing, coordinating with state and regional partners, and guiding thoughtful development of tourism assets.</p>	<p>2 year terms</p>	<p>Quarterly Meetings January, April, July, and October Second Friday of the months above from 9:00 – 10:30 a.m. in the Extension Meeting Room</p>	<p>Tracy Clark Sheridan Grime Mike Kavros Kristy McGehee Duane Adams Chris McCotter Judy Winslow Liz Nelson Melanie Baker</p>

			Breese Glennon Ed Jarvis Melissa Young Cass Lloyd Ronda Guill Bernice Kube **All members terms will be expiring 04/28/26
<u>Transportation Safety Commission</u> This Commission reviews accidents and transportation hazards in the County and makes recommendation to the Board of Supervisors and the Virginia Department of Transportation.	Serves a three (3) year term. Ex-Officio members serve a three (3) year term. Board member serves duration of term on the Board of Supervisors	Members meet every other month starting in January.	VACANT – Green Springs VACANT – Louisa District VACANT--Sheriff's Department



COUNTY OF LOUISA

MEMORANDUM

TO: The Honorable Members of the Board

FROM: Christian Goodwin, County Administrator

DATE: January 12, 2025

RE: County Administrator's Report – January 20, 2026, Board Meeting

As of the preparation and printing of this packet, the following has been placed under the County Administrator's Report for your review:

Monthly Reports:

1. Airport;
2. Community Development;
3. Finance;
4. Fire & EMS;
5. General Services;
6. Human Resources;
7. Human Services;
8. Parks & Recreation;
9. Sheriff's Office;
10. Tourism;
11. Water Authority; and
12. VDOT.

Correspondence:

1. Thomas Jefferson Planning District Commission (TJPDC); and
2. Virginia Department of Transportation (VDOT).

Upcoming Events & Reminders:

1. [Upcoming Meetings](#)
2. **Comprehensive Plan Open House**
 - a. **Wednesday, January 21, 2026**; Central Virginia Assembly of God, 5052 Cross County Road, Mineral, VA 23117, 4:30-7:30 p.m.
3. **Saturday, April 25, 2026**; Household Hazardous Waste Day, 8:00 a.m. to 1:00 p.m., Louisa County Landfill, 807 Moorefield Road, Mineral.



AIRPORT MANAGER REPORT

January 2026

PROJECTS

None currently.

HANGAR WAITLIST

There are currently 56 individuals on the waiting list for hangar space. (This number decreased as we updated the list)

YTD FUEL SALES

\$241,478.92

JULY 2025-JUNE 2026

(this does not include credit card fees or fuel purchasing)

DECEMBER FUEL SALES

Total- \$35,244.14

RUNWAY STATS

December 2025 Monthly Report attached.

Brittany S. Shupe

Manager, Louisa County Airport (KLKU)

Monthly Operations Report for December 2025 at KLKU			
Operations			
	Dec 2025	Dec 2024	Year over Year Change
TRANSITION	64	47	36.2%
TOUCH & GO	177	107	65.4%
TAKEOFF	383	219	74.9%
LANDING	401	208	92.8%
GO AROUND	29	25	16.0%
FLYOVER	13	3	333.3%
Totals	1196	691	73.1%
NOTE: FLYOVER and TRANSITION are excluded from the total operations count. Operations classified as TOUCH & GO and GO AROUND are counted as two distinct operations, a landing and a takeoff respectively.			
Aircraft Type			
	Dec 2025	Dec 2024	Year over Year Change
Rotorcraft	2	0	-
Fixed wing single engine	1107	608	82.1%
Fixed wing multi engine	57	42	35.7%
Unknown	30	41	-26.8%
Engine Type			
Turbo-shaft	2	0	-
Turbo-prop	50	51	-2.0%
Turbo-fan	0	1	-100.0%
Reciprocating	1053	495	112.7%
4 Cycle	61	102	-40.2%
2 Cycle	0	1	-100.0%
Unknown	30	41	-26.8%
Number of Engines			
1	1109	608	82.4%
2	57	42	35.7%
Unknown	30	41	-26.8%
Average Daily Operations			
Monday	29	19	52.6%
Tuesday	40	24	66.7%
Wednesday	52	12	333.3%
Thursday	45	35	28.6%
Friday	27	40	-32.5%

Monthly Operations Report for December 2025 at KLKU			
Operations			
	Dec 2025	Dec 2024	Year over Year Change
Saturday	65	33	97.0%
Sunday	28	18	55.6%
Average per weekday	39	26	50.0%
Average per weekend	47	26	80.8%
Local vs. Transient			
Local	0	0	0.0%
Transient	1196	691	73.1%
Nights Stayed	110	59	86.4%
Seats on Overnight Aircraft	619	330	87.6%
Overnight Visitors @ 50%	309.5	165	87.6%
Runways			
RWY 09 GO AROUNDs	12	20	-40.0%
RWY 09 LANDINGS	123	74	66.2%
RWY 09 TAKEOFFs	112	83	34.9%
RWY 09 TOUCH & GOs	72	94	-23.4%
RWY 09 Total	319	271	17.7%
RWY 27 GO AROUNDs	46	30	53.3%
RWY 27 LANDINGS	277	133	108.3%
RWY 27 TAKEOFFs	270	134	101.5%
RWY 27 TOUCH & GOs	252	90	180.0%
RWY 27 Total	845	387	118.3%
Monthly Operations Report for December 2025 at KLKU			
	Jan 2024	Jan 2023	Year over Year Change
Weight Class			
CLASS 1	1149	619	85.6%
CLASS 2	17	31	-45.2%
Unknown	30	41	-26.8%
Jet Traffic			
Operations	0	1	-100.0%
Taking off Rwy 27	0	1	-100.0%
Landing Rwy 27	0	0	-
Largest aircraft			

Monthly Operations Report for December 2025 at KLKU			
	Jan 2024	Jan 2023	Year over Year Change
Average seat count per jet	0	6	-100.0%

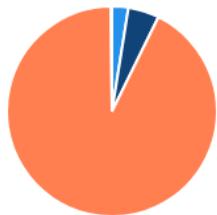
Most Active Aircraft				
Registration	Manufacturer	Model	Operations	Percentage of Total
N323FS	CESSNA	172P	136	33.7%
N7843U	CESSNA	172F	88	21.8%
N4524Q	GULFSTREAM AMERICAN CORP	AA-5B	58	14.4%
N8478U	CESSNA	172F	49	12.1%
N56WB	PIPER	PA-28-180	38	9.4%
N9551J	PIPER	PA-28-180	30	7.4%
N5506G	CESSNA	150J	27	6.7%
N8334N	PIPER	PA-32-301	23	5.7%
N1310M	COLUMBIA AIRCRAFT MFG	LC41-550FG	21	5.2%
N802HS	PILATUS AIRCRAFT LTD	PC-12	20	5.0%

Most Active Owners		
Name	Operations	City
FREDERICKS HALL AVIATION LLC	140	MINERAL
HARKRADER AVIATION LLC	88	LOUISA
KELLEY AIRCRAFT LLC	51	WEYERS CAVE
RIG AVIATION LLC	49	TROY
RIGNEY TIMOTHY D	40	TROY
KEMP RICHARD	30	MANASSAS
SANCHEZ CARLOS D	27	ASHBURN
N8334N LLC	23	LOUISA
N1310M LLC	21	PALMYRA
HOLSTEN GUY V	20	MINERAL

Owner Locations		
City	Operations	Percentage of total
MINERAL	118	29.2%
LOUISA	92	22.8%
TROY	81	20.0%
Unknown	69	17.1%
RICHMOND	44	10.9%

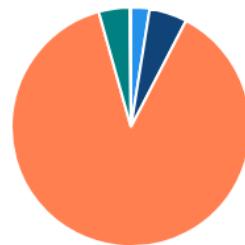
Aircraft Type

■ Unknown
■ Fixed wing multi engine
■ Fixed wing single engine
■ Rotorcraft



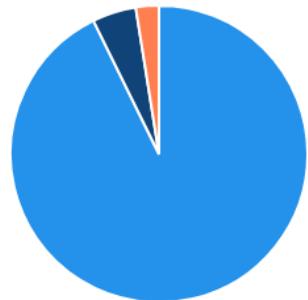
Engine Type

■ Unknown ■ 4 Cycle
■ Reciprocating
■ Turbo-prop ■ Turbo-shaft



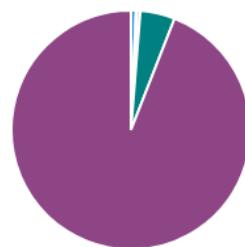
Number of Engines

■ 1 ■ 2 ■ Unknown



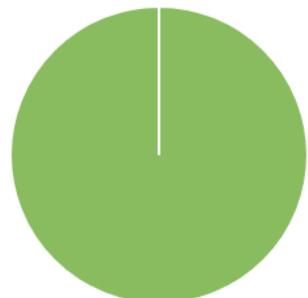
Weather

■ Unknown ■ IFR
■ LIFR ■ MVFR
■ VFR



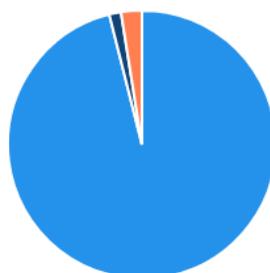
Local/Transient

■ Local ■ Transient

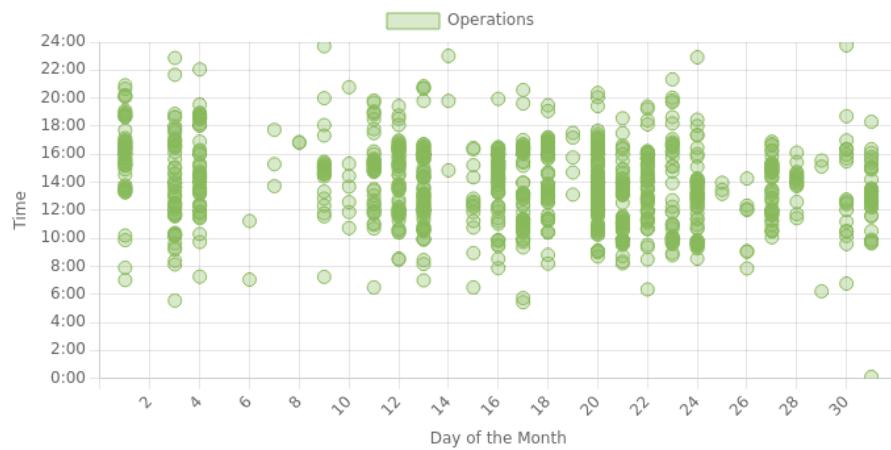


Weight Class

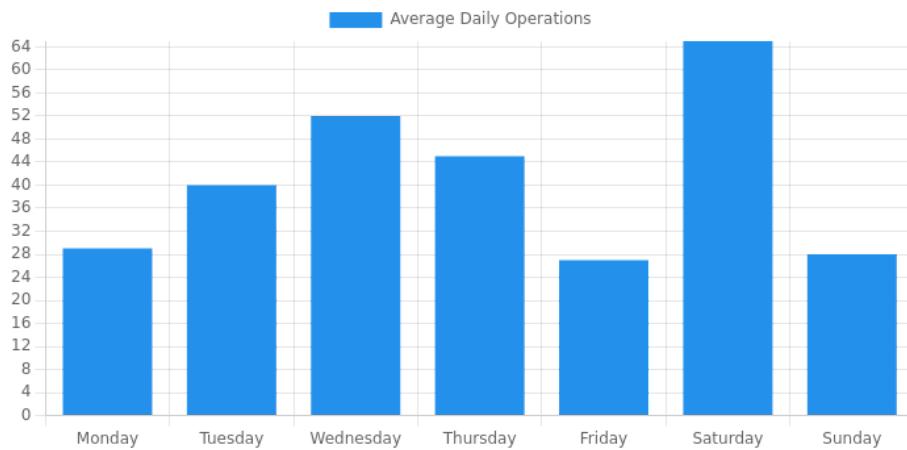
■ CLASS 1 ■ CLASS 2
■ Unknown



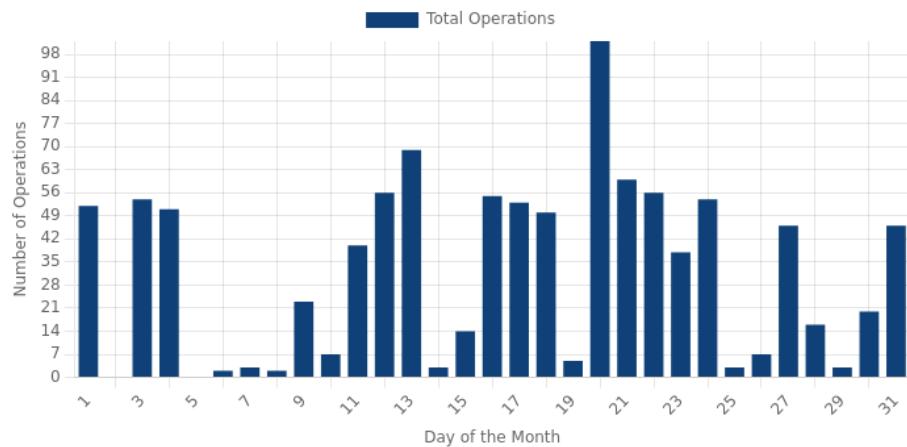
Time of Day



Day of the Week



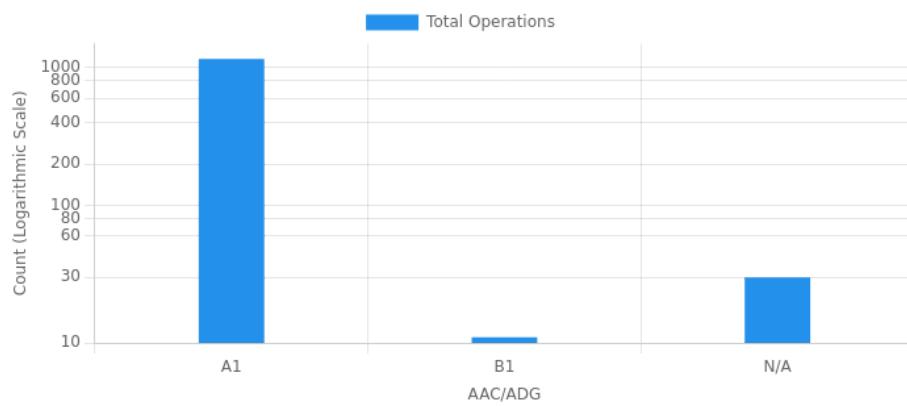
Daily Operations



Operations by AAC/ADG

	I	II	III	IV	V	VI
A	1155	0	0	0	0	0
B	11	0	0	0	0	0
C	0	0	0	0	0	0
D	0	0	0	0	0	0
E	0	0	0	0	0	0

AAC/ADG Distribution



Report generated by RunwayStats.com on January 6, 2026, 12:11am CST

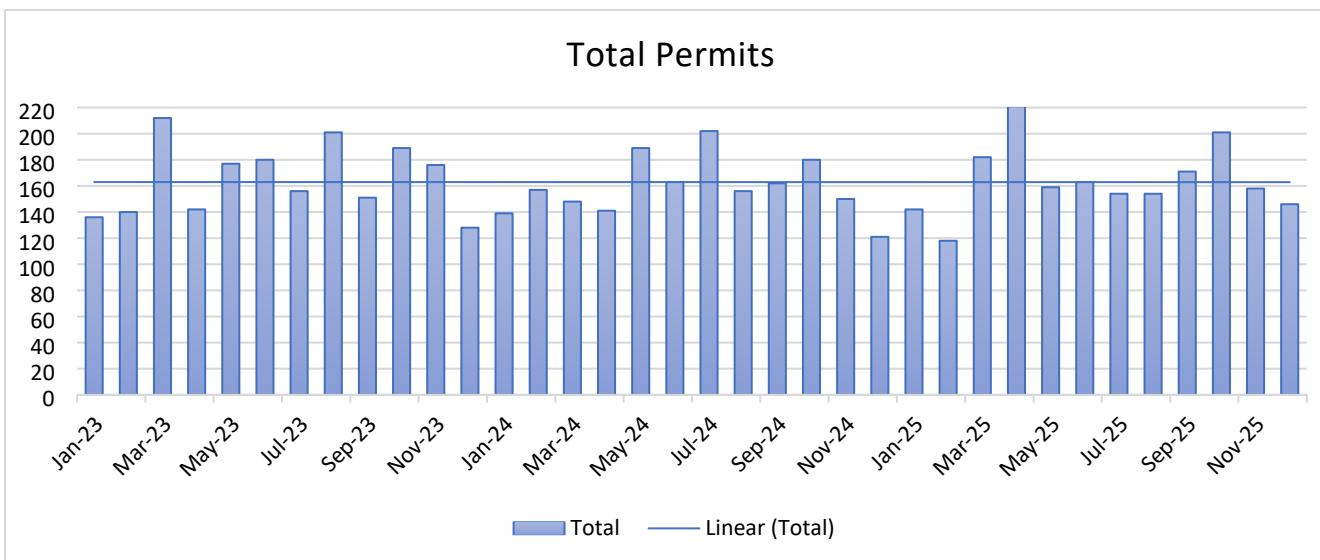
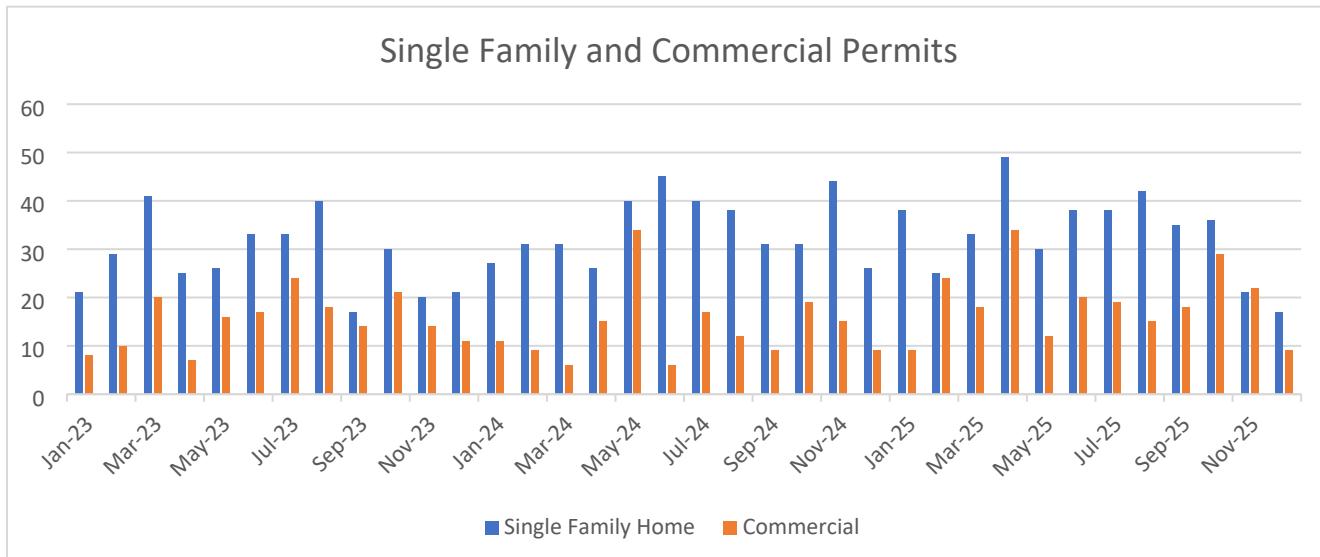
COUNTY OF LOUISA
MONTHLY DEPARTMENT REPORT



Department: Community Development
Period: December 2025

Building Permits and Inspections

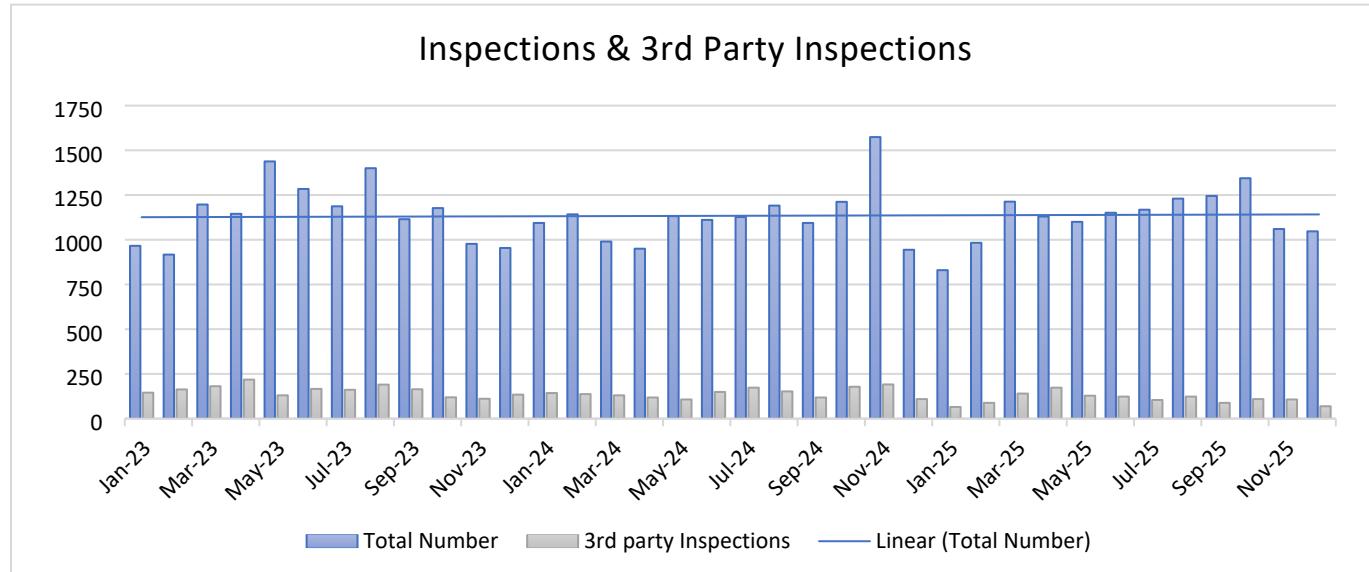
Indicators and Statistics



COUNTY OF LOUISA
MONTHLY DEPARTMENT REPORT



Inspections & 3rd Party Inspections



Plan Reviews

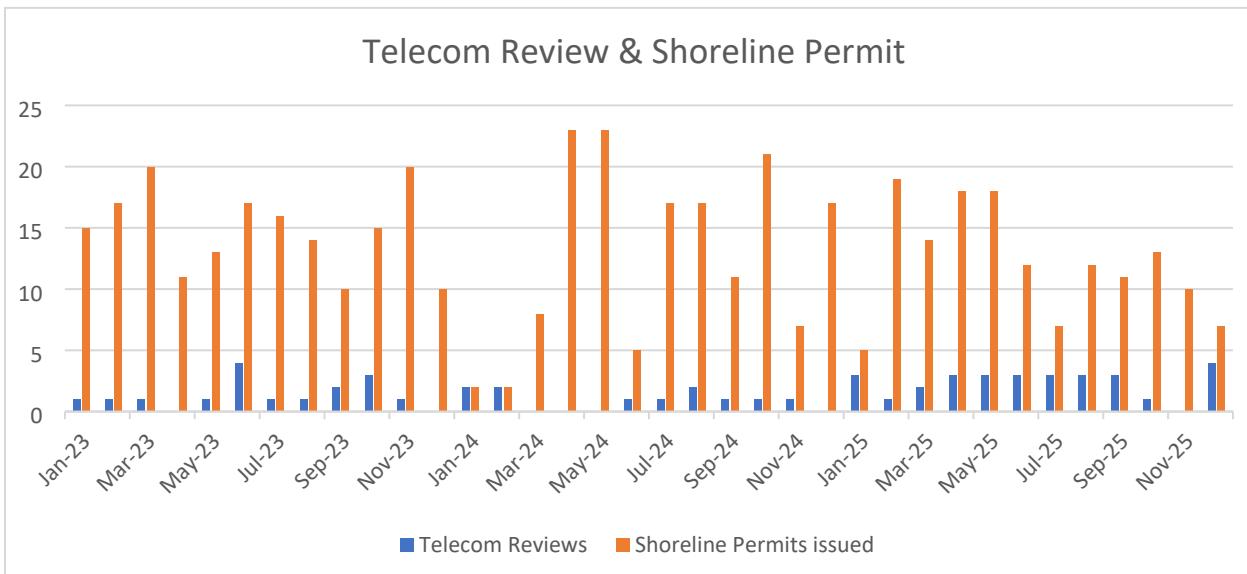
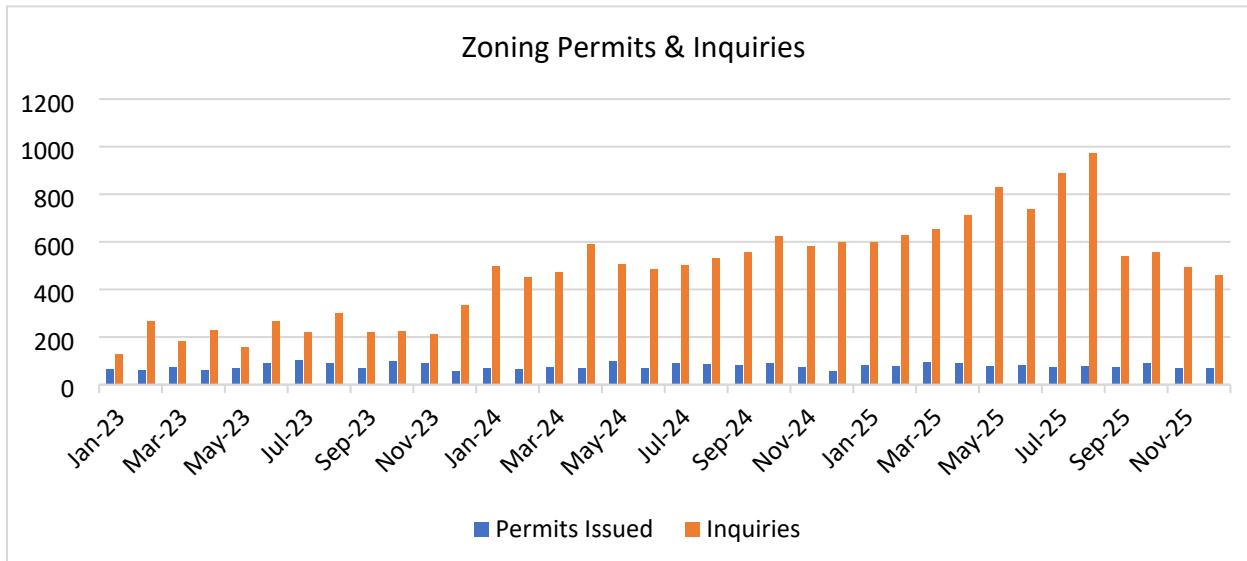


Total Fees Collected: \$626,582.14



Planning and Zoning

Indicators and Statistics

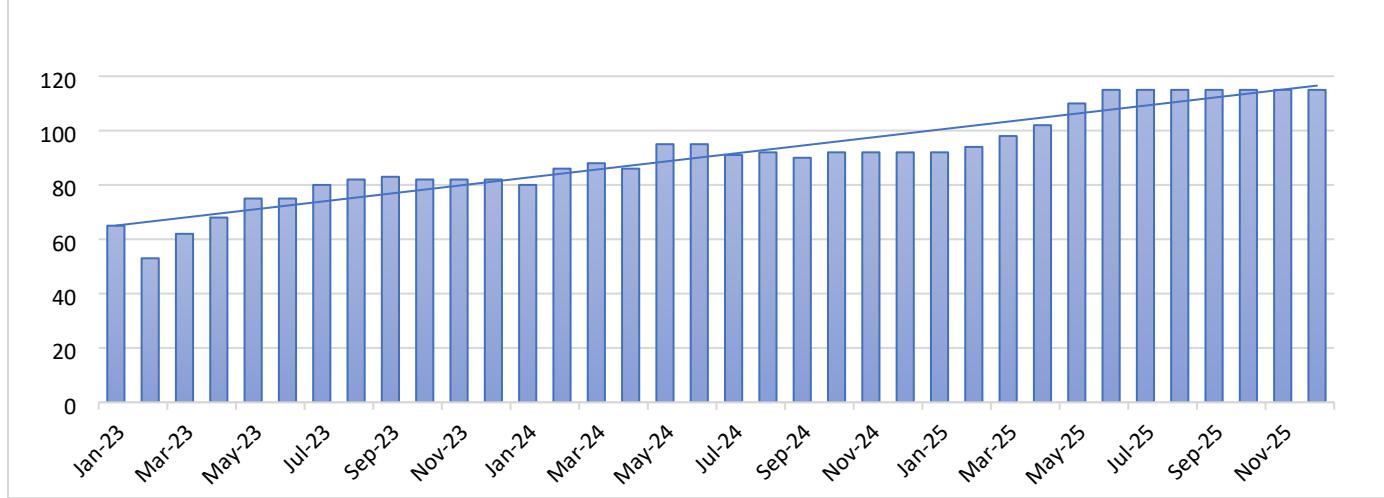




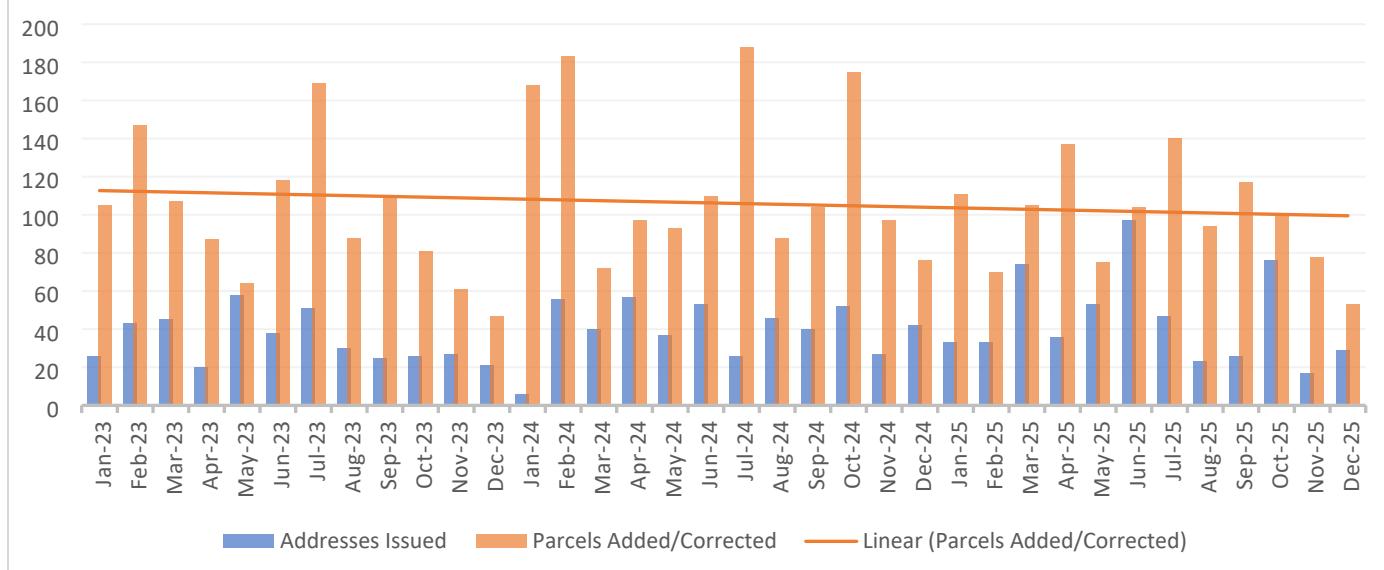
Erosion and Sediment Control/ Code Compliance

Indicators and Statistics

E & S Inspections



GIS Parcels Added/Corrected



2025 – 497 ADDRESSES ISSUED AS OF DECEMBER 31ST



COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT

Active Applications

NEW Projects

Storage Facility – Minor Site Plan – SP38-2025

Location: 16-13 District: Mineral Zoning: C-2 (GAOD)

Current Status: 1st Agency Review 12/15/2025

Christopher Run Campground RV Sales and Service – Site Plan Exception – SP37-2025

Location: 16-31 District: Mineral Zoning: R-2/C-2

Current Status: Approved 12/19/2025

CFS Local Landscapers Display Shed – Site Plan Exception – SP36-2025

Location: 86-17 District: Jackson Zoning: A-1

Current Status: Approved 12/23/2025

Louisa Mini Storage Plan Modification – Site Plan Exception – SP35-2025

Location: 41-207 District: Mineral Zoning: C-2

Current Status: Approved 12/16/2025

Ongoing Projects

Crossing Pointe Landbay 1A – Major Site Plan – SP34-2025

Location: 51-1-3 District: Patrick Henry Zoning: Planned Unit Development (PUD)

Current Status: 1st Comment Letter 12/29/2025

GF Equip Sales – Major Site Plan – SP32-2025

Location: 24-48 District: Patrick Henry Zoning: Industrial IND

Current Status: 1st Comment Letter 10/6/2025

Cutalong at Tributer Resort WWTP Phase 2 – Major Site Plan – SP27-2025

Location: 29-35 District: Mineral Zoning: Resort Development (RD)

Current Status: 2nd Comment email 11/26/2025

Walmart Pick Up Area Expansion Project – Minor Site Plan – SP28-2025

Location: 52-14-2 District: Patrick Henry Zoning: General Commercial (C-2 GAOD)

Current Status: 3rd Comment Email 12/2/2025

Amos Equipment – Major Site Plan – SP22-2025

Location: 93-161 District: Jackson Zoning: General Commercial (C-2)

Current Status: 2nd Comment Email 12/31/2025



COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT

Louisa Urgent Care – Major Site Plan – SP20-2025

Location: 29-40C District: Mineral Zoning: Light Commercial (C-1 GAOD)

Current Status: 2nd Comment email 10/29/2025

Cutalong Golf Maintenance Building – Major Site Plan – SP07-2025

Location: 29-35 District: Mineral Zoning: Resort Development

Current Status: 3rd Comment Email 12/24/2025

Koren Diversified Holdings – Major Site Plan – SP32-2024

Location: 28-14-2 District: Mineral Zoning: General Commercial C-2 GOAD Mixed Use

Current Status: 2nd Comment Letter 10/29/2025

Crossing Pointe Pinnacle Apartments – Major Site Plan – SP01-2024

Location: 51-33A, 51-44, 51-1-3, 51-33B District: Patrick Henry Zoning: Planned Unit Development PUD

Current Status: 5th Agency Review 12/12/2025 (Applicant working on Plats)

COUNTY OF LOUISA
MONTHLY DEPARTMENT REPORT



Department: Finance/Information Technology

Period: December 2025

FINANCE INDICATORS AND STATISTICS

1. Variance reports showing budgeted vs. actual expenditures for FY2026 to date appear below. There are no significant discrepancies to bring to the Board as of December 31, 2025.
2. As of December 2025, Revenue Recovery Y-T-D preliminary income for FY26 equals \$884,220 compared to \$872,657 for FY25.

FINANCE PROJECT REPORTS AND ACTION ITEMS – DECEMBER 2025

1. Procurement –The County is completing several existing solicitations and the normal volume of smaller purchases. Solicitations completed in December or under review include:
 - a. RFP # HR-26-01 –Medical, Dental, and Vision Insurance for the period of July 1, 2026 to June 30, 2027; Proposals Due 1/12/26.
 - b. RFP # HR-26-02 –Voluntary Employee Paid Products and Voluntary Employee Paid Life Insurance for the period of July 1, 2026 to June 30, 2027; Proposals Due 1/12/26.
 - c. RFP # FN-26-01 – Auditing Services for the period of April 20, 2026 to April 19, 2027. Proposals Due 1/20/26.

FINANCE PLANNING and FUTURE CONSIDERATIONS

1. A preliminary FY2027 budget overview will be presented to the Board of Supervisors in January 2026.
2. ACA reporting has been completed for calendar year 2025.
3. W-2s and 1099s are being prepared for distribution to employees and vendors by January 31, 2026.
4. The Revenue committee survey has been placed on the County's website for citizen input. Staff will review results in the upcoming months.
5. Staff members are gathering the necessary data to report information to employees for CY2025 and CY2026 per the new IRS guideline of "no tax on overtime" that was implemented on November 5, 2025.

INFORMATION TECHNOLOGY (IT) PROJECT REPORTS AND ACTION ITEMS



COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT

Helpdesk Tickets

- New tickets: 66
- Closed tickets: 59
- Open tickets: 7

User changes

- Added: 3
- Removed: 0

Completed Projects

- Hired an employee for a new position in IT
- Coordinated with LCPS to integrate their new panic button system with 911 Dispatch
- Completed the integration of CAD and electronic guide cards for Dispatch. This information is now available to FEMS and Sheriff mobile units.
- Connected Firefly Internet at the Landfill.
- Completed a weeklong Cybersecurity Assessment performed by the National Guard.
- Renewed SSL certificates on all servers.

Work In Progress

- Assist with Internet and network relocation for Juvenile Probation.
- Implement Vulnerability Management software provided by a VITA grant.
- Upgrade and expand security cameras at the Animal Shelter.
- Change contract with Verizon to get lower monthly rates on cell phones.
- Migrate to a new mobile device manager for county owned mobile devices.
- Network switch replacement.
- Replace Toughbooks with Getacs for Sheriff's Office.
- Started decommissioning wireless broadband network.
- Implementing new multi factor authentication (MFA).
- Met with consultant for Voter Registration and IT policies.
- Track security threat notifications.
- Update computers and servers to keep them secure.
- Create and implement security policies.
- Determine the technology needs for new County buildings
- Reviewing replacement options for County phone system.
- Replace Toughbooks for FEMS with iPads and Getac laptops.
- Security awareness training for County employees.

Planning and Future Considerations

- Replacement of computers and laptops.
- Upgrade video cameras for County buildings

County of Louisa, Virginia - Expenditure Budget
 Fiscal Year endng 6/30/2026
 For the Period ending December 31, 2025

ACCOUNT DESCRIPTION	ORIGINAL APPROV	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
11010 Board Of Supervisors	226,366.00	226,366.00	93,726.81	14,704.81	0.00	132,639.19
12110 County Administrator	793,250.00	793,250.00	386,371.89	58,027.83	24,126.11	382,752.00
12120 Human Resources	258,693.00	265,605.00	110,520.92	15,311.86	0.00	155,084.08
12210 County Attorney	557,839.00	557,839.00	208,433.40	35,967.00	1,737.31	347,668.29
12310 Commissioner Of Revenue	558,822.00	558,822.00	282,321.02	42,954.13	0.00	276,500.98
12320 Reassessment	637,974.00	652,679.00	259,473.99	44,692.87	4,227.16	388,977.85
12410 Treasurer	608,111.00	608,111.00	326,490.03	40,766.76	0.00	281,620.97
12430 Finance	718,028.00	738,400.00	306,981.62	53,102.46	3,676.60	427,741.78
12510 Information Technology	969,400.00	979,569.00	429,830.16	77,714.65	14,378.32	535,360.52
13200 Elections	500,678.00	500,678.00	231,830.25	28,360.69	4,491.50	264,356.25
21100 Circuit Court - Judges E	137,655.00	137,655.00	58,733.61	10,157.49	0.00	78,921.39
21200 General District Court	8,075.00	8,075.00	2,394.90	226.47	475.05	5,205.05
21600 Juvenile Domestic Court	12,800.00	12,800.00	3,129.51	892.99	932.90	8,737.59
21700 Clerk	774,515.00	774,515.00	390,570.81	74,200.32	17,237.94	366,706.25
21800 Sheriff- Court Services	1,211,788.00	1,211,788.00	528,004.53	87,145.41	0.00	683,783.47
22100 Commonwealth's Attorney	1,154,232.00	1,154,232.00	590,835.04	98,419.48	3,728.57	559,668.39
31030 Communications Center	1,783,006.00	1,783,006.00	731,928.70	130,394.67	0.00	1,051,077.30
31200 Sheriff-Policing & Inves	7,318,665.00	7,366,316.64	3,653,103.41	524,003.21	23,081.66	3,690,131.57
31400 E-911 Maintenance	580,327.00	600,594.50	262,870.74	59,763.67	113,942.10	223,781.66
32200 Volunteer Fire & Rescue	1,203,413.00	1,245,214.04	818,674.64	131,525.34	137,066.95	289,472.45
32201 Louisa Volunteer Fire	187,850.00	187,850.00	136,673.65	18,268.65	0.00	51,176.35
32202 Mineral Volunteer Fire	161,500.00	161,500.00	44,350.33	19,051.01	1,645.90	115,503.77
32203 Bumpass Volunteer Fire	94,664.00	94,664.00	18,104.40	4,142.75	0.00	76,559.60
32204 Holly Grove Volunteer Fi	125,810.00	125,810.00	38,825.60	4,320.22	0.00	86,984.40
32205 Locust Creek Volunteer F	135,360.00	135,360.00	23,672.34	3,030.83	0.00	111,687.66
32206 Trevilians Volunteer Fir	127,950.00	127,950.00	25,815.65	1,600.23	0.00	102,134.35
32211 Louisa Volunteer Rescue	154,415.00	154,415.00	53,290.42	8,233.17	0.00	101,124.58
32213 Lake Anna Volunteer Resc	86,580.00	86,580.00	25,325.20	8,260.82	0.00	61,254.80
32214 Holly Grove Volunteer Re	81,650.00	81,650.00	46,432.63	9,744.03	0.00	35,217.37
32300 Fire & EMS	8,729,013.00	8,729,013.00	4,743,069.79	848,898.77	0.00	3,985,943.21
32400 Office Of Emergency Serv	936,930.00	936,930.00	581,915.52	96,072.75	5,722.87	349,291.61
33100 Sheriff - Jail	3,004,943.00	3,004,943.00	1,501,145.00	0.00	0.00	1,503,798.00
33300 Juvenile Probation Offic	4,850.00	4,850.00	787.58	0.00	0.00	4,062.42
35060 Forest Fire Prevention &	30,660.00	30,660.00	18,168.48	0.00	0.00	12,491.52
35080 Transportation Safety Co	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00
35090 Transportation Departmen	659,000.00	830,594.16	513,917.06	46,983.01	5,058.00	311,619.10
35100 Animal Control	533,362.00	533,362.00	149,339.08	28,973.38	0.00	384,022.92
35110 Louisa Animal Shelter	536,278.00	570,377.47	241,174.97	40,088.34	0.00	329,202.50
43040 LCWA-Sewage Operations &	345,000.00	345,000.00	116,724.02	26,803.70	0.00	228,275.98
43050 JRWA-Sewage Operations &	1,673,743.00	1,673,743.00	1,037,771.06	0.00	0.00	635,971.94
43100 General Services Departm	3,130,135.00	3,214,644.50	1,534,693.80	243,066.36	123,894.18	1,556,056.52
51010 Health & Human Services	823,292.00	823,292.00	411,646.00	189,823.00	0.00	411,646.00
51020 Louisa County Resource C	95,000.00	95,000.00	47,500.00	0.00	0.00	47,500.00
52020 Monticello Area Comm Act	2,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00
52050 Region Ten Commun Mental	145,000.00	145,000.00	0.00	0.00	0.00	145,000.00
53050 Jefferson Area Board For	292,566.00	292,566.00	146,283.00	0.00	0.00	146,283.00
53100 Social Services Agency	694,027.00	694,027.00	333,759.00	0.00	0.00	360,268.00
53110 Housing Assistance	125,250.00	125,250.00	62,625.00	0.00	0.00	62,625.00
64010 Community Colleges	41,710.00	41,710.00	17,778.00	0.00	0.00	23,932.00
71100 Parks & Recreation	1,201,830.00	1,201,830.00	519,405.89	95,900.68	18,156.20	664,267.91
71111 Parks & Recreation-Self	610,208.00	610,208.00	305,294.64	47,872.04	0.00	304,913.36
71320 Aquatic Facility	192,206.00	192,206.00	111,071.44	615.97	0.00	81,134.56
72000 Cultural Enrichment	77,500.00	77,500.00	35,000.00	0.00	0.00	42,500.00
73020 Regional Library	479,648.00	479,648.00	239,824.00	119,912.00	0.00	239,824.00
81060 Planning District Commis	109,251.00	109,251.00	54,625.50	6,434.25	0.00	54,625.50
81070 Industrial Development (130,621.00	130,621.00	0.00	0.00	0.00	130,621.00
81200 Community Development	2,363,092.00	2,522,905.00	1,011,590.51	197,518.01	81,741.34	1,429,573.15
81500 Economic Development Off	255,702.00	255,702.00	112,039.77	18,085.72	0.00	143,662.23
81600 Office On Tourism	77,650.00	77,650.00	67,507.84	283.33	4,794.00	5,348.16
82030 Soil & Water Conservatio	55,915.00	55,915.00	13,978.75	0.00	0.00	41,936.25

82200 LACA - LAAC	18,000.00	18,000.00	9,000.00	0.00	0.00	9,000.00
83010 VPI Extension Service	192,801.00	192,801.00	60,896.06	6,108.22	0.00	131,904.94
91000 Non-Departmental	1,080,000.00	768,025.46	330,607.84	99,305.47	0.00	437,417.62
99010 Transfers	72,005,699.00	78,897,188.52	66,264,525.52	12,712,588.00	0.00	12,632,663.00
0100 General Fund Expenditures	121,823,498	129,014,907	90,683,381	16,430,317	590,115	37,741,411

0105 Debt Service Fund	11,407,935.00	11,407,935.00	8,638,079.07	350,066.55	0.00	2,769,855.93
0110 Tourism Transient Occupan	673,272.00	762,970.00	187,015.71	62,816.09	0.00	575,954.29
0201 VA Public Assistance Fund	7,079,119.00	7,079,119.00	2,687,085.65	414,821.49	0.00	4,392,033.35
0202 County Special Revenue Gr	1,028.00	6,556,175.32	1,788,261.39	309,358.08	226,284.79	4,541,629.14
0205 Childrens Services Act Fu	4,497,194.00	4,497,194.00	2,131,967.93	428,811.86	0.00	2,365,226.07
0215 Opioid Settlement Fund	161,513.00	161,513.00	0.00	0.00	0.00	161,513.00
0225 Revenue Recovery Fund	5,332,764.00	5,332,764.00	5,134,927.19	30,318.56	118,858.39	78,978.42
0303 County Capital Improvemen	12,718,599.00	158,615,277.48	29,184,900.48	5,039,789.93	50,066,190.48	79,364,186.52
0504 Airport Fund	845,030.00	892,378.67	459,557.39	58,851.82	189,492.45	243,328.83
0513 Broadband Authority	16,000.00	16,000.00	391.61	49.87	0.00	15,608.39
0515 Solid Waste/Landfill	2,065,158.00	2,118,937.64	1,031,776.48	159,429.97	176,548.06	910,613.10
0701 Cutalong CDA	0.00	1,662,635.00	0.00	0.00	0.00	1,662,635.00
2301 School Capital Improvemen	1,694,000.00	46,080,579.60	12,759,076.62	3,884,612.61	23,324,678.90	9,996,824.08
2410 SB Operating Budget Fund	91,242,189.00	91,296,754.43	39,169,401.91	6,999,086.93	1,620,331.27	50,507,021.25
2420 SB Special Revenue Grant	3,181,967.00	3,181,967.00	1,578,647.06	257,867.74	58,686.40	1,544,633.54
2440 SB School Nutrition Fund	3,496,951.00	3,496,951.00	1,839,565.18	280,676.54	654,478.23	1,002,907.59
Grand Total Expenditures	266,236,217	472,174,058	197,274,035	34,706,875	77,025,664	197,874,360

ACCOUNT DESCRIPTION	ORIGINAL APPROV	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
0100R11 General Property Taxes	97,052,017.00	97,052,017.00	94,046,941.27	59,881,667.60	0.00	3,005,075.73
0100R12 Other Local Taxes	12,331,728.00	12,331,728.00	5,816,133.52	1,505,869.95	0.00	6,515,594.48
0100R13 Permits, Fees, Reg Lic	2,720,965.00	2,720,965.00	2,752,147.65	638,561.75	0.00	-31,182.65
0100R14 Fines & Forfeitures	100,000.00	100,000.00	59,450.10	8,766.08	0.00	40,549.90
0100R15 Use of Money & Propert	2,800,000.00	2,800,000.00	1,163,380.56	256,212.82	0.00	1,636,619.44
0100R16 Charges for Services	1,210,500.00	1,210,500.00	645,227.89	27,878.03	0.00	565,272.11
0100R18 Miscellaneous	170,000.00	170,000.00	101,605.86	30,049.80	0.00	68,394.14
0100R19 Recovered Costs	250,000.00	250,000.00	165,397.74	5,811.30	0.00	84,602.26
0100R22 State Non-Categorical	1,755,227.00	1,755,227.00	1,341,199.88	3,604.37	0.00	414,027.12
0100R23 Commonwealth Shared Ex	3,433,061.00	3,433,061.00	1,358,874.41	545,997.12	0.00	2,074,186.59
0100R99 Other Funding Sources	0.00	7,099,190.07	0.00	0.00	0.00	7,099,190.07
0100 General Fund Revenues	121,823,498	128,922,688	107,450,359	62,904,419	0	21,472,329

0105 Debt Service Fund	11,407,935.00	11,407,935.00	11,342,754.30	97,765.10	0.00	65,180.70
0110 Tourism Transient Occupan	673,272.00	745,470.00	448,373.11	53,403.79	0.00	297,096.89
0201 VA Public Assistance Fund	7,079,119.00	7,079,119.00	3,625,581.90	623,606.35	0.00	3,453,537.10
0202 County Special Revenue Gr	1,028.00	6,508,420.04	1,860,628.06	255,008.90	0.00	4,647,791.98
0205 Childrens Services Act Fu	4,497,194.00	4,497,194.00	3,047,469.77	482,140.63	0.00	1,449,724.23
0213 Law Library	0.00	0.00	2,872.20	563.80	0.00	-2,872.20
0215 Opioid Settlement Fund	161,513.00	161,513.00	119,829.99	6,514.09	0.00	41,683.01
0225 Revenue Recovery Fund	5,332,764.00	5,332,764.00	3,866,983.71	209,385.88	0.00	1,465,780.29
0303 County Capital Improvemen	12,718,599.00	89,085,969.11	30,675,203.46	3,959,496.86	0.00	58,410,765.65
0504 Airport Fund	845,030.00	890,418.37	612,067.50	63,648.15	0.00	278,350.87
0513 Broadband Authority	16,000.00	16,000.00	16,000.00	0.00	0.00	0.00
0515 Solid Waste/Landfill	2,065,158.00	2,118,937.64	1,843,755.65	117,571.36	0.00	275,181.99
0701 Cutalong CDA	0.00	1,662,635.00	1,660,061.53	8,208.57	0.00	2,573.47
2301 School Capital Improvemen	1,694,000.00	13,549,427.20	1,694,000.00	0.00	0.00	11,855,427.20
2410 SB Operating Budget Fund	91,242,189.00	91,242,189.00	55,276,729.69	17,374,912.67	0.00	35,965,459.31
2420 SB Special Revenue Grant	3,181,967.00	3,181,967.00	1,136,944.52	214,173.09	0.00	2,045,022.48
2440 SB School Nutrition Fund	3,496,951.00	3,496,951.00	1,679,445.27	770,417.56	0.00	1,817,505.73
Grand Total Revenues	266,236,217	369,899,597	226,359,060	87,141,236	0	143,540,538
Revenue Excess/Shortfall	0	102,274,461	-29,085,025	-52,434,361	77,025,664	54,333,822

Date: 1/05/26

Selective Active Investments

Certificate Number	Dept	Bank	Bank Name	Purchase Date	Maturity Date	Investment Amount	Interest Rate	S/C	D/M
1372017	M/M	001	UNITED BANK/PROFFITT-SPENCER	8/13/2014	12/30/2025	\$51,180.97	20000	S	D
LOCAL GOV POOL	LGIP	006	LOCAL GOVERNMENT INV. POOL	6/16/1997		\$21,775,992.52	4.14900	C	D
380023366	C/D	009	BLUE RIDGE BANK C/D	2/27/2017	2/27/2027	\$145,189.72	25000	S	M
8110480	C/D	009	BLUE RIDGE BANK C/D	10/24/2025	9/27/2027	\$1,393,337.26	3.75000	S	M
811141	C/D	009	BLUE RIDGE BANK C/D	12/14/2023	9/14/2027	\$1,693,876.13	3.75000	S	M
7000056651	C/D	014	UNITED BANK	10/19/2009	10/18/2026	\$9,974,055.63	4.08900	C	M
700016536	C/D	014	UNITED BANK	1/07/2009	2/07/2026	\$491,761.20	4.18000	C	D
700056635	C/D	014	UNITED BANK	10/19/2009	10/18/2026	\$1,586,462.01	4.08900	C	M
700059901	C/D	014	UNITED BANK	11/09/2009	12/09/2026	\$6,002,107.00	3.70000	S	D
700199622	C/D	014	UNITED BANK	7/18/2014	3/17/2026	\$2,982,522.82	3.94000	S	M
700223493	C/D	014	UNITED BANK	11/16/2015	11/16/2026	\$694,042.35	3.70100	S	M
700315932	C/D	014	UNITED BANK	4/03/2017	9/03/2026	\$1,777,872.89	3.94400	S	M
8267668104	C/D	014	UNITED BANK	11/10/2025	8/10/2026	\$23,122.58	3.40000	S	M
1336002	INTCHK	015	UNITED BANK - ESCROW	1/30/2013	12/28/2025	\$35,022.16	10000	S	D
1354310	INTCHK	015	UNITED BANK - ESCROW	10/03/2014	12/28/2025	\$35,940.57	10000	S	D
1354396	INTCHK	015	UNITED BANK - ESCROW	9/05/2014	12/28/2025	\$13,272.98	10000	S	D
1354671	INTCHK	015	UNITED BANK - ESCROW	2/05/2014	12/28/2025	\$16,494.62	10000	S	D
1354701	INTCHK	015	UNITED BANK - ESCROW	4/24/2014	12/28/2024	\$95,745.00	10000	S	D
1412973	INTCHK	015	UNITED BANK - ESCROW	1/08/2015	12/28/2025	\$172,663.98	20000	S	D
1441043	INTCHK	015	UNITED BANK - ESCROW	10/16/2015	12/27/2025	\$72,231.97	20000	S	D
1465317	INTCHK	015	UNITED BANK - ESCROW	9/10/2015	12/27/2025	\$28,002.40	15000	S	D
4133463	INTCHK	015	UNITED BANK - ESCROW	7/29/2019	12/27/2025	\$21,292.09	10000	S	D
4223489	INTCHK	015	UNITED BANK - ESCROW	10/14/2020	12/27/2025	\$2,715.61	4000	S	D
4264150	INTCHK	015	UNITED BANK - ESCROW	4/27/2021	12/27/2025	\$85,588.35	20000	S	D
85026586	MNYMKT	015	UNITED BANK - ESCROW	12/10/2025	12/31/2025	\$35,797.50	65000	S	D
85160404	MNYMKT	015	UNITED BANK - ESCROW	4/09/2024	12/28/2024	\$1,889.92	49900	S	D
85200232	MNYMKT	015	UNITED BANK - ESCROW	4/11/2024	12/28/2025	\$16,525.65	49900	S	D
85204702	MNYMKT	015	UNITED BANK - ESCROW	4/09/2024	12/28/2025	\$20,561.72	49900	S	D
85308607	MNYMKT	015	UNITED BANK - ESCROW	9/23/2022	12/28/2025	\$6,603.43	5000	S	M
85464806	MNYMKT	015	UNITED BANK - ESCROW	3/11/2025	12/30/2025	\$16,534.56	49900	S	D
85541464	MNYMKT	015	UNITED BANK - ESCROW	11/03/2025	12/30/2025	\$9,206.90	49900	S	D
85798336	MNYMKT	015	UNITED BANK - ESCROW	12/26/2024	12/28/2025	\$25,291.92	49900	S	M
86117339	MNYMKT	015	UNITED BANK - ESCROW	10/20/2022	12/28/2025	\$8,916.39	5000	S	D
86279031	MNYMKT	015	UNITED BANK - ESCROW	7/10/2024	12/28/2025	\$23,758.40	49900	S	D
86291001	MNYMKT	015	UNITED BANK - ESCROW	11/10/2025	12/30/2025	\$82,521.43	49900	S	D
86337206	MNYMKT	015	UNITED BANK - ESCROW	10/03/2024	12/28/2025	\$9,303.64	49900	S	D
86361655	MNYMKT	015	UNITED BANK - ESCROW	10/07/2025	12/28/2025	\$162,398.57	49900	S	M
86588306	MNYMKT	015	UNITED BANK - ESCROW	6/27/2023	12/28/2025	\$3,428.06	49990	S	D
86639512	MNYMKT	015	UNITED BANK - ESCROW	7/11/2024	12/28/2025	\$9,923.78	49900	S	M
86736614	INKCHK	015	UNITED BANK - ESCROW	3/11/2022	12/28/2025	\$28,985.84	15000	S	D
86919703	MNYMKT	015	UNITED BANK - ESCROW	1/31/2024	12/28/2025	\$5,822.31	49900	S	M
86999468	MNYMKT	015	UNITED BANK - ESCROW	7/01/2024	12/28/2025	\$11,153.54	49900	S	M
87092641	MNYMKT	015	UNITED BANK - ESCROW	4/18/2022	12/28/2025	\$2,820.93	5000	S	D
87155481	MNYMKT	015	UNITED BANK - ESCROW	3/28/2025	12/28/2025	\$19,490.69	65000	S	D
87523365	INTCHK	015	UNITED BANK - ESCROW	2/24/2022	12/28/2025	\$150,741.09	20000	S	D
87643489	MNYMKT	015	UNITED BANK - ESCROW	4/09/2024	12/28/2025	\$8,486.02	49900	S	D
87727832	MNYMKT	015	UNITED BANK - ESCROW	4/10/2025	12/30/2025	\$10,960.00	49900	S	D
88206002	MNYMKT	015	UNITED BANK - ESCROW	11/14/2025	12/30/2025	\$8,526.63	49900	S	D
88353675	MNYMRT	015	UNITED BANK - ESCROW	3/31/2022	12/28/2025	\$78,786.54	20000	S	M
88799420	MNYMKT	015	UNITED BANK - ESCROW	3/27/2025	12/28/2025	\$29,704.61	65000	S	D
90900188	INTCHK	015	UNITED BANK - ESCROW	7/02/2021	12/27/2025	\$750,751.08	25000	S	D
90907948	INTCHK	015	UNITED BANK - ESCROW	8/10/2021	12/27/2025	\$159,708.32	25000	S	D

Date: 1/05/26

Selective Active Investments

Certificate Number	Dept	Bank	Bank Name	Purchase	Maturity	Investment Interest		S/C	D/M
				Date	Date	Amount	Rate		
90932306	INTCHK	015	UNITED BANK - ESCROW	11/02/2021	12/27/2025	\$316,199.84	25000	S	D

County of Louisa, Virginia
 Reconciliation of Taxes Receivable December 2025
 Henry Wash, Treasurer

Year	Per TR50.1
Rollback	56,966.74
DMV	20,982.70
ML	20,019.64
OCC	24,110.29
RTNCHK	350.00
2003	56.80
2004	62.23
2005	1,611.95
2006	3,065.29
2007	5,749.60
2008	6,514.25
2009	8,859.84
2010	10,082.46
2011	12,817.62
2012	28,452.17
2013	29,329.66
2014	36,030.59
2015	44,279.15
2016	64,098.24
2017	76,852.06
2018	86,796.23
2019	115,758.66
2020	241,097.30
2021	349,563.39
2022	580,788.08
2023	976,668.90
2024	2,043,934.41
2025	6,450,240.69
TOTAL	56,904,929.27



COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT

Louisa County Fire & EMS Department

Department Overview:

The Fire and EMS Department continues to provide essential emergency response services to the community, focusing on operational readiness, personnel development, emergency management, and community engagement. Below is a summary of key activities and developments for the month of December 2025.

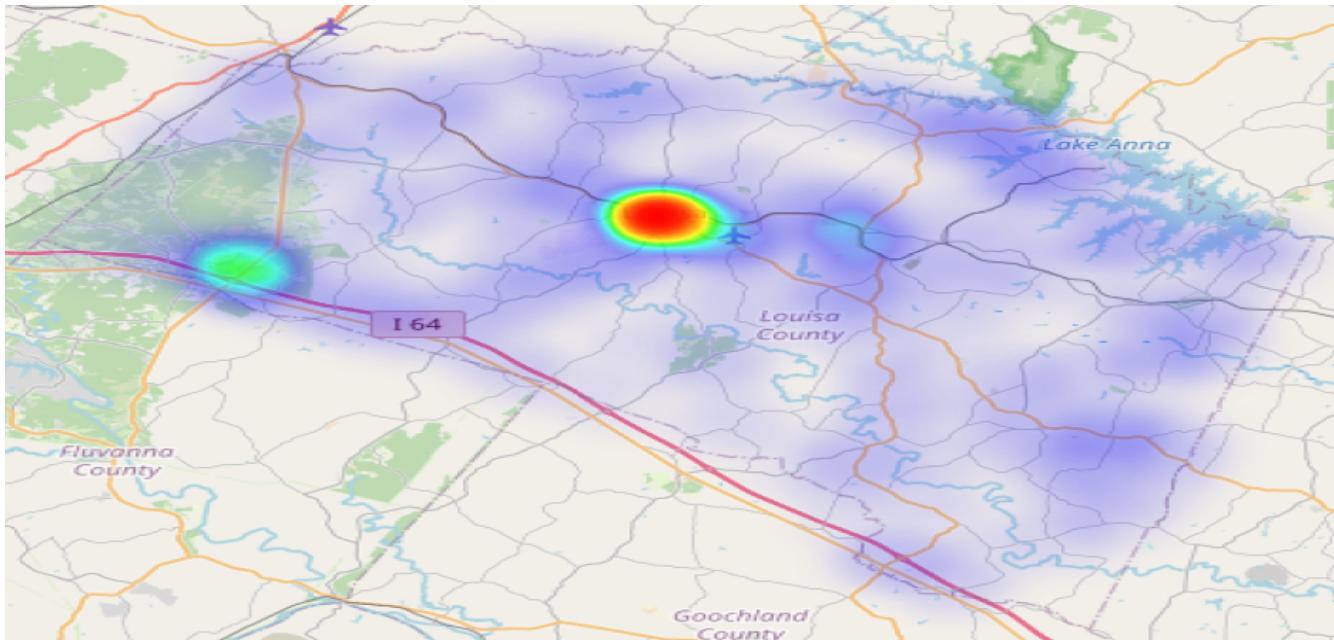
CY2025 YTD Response Data			For the Month of: December										
District	Monthly Fire/EMS Calls Per District	YTD Fire/EMS Calls Per District	EMS Unit Responses										
	178	2118	Month	M-1	M-2	M-5	M-6	M-7	M-8	VRS-1	VRS-3	VRS-4	EMS107
Louisa(1)	178	2118											
Mineral(2)	97	1137	Month	235	0	118	75	114	100	68	1	3	74
Bumpass(3)	49	554	YTD	2783	37	1225	855	1324	1141	558	69	56	777
HollyGrove(4)	45	510											
Locust Creek(5)	64	618	Fire Unit Responses										
Trevilians(6)	51	556		Co. 1	Co. 2	Co. 3	Co. 4	Co. 5	Co. 6	Co. 7	Co. 8	B-104	
Zion Crossroad(7)	104	1281	Month	117	69	19	28	17	13	78	48	90	
New Bridge(8)	62	529	YTD	1227	769	162	259	237	244	930	594	823	
Gordonsville(24)	38	305											
Out of County	8	384											



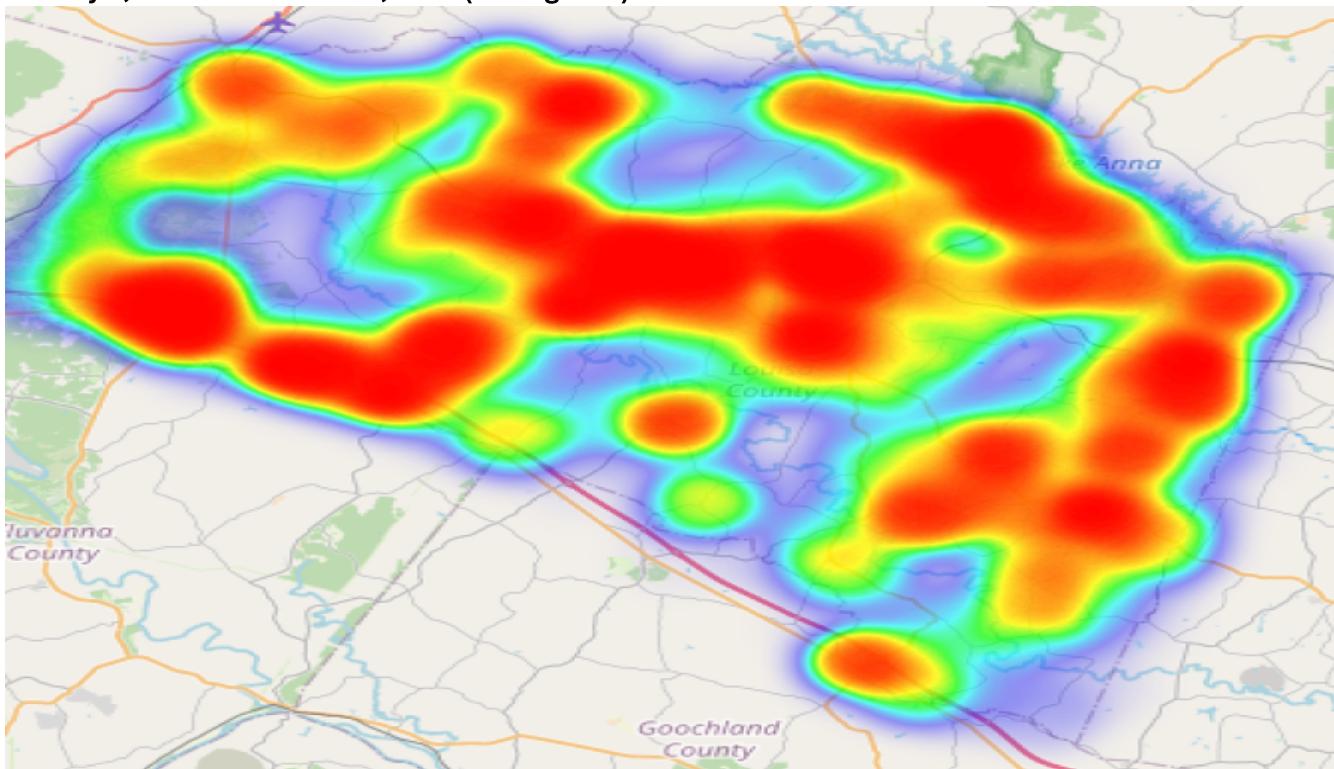
COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT

December 2025

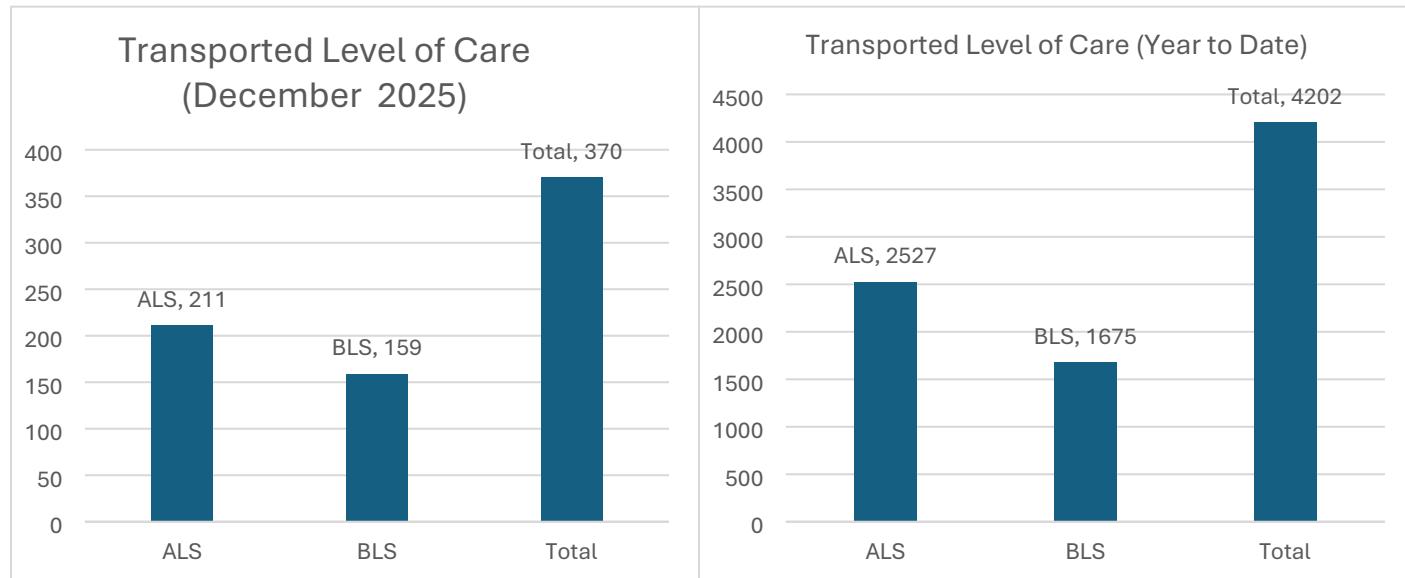


January 1, 2025-December 31, 2025 (Rolling Year)



COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT



Grants, Capital, and Other Updates:

Grants Updates:

- RSAFTJ-C05/12-24 (50/50 for Medications and Lockers): Medication lockers have been ordered and have an estimated delivery of mid-January.
- RSAFTJ-C03/06-25: Video Laryngoscopes and IV Pumps have been deployed to the field.
- SAFER EMW-2024-FF-01464: (SAFER EMW-2024-FF-01464: (Hiring) This grant has been accepted and we have an open recruitment for this staffing with an expected start-date of April 1, 2026.
- AFG EMW-2024-FG-01391: Equipment: This grant has been accepted. Some of the equipment has been ordered.

Capital Projects:

- 481050 Command Vehicle: Three Chevrolet Silverado 2500HD trucks have been delivered to the dealer. Upfitting work has begun.
- 481051 Ambulances: FEMS has selected a vendor and finalized a quote for a new ambulance with an updated delivery date in early February. Lake Anna Rescue has started working with their chosen vendor for a custom spec ambulance.
- 482000 SCBA: The SCBAs have been delivered and training has started.
- 482080 Boat: Construction has been completed, and inspection and delivery are expected in late January.
- 482091 Radio Tower: Site work is nearing completion, and Motorola continues work on radio equipment installation.



COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT

- 482180 Ladder Truck: An order has been placed for a new Rosenbauer ladder truck that is due at the end of 2027. Crews will be traveling to the Rosenbauer in Minnesota in mid-January for pre-engineering.
- 482180 Brush Trucks: Two new brush trucks (one for New Bridge and one for Locust Creek VFD) in February 2026. Refurbishment/body replacement of brush truck for Zion Crossroads is nearing completion.

Other Updates

- Staffed a crew on the fire-EMS boat on safety standby for the boat parade
- Graduation of 14 career and one volunteer firefighter/EMT recruit.
- Started recruitment and testing for the next hiring process and recruit school (starting April)
- Attended Locust Creek VFD business meeting where they honored Charlie Pratt for 43 years of service
- Started the train-the-trainer process for new SCBAs
- Attended Comp Plan Town Hall at Moss-Nuckles

Staffing, Recruitment, and Career Development

- Current staffing levels: 83 of 86 positions filled.
- Career Development issued to members who hold certifications in Driver Pump Operator, Driver Aerial Operator, Acting Officers, and Education Coordinators along with completed release packets.
- 3 staff members in the precepting process to be released as Paramedics.
- 3 staff members currently working on Acting Officer training.

Training Division:

- Fire and EMS academy completed with 100% pass rate in Fire Fighting 1&2, Hazmat Ops, EVOC, Vehicle Rescue and the National Registry EMT Class.
- The High School EMT class completed with 6 students testing and all 6 students passed the National Registry EMT
- EMS Supervisors completed several on shift CEU's

Outreach & Fire Prevention:

- Attended LCMS Water Flush Test
- Installed several smoke detectors for citizens

Emergency Management:

- Preparation for VOPEX 2026 Hostile Action Drill continues
- Held an ICS 300 (Intermediate Incident Command System for Expanding Incidents class. This was attended by Louisa Sheriffs Dept and Dominion Energy Partners.

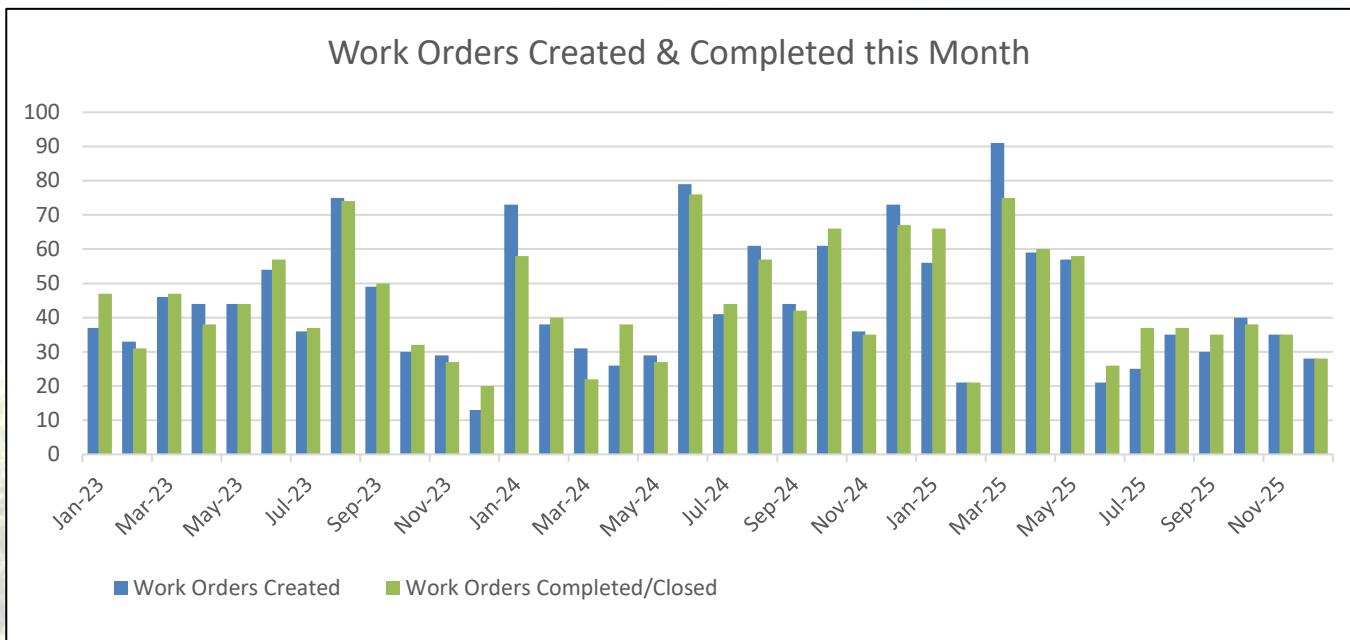
COUNTY OF LOUISA
MONTHLY DEPARTMENT REPORT



Department: General Services
Period: December 2025

FACILITIES

INDICATORS AND STATISTICS



PROJECT REPORTS AND ACTION ITEMS

1. Completed projects

- a. HVAC replacement of ACC-1 & AHU-1 at Louisa Library
- b. Installation of a water treatment system at Zion Crossroads Fire Station
- c. Coordinate and plan installation of fiber data line from Verizon for Court Services at District Court
- d. Replacement of rusted off post on Confederate Memorial in front of Circuit Court
- e. Installed new cab heater in 773G Bobcat
- f. Remodel of Craft Room in the Betty Queen Center to create office space for the after school care program staff.
- g. Completed the Fire Marshal's inspection of the Sheriff's Department in the lower level of the Administration Building.
- h. Delivery of new vehicles to the Community Development Department
- i. Redistribution of vehicles from Community Development to various County departments
- j. HVAC equipment monthly preventative maintenance for December 2025
- k. Replacement of HWP #1 at Circuit Court
- l. X-ray machine inspection for District Court
- m. Install dehumidifiers in mechanical room at District Court
- n. Pumping of septic tanks at New Bridge Fire Station.



FACILITIES (Continued)

2. Works in progress

- a. Administration building landscaping and sallyport securement procurement
- b. Changeover to Akitabox work order software from Facility Dude
- c. Installation of Temporary Maintenance Building for Airport at General Services Complex
- d. Installation of Generator at Fire & EMS Headquarters
- e. Daylight Medical Center basement to prevent Future Flood Damage
- f. New keying and coring for Community Development
- g. New keying and coring for Commonwealth Attorney
- h. New Security cameras for interior and exterior of Animal Shelter
- i. HVAC equipment monthly preventative maintenance for December 2025
- j. Administration Building Parking Lot Engineering
- k. Installation of Fire Training Burn room replacement
- l. HVAC equipment monthly preventative maintenance for January 2026
- m. Louisa Volunteer Fire Department Bunkroom Expansion
- n. Grading & Adding Gravel to Sheriff's storage building parking lot and impound lot.
- o. Installation of temporary storage building for the Airport equipment

3. Planning and Future Considerations

- a. Landfill Equipment Replacement Planning
- b. Fleet Vehicle Replacement Planning
- c. Compactor Replacement following the CIP plan
- d. Building enhancement project planning for upcoming fiscal year
- e. Procurement of CIP Projects for FY 2026
- f. Administration Building Metal Roof Replacement
- g. Circuit Court LED Lighting Replacement
- h. Back Up Generator for District Court
- i. Cost estimates for Zion Crossroads Fire Station and Louisa Fire Department HVAC & Drywall remediation issues
- j. Addition of second courtroom to Circuit Court on second floor
- k. File Storage expansion for Clerks office at Circuit Court
- l. Replacement of the kitchen appliances and cabinetry, bathroom improvements, and adding a janitors closet at the Henson Building
- m. Planning of FY2026 CIP projects
- n. Layout map for proposed landfill improvements including replacement of scalehouse.

COUNTY OF LOUISA
MONTHLY DEPARTMENT REPORT

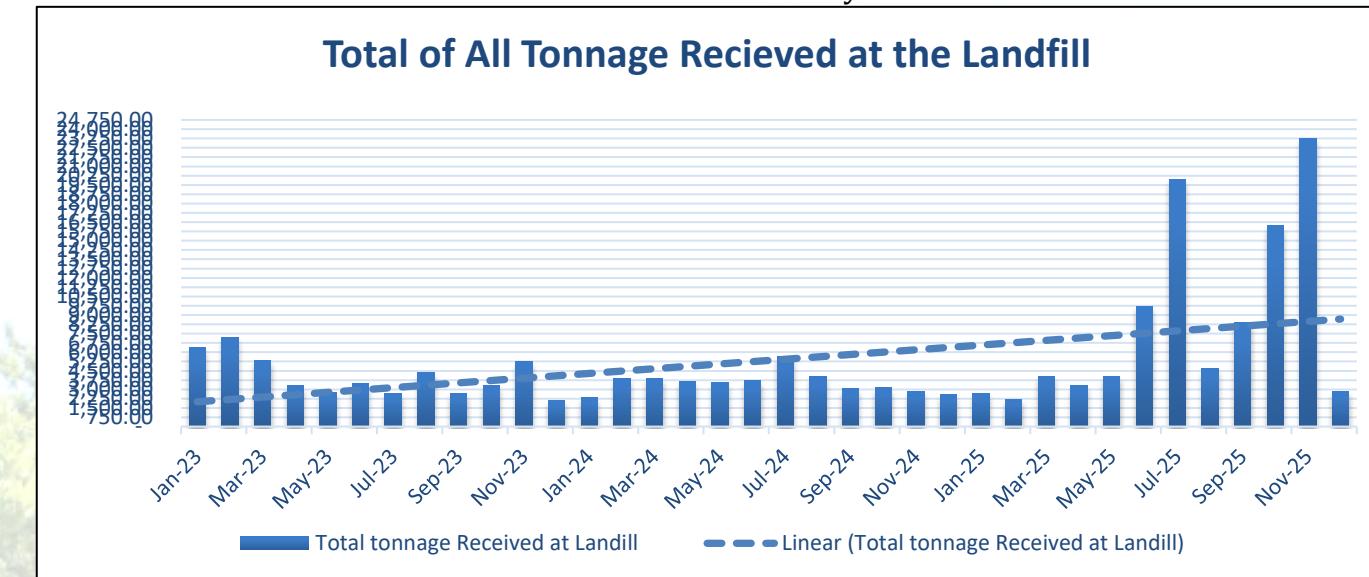


SOLID WASTE MANAGEMENT

INDICATORS AND STATISTICS

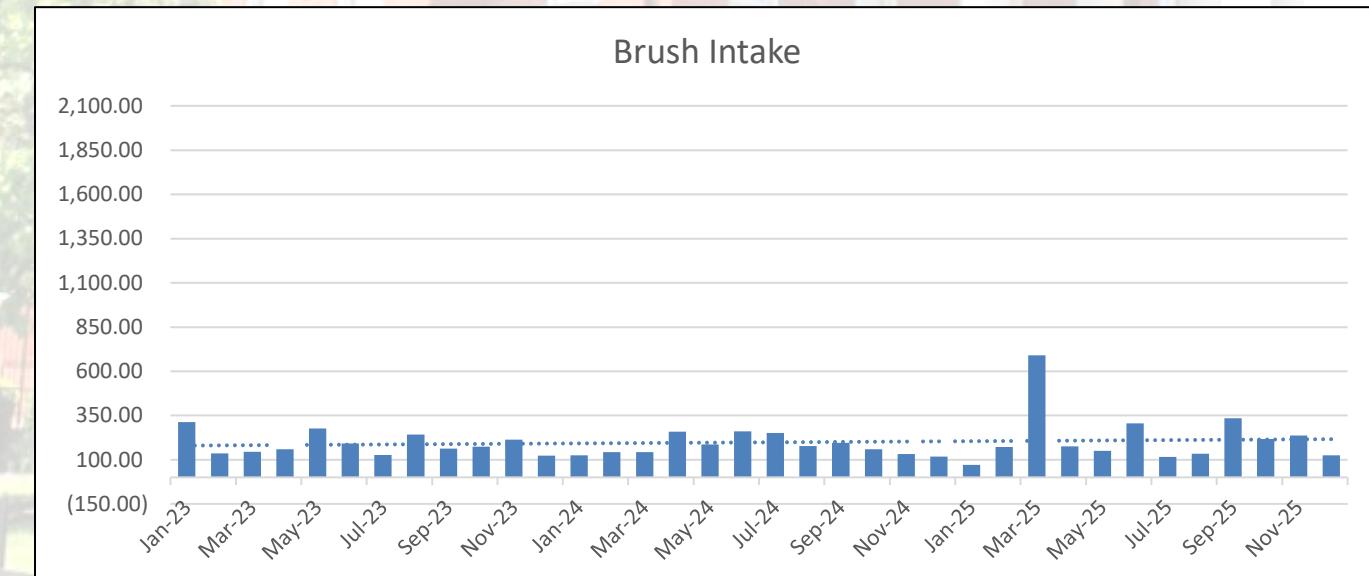
Solid Waste

The Landfill received 2,818.52 tons of materials last month. The chart below shows the amount of material received at the landfill each month over the last three years.



Brush

The Landfill received 125.50 tons of brush last month. The chart below shows the tonnage of brush received at the landfill each month over the last three years.

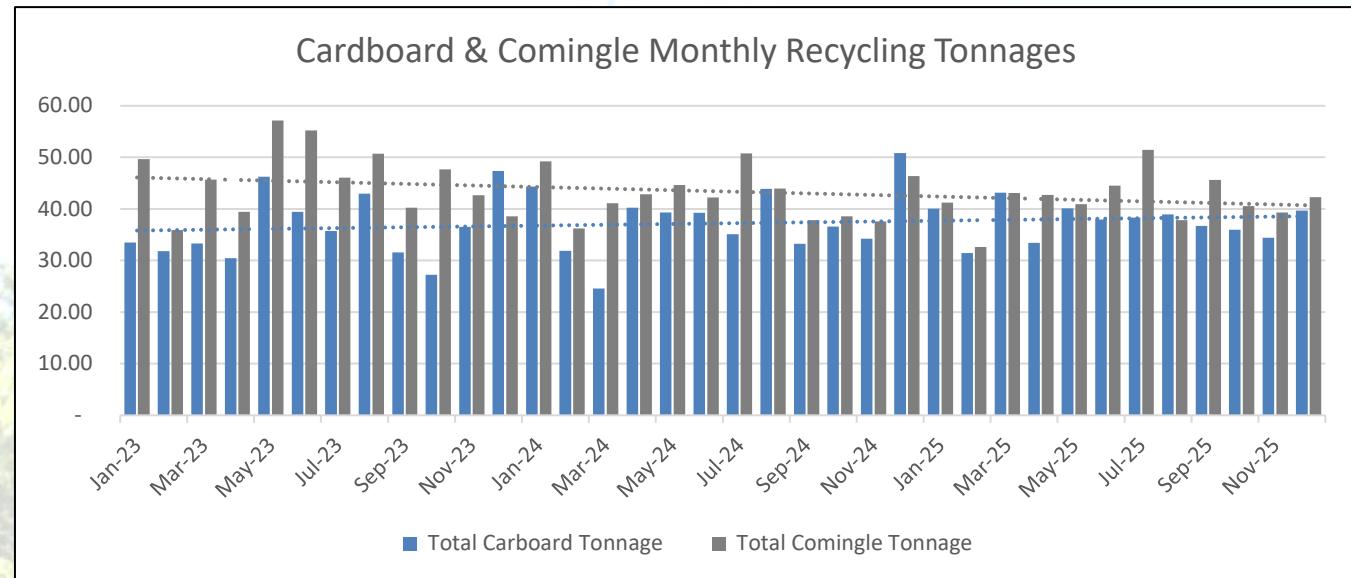




SOLID WASTE MANAGEMENT (Continued)

Recyclables

The Department has hauled away 39.68 tons of cardboard and 42.27 tons of Comingle for recycling this month. The cardboard and comingle tonnages pulled for the last three years are shown below along with a trendline for each:



PROJECT REPORTS AND ACTION ITEMS

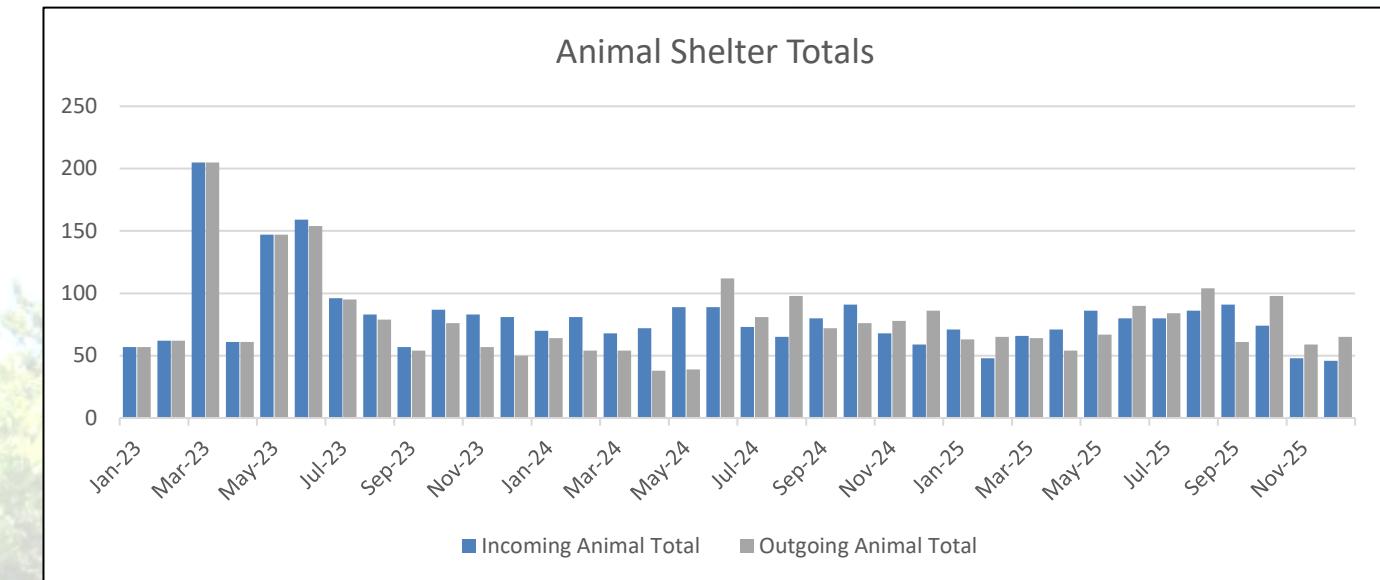
1. Labella has submitted the Part "B" plan for the next phase of solid waste disposal (phase 4) at the Louisa County Sanitary Landfill to the DEQ and has received comments back for revisions. LaBella & Associates are currently working on the revisions and will be resubmitted to DEQ when completed.
2. Labella and Associates is updating the Solid Waste Plan for the Louisa County Sanitary Landfill based on comments received from DEQ.
3. County Staff in conjunction with Labella and Associates has been evaluating the potential of purchasing land adjacent to the landfill and has submitted recommendations to the board on a potential purchase and how it would affect the life span of the existing landfill along with all possible risks that could be associated with such a purchase.
4. Labella and Associates held annual Unauthorized waste training for the Landfill Staff and General Services Administration staff on December 17th, 2025.
5. The Department had its quarterly DEQ inspection on Monday, December 22nd, 2025, and the closed cell permit SWP194 was found to be in compliance with no deficiencies found.
6. The Department had its quarterly DEQ inspection for permit SWP567 (active cells) was found to be in deficiency for and over age on the average tonnage received daily. Staff is currently working on a response letter to DEQ. In the response letter in order to remediate the deficiency, we are requesting a conditional approval from DEQ to increase our daily intake average until the next phase of permits for Cells 4A and 4B are approved, and the new permit will include a permanent increase of the daily average intake limit.



ANIMAL SHELTER

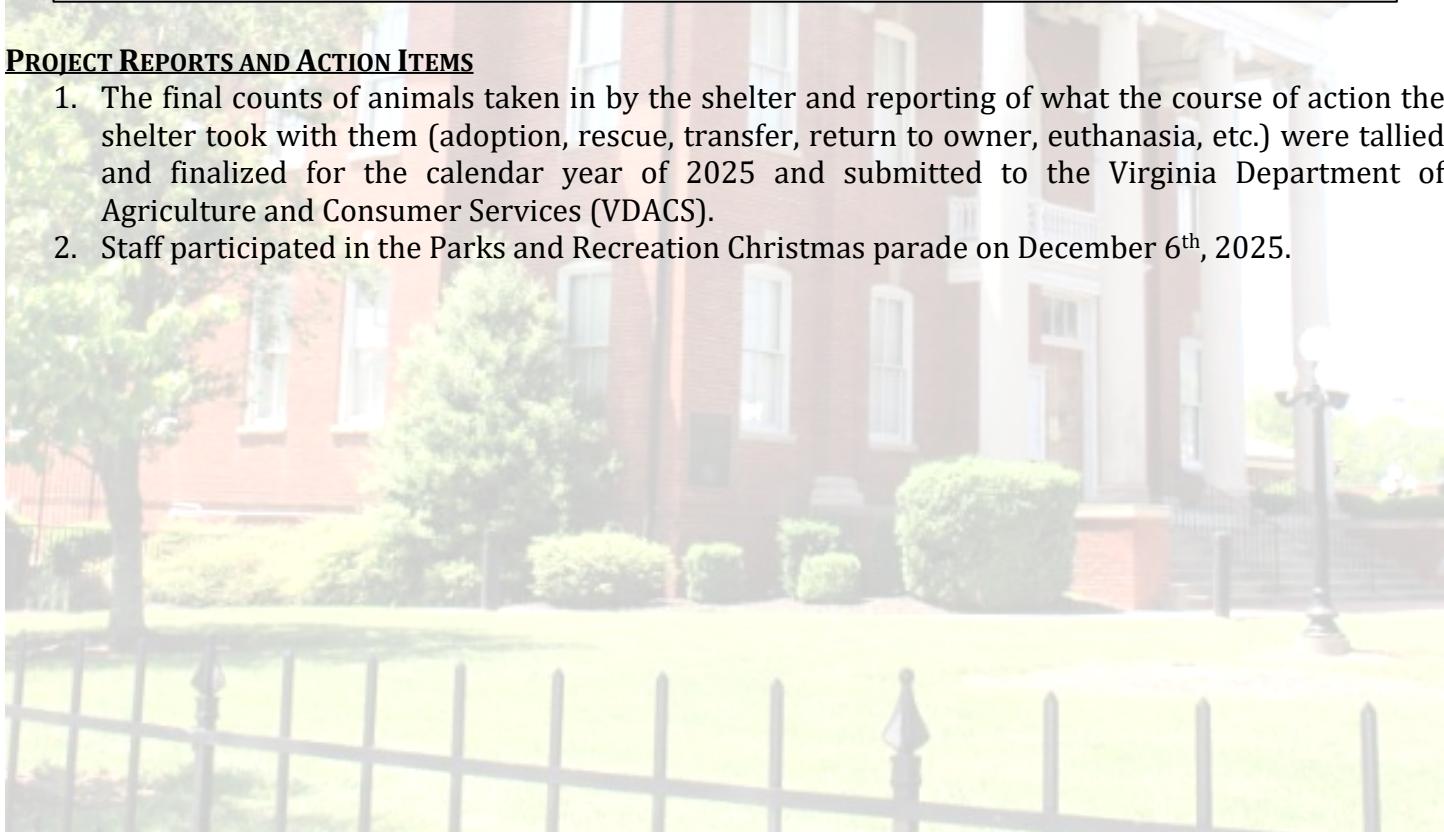
INDICATORS AND STATISTICS

The numbers of animals both incoming and outgoing at the Louisa County Animal Shelter are charted below over the last three years:



PROJECT REPORTS AND ACTION ITEMS

1. The final counts of animals taken in by the shelter and reporting of what the course of action the shelter took with them (adoption, rescue, transfer, return to owner, euthanasia, etc.) were tallied and finalized for the calendar year of 2025 and submitted to the Virginia Department of Agriculture and Consumer Services (VDACS).
2. Staff participated in the Parks and Recreation Christmas parade on December 6th, 2025.





COUNTY OF LOUISA

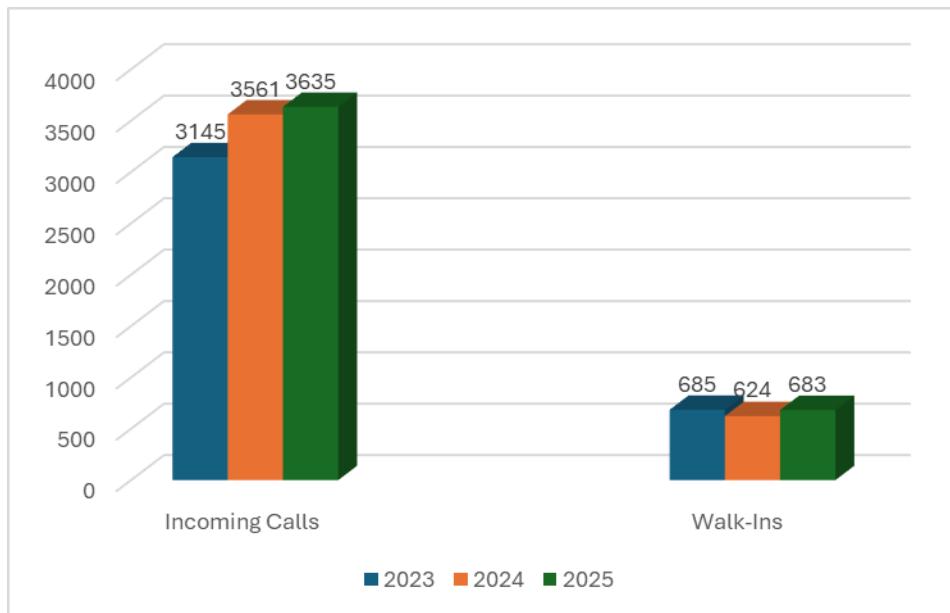
MONTHLY DEPARTMENT REPORT

Department: Human Services

Period: December 2025

INDICATORS AND STATISTICS

CUSTOMER SERVICE:

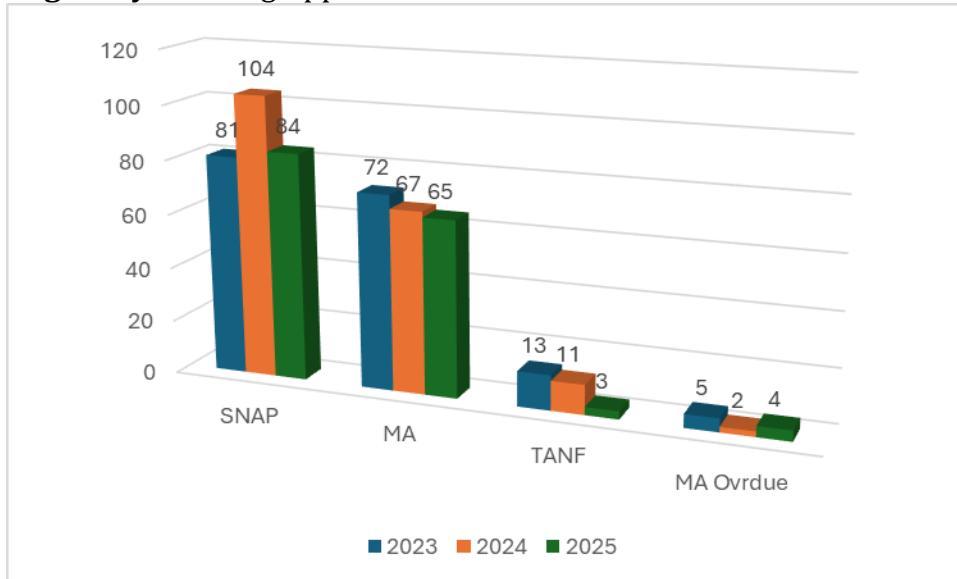


The local agency is still receiving a high volume of calls with questions about their benefits cases or seeking information about other resources in and outside of Louisa County due to the Government shutdown which impacted the SNAP program recipients and HR1 which has reinstated certain waivers to the program regarding the verification acceptance. Foot traffic was consistent with what has been experienced in prior years which averaged just under 36 visitors to the local agency daily. The energy assistance program for Fuel Assistance ended in the month of December and the Crisis program started November first. The agency will continue to accept Crisis applications until March 15th, 2026. There were 4 observed holidays in the month of December; Christmas Eve (half day Wednesday), Christmas Day (Thursday), the day after (Friday), and New Year's Eve (half day Wednesday).

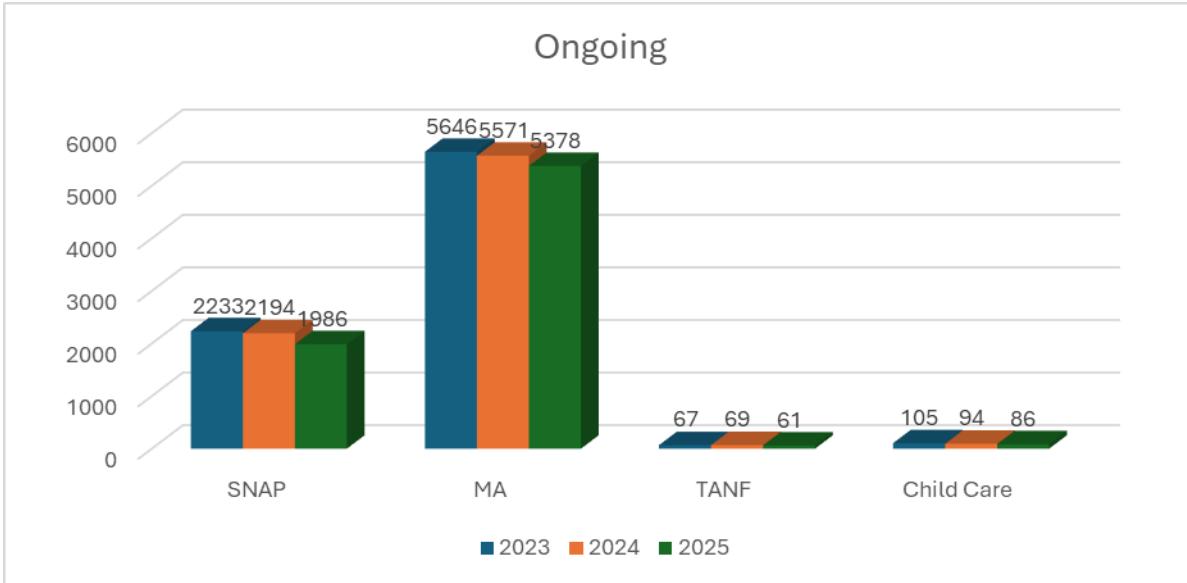
COUNTY OF LOUISA
MONTHLY DEPARTMENT REPORT



Eligibility: Pending Applications



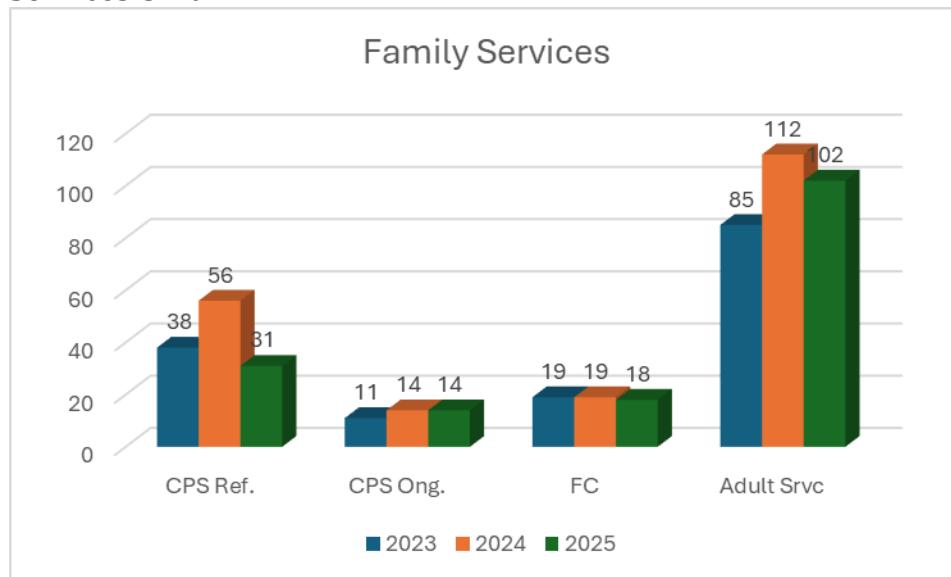
Ongoing



COUNTY OF LOUISA
MONTHLY DEPARTMENT REPORT



Services Unit:



FOSTER CARE SUMMARY:

No new youth entered care this month. One youth was discharged from the Fostering Futures program due to turning 21yo. One youth re-entered the Fostering Futures program this month. One youth discharged from the Post-D Detention program and was placed with a relative. He will transition to Fostering Futures program for services this month.

As of December 2025, there are 18 youth in foster care. Seven (7) youth have been in care for less than 12 months, two (2) youth have been in care for more than 12 months, but less than 24 months and five (5) youth have been in care for more than 24 months. Each of these youth has had a face-to-face visit as required by State and foster care policy.

Three (3) of these youth reside in a relative foster home, five (5) youth are in congregate care, four (4) youth are in a non-relative foster home placement, and four (4) youth are in the Fostering Futures program. Two (2) youth are on a trial home placement.

FOSTER PARENT RECRUITMENT/TRAINING UPDATE:

Three local families are going through the approval process and should be completed by February.



COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT

CPS Summary:

For the month of December:

CPS Intake Referrals for November: 31

Below are the number and reason for referral screen outs:

Does not meet definition – 18.

Alleged Abuser not a caretaker – 1

Duplicate Referral – 4

Inadequate Information – 1

Alleged abuser not a caretaker (sexual abuse) – 2

Out of State Jurisdiction – 1

Total – 27

Adult Services Summary:

In the month of December:

- # of APS Reports: 24
- # of AS cases: 16
- # of Guardianship Cases: 68
- Total # of APS/AS/Guardianship Cases: 102

Case Closure Specific to type of Substantiated Abuse/Neglect/Exploitation:

Self-Neglect – 2

Financial Exploitation – 2

Other Exploitation – 1

Perpetrator a Relative – 1

Sexual Abuse – 1

Total of clients who Needs Protective Services – Accepts – 1

Total of clients who Needs Protective Services – Refuses – 3

Total of clients who Needs Protective Services – No longer exists – 0

Total Invalid APS Investigations – 1

Total Unfounded Investigations – 11

In-home (formerly known as CPS Ongoing) Cases and Family Support (formerly known as Foster Care Prevention) Cases

There are currently Six (6) In-Home cases and eight (8) Family Support cases. Six (6) cases are court ordered for services. Two (2) cases were closed, and three (3) cases were opened. One (1) case was court ordered for investigation. There were two (2) court appearances. Fifteen (15) home visits were made. Fifty-two (52) clients receive services in these categories.

COUNTY OF LOUISA
MONTHLY DEPARTMENT REPORT



PROJECT REPORTS AND ACTION ITEMS

1. The Louisa Department of Human Services has moved into its new building and is officially open for business.

PLANNING AND FUTURE CONSIDERATIONS

1. Medicaid changes are being implemented to accommodate Governor Youngkin's executive order released August 20, 2025.
2. THE LOCAL AGENCY CURRENTLY HAS TWO (2) VACANCIES TO FILL IN THE BENEFITS PROGRAMS UNIT. WE ARE REVIEWING APPLICATIONS AND HOPE TO CONDUCT INTERVIEWS WITHIN THE NEXT FEW WEEKS.

County of Louisa

Monthly Department Report



Department: Human Resources
Period: December 2025

Indicators and Statistics:

- Human Resources participated in the interview and selection process for the positions of Benefits Program Specialist in the Department of Human Services, Communication Officer in the Louisa County Sheriff's Department, Fire Fighter/EMTs in the Department of Fire and EMS, Animal Shelter Attendants and Recycling Attendants in the Department of General Services.
- Human Resources prepared COBRA paperwork, assisted with VRS retirement counseling and paperwork, disability and death benefit paperwork, and checked backgrounds and driving records and assisted in the posting and paperwork for Assistant Commonwealth Attorney in the Commonwealth Attorney's Office, Deputy Clerks in the Circuit Court Clerk's Office, Child Care Workers and After School Assistants in Parks, Recreation, and Tourism, Volunteer Fire Fighters, and Firefighter and EMTs for the Louisa County Department of Fire and EMS, Deputies and Communication Officers in the Louisa County Sheriff's Department, Animal Shelter Attendants, Roll off drivers and Recycling attendants in the Department of General Services.
- Administered 2 FMLA cases.
- Administered or Continuation of 6 Worker's Compensation cases.
- For the month of December there was 1 new unemployment claims.

Project Reports and Action Items:

- Worked with VOYA / Nationwide to promote employee 457b retirement accounts.
- Worked with Departments to update Policies and procedures.
- Worked with Innovative Group to discuss Benefit plans and RFP's.
- Worked with Departments to update career development plans.
- Worked with Vacorp for Worker Compensation claim.
- Continued working VRS/ DCP to promote retirement savings.
- Continued work with Finance and Innovative Group regarding employee benefits.
- Worked with Administration and Finance to review employee compensation goals.
- Responded to personnel employment verifications and concerns.
- Administered and assisted with Insurance processes.
- Worked with Anthem to continue to provide EAP programs and webinars.

Planning and Future Considerations:

- Work on updated policies that reflect legal changes and continue refinement of existing policies and practices.
- Develop employee educational and professional development opportunities.
- Continue to develop leadership training for Department Heads and Supervisors.
- Continue to communicate new legislation regarding legal compliance and workplace requirements as needed.
- Aggressively list and pursue job postings and applicants to fill vacancies.
- Plan and schedule training and updates for county employees.
- Continue to communicate retirement and benefit options to all staff.
- Continue review of Employee Performance with Department Heads.
- Update employee files with new forms and information from regulation changes.
- Continue building a career ladder format for employee training and recognition by department.
- Continue to partner with Department Heads and employees to resolve employee relations issues.



COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT

Department: Parks, Recreation and Tourism

Period: November 2025



PARKS & RECREATION

Child Care

The following reflects FY26 Monthly Child Care Program Revenue. Child Care services are divided into the following three categories: (Before School Only, After School Only, & Before & After School) Child Care Payments are collected weekly, based on the registration and attendance plan selected by the parents. Payments are made through our ProCare Registration Software.

Monthly Revenue	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June
FY26	\$41,452	\$51,916	\$46,999	\$47,076	\$49,055	\$31,257						

Self-Supporting Programs

The remainder of our revenue is collectively attributed to the programs and services that we provide to the community. This includes revenue collected under the following categories: Youth Programs, Sports, Health & Wellness, Educational & Enrichment and Special Events.

Monthly Revenue	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June
FY26	\$47,035	\$44,866	\$29787	\$20,180	\$18,794	\$15,498						

Self-Supporting Registrations/ Transactions per Month

This reflects the number of monthly, program registrations/ transactions recorded in our Civic Rec. registration software. (Non-Childcare Related)

Monthly Registrations	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June
FY 26	3,018	1,319	782	534	492	307						

Upcoming Events

February 6th & 7th - 31st Annual Father-Daughter Dance
March 28th - Easter Eggstravaganza

COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT



Office of Tourism
Period: December 2025



TOURISM

NOTES ON HIGH-LEVEL STRATEGY: Increased tourism spending increases local tax revenue, supports labor income and may reduce the need for additional local taxes. To encourage tourism spending, we follow tourism marketing trends and use data including [Virginia Tourism Corporation \(VTC\) travel reports](#), collected meal tax, and collected occupancy tax to make campaign decisions. We use story telling techniques to create a more holistic picture of Louisa's offerings, impart the feeling of "escape" from the hustle and bustle, and develop motivation to visit multiple areas of the County. We pursue grant opportunities often and look for opportunities to partner with others. Please note for advertising efforts that it takes an average of an ad being seen seven to 10 times before it is memorable.

December Activities

- **MONTHLY VISIT LOUISA GUIDE & LOUISA BOUND E-NEWSLETTER**
The December issue of our [monthly tourism guide](#) was available online and in print at the Louisa County Office Building. The issue highlighted locations and events across the county, as did the weekly [Louisa Bound](#) e-newsletter.
- **ADVERTISING**
 - We ran video ads asking visitors to "[Chill with Us for the Holidays](#)" (click link for preview).
 - We also began working on Search Engine Optimization for the new site to go into effect in January.
- **VISITLOUISA.COM WEBSITE (NEW WEBSITE FUNDED WITH VTC GRANT)**
Work continued on the new [VisitLouisa.com](#) website, which had a soft launch on October 31, including:
 - Updated business listings for accuracy and to speak to visitors as the audience
 - New webpages and updates to pages to include links to related articles and videos
- **BRANDING FOR SIGNS AND ARTWORK**
Staff submitted an [RFP for a firm to develop branding for signs and the Wares Crossroad roundabout](#).
- **OTHER EFFORTS, INCLUDING –**
 - Arrangement of interview with 29News regarding Virginia Scenic Railway
 - Initial conversation with Uber
 - Conversations with Costar about analytics and commercial property information
 - Preparation of materials regarding request of VTC to recognize new Piedmont Region

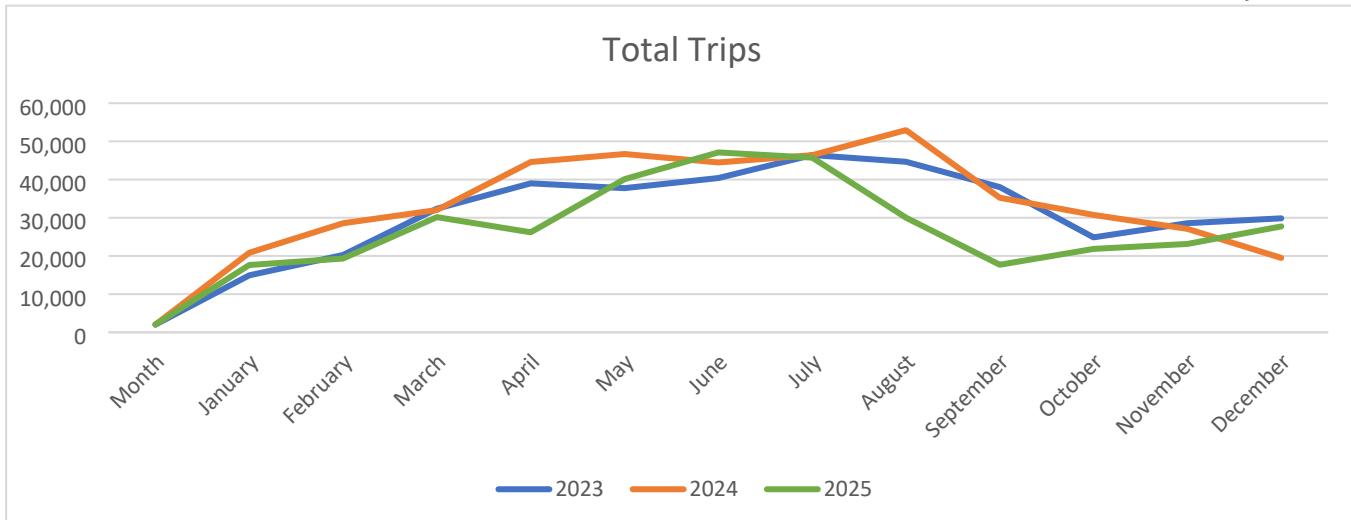
COUNTY OF LOUISA
MONTHLY DEPARTMENT REPORT



INDICATORS AND STATISTICS: VISIT LOUISA APP



Trip Report



Month	2025	2024	2023	2025	2024	2023	2025	2024	2023
	Day-Trips	Day-Trips	Day-Trips	Overnights	Overnights	Overnights	Average Nights	Average Nights	Average Nights
January	8,681	11,766	5,815	11,419	9,062	9,106	1.5	0.9	1.2
February	9,845	16,327	4,691	9,475	12,232	15,561	1.2	0.9	1.4
March	11,581	12,578	9,145	18,578	19,445	23,226	1.5	1.4	1.7
April	6,136	21,632	10,244	20,053	22,959	28,762	2.2	1.2	1.9
May	12,053	17,312	10,094	28,052	29,380	27,656	1.7	1.5	1.7
June	12,784	19,508	11,035	34,323	24,973	29,363	2.3	1.5	1.7
July	15,885	18,434	12,518	29,859	27,948	33,900	1.7	1.6	1.9
August	8,382	23,225	12,521	21,636	29,715	32,134	1.7	1.5	1.8
September	6,161	13,555	6,989	11,531	21,681	31,036	2.1	1.4	1.8
October	5,380	8,292	7,027	16,464	22,446	17,834	1.8	1.9	1.6
November	8,370	6,912	8,240	14,771	20,180	20,330	1.4	1.7	1.4
December	11,337	11,029	12,281	16,392	18,336	17,567	1.5	1.2	1.4

In the data above, day-trips measure visitors from outside 50-mile radius, staying longer than 2-hours and visiting less than 10 times monthly. Overnight visitors are those staying after 12am. Note this Arrivalist data is helpful in identifying characteristics of visitors like length of stay, but the Key Data (below) and tax numbers are more reliable figures. Together, the numbers can help us seek a more complete picture of tourism activity.

The Short-Term Rental information below compares data from December 2025 to December 2024. Note the chart below focuses on Airbnb bookings to avoid duplication with listings also on VRBO. The Value column represents 2025 and the Compared column represents 2024.

COUNTY OF LOUISA

MONTHLY DEPARTMENT REPORT



Data Source: Airbnb

KPI	Value	Compared	Difference
ADR	\$487	\$431	13%
Occupancy	16.4%	14.6%	12%
Guest Checkins	581	434	34%
Avg. Length of Stay	3.5	4.2	-18%
Avg. Booking Window	45	39	16%
Open Nights	7,446	5,789	29%
Guest Nights	1,881	1,597	18%
Nights Available	9,327	7,386	26%

Definitions -

ADR: (Average Daily Rate) The average amount guests pay per night. Equals total unit revenue divided by nights sold.

Occupancy: The percentage of nights that are booked by guests out of all the nights available in a given time period. Equals nights sold divided by total nights.

Guest Checkouts: Total number of guest reservations that check-out for a given period

Guest Checkins: Total number of guest reservations that check-in for a given period

Avg. Length of Stay: The average number of nights guests stay per reservation. Only stays that start (check in) during the selected period are included. Formula: Total Nights Sold ÷ Number of Guest Check-Ins

Avg. Booking Window: The average number of days between when a guest books a reservation and when they check in. This shows how far in advance people are booking.

Formula: (Arrival Date – Booking Date) ÷ Number of Guest Check-Ins

Guest Nights: The total number of nights reserved by guests during a given period (for example, 50 reservations × 3 nights each = 150 guest nights).

Nights Available: The total number of nights that can be booked by guests. This includes both nights that are booked and nights still open. Nights blocked for owners or held for maintenance are not included. Formula: Total Nights – Unavailable Nights

COUNTY OF LOUISA
MONTHLY DEPARTMENT REPORT



The table below shows analytics for the Visit Louisa app:

	Total Users (Includes Web Version)	Page-views	iOS Downloads	Android Downloads	New Vs Returning Users	Top Location Information
Since Summer 2022 Launch	31,610	179,575	2,370	788	Returning: 81.4% New: 18.6%	Virginia Louisa Roanoke Baltimore VA Beach Washington, DC Ashburn New York
Last Month	490 14% From Oct 31 - Nov 30	2,202 34% From Oct 31 - Nov 30	5 62% From Oct 31 - Nov 30	1 75% From Oct 31 - Nov 30	Returning: 91.4% New: 8.6%	Virginia Baltimore Lynchburg Roanoke Louisa New York VA Beach

Louisa County Sheriff's Office
Monthly K-9 Callout Statistics(Bloodhound)

Handler	K-9	Month	Year
<i>L.T. Sheridan</i>	<i>PIP</i>	<i>December</i>	<i>2025</i>

#	Requesting Jurisdiction	Date	Report #	Results
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

#	Date	Public Service, Lectures, Demo's, Public Schools, etc.
1	12-13-25	<i>LCSO 5K Miles For Smiles Event Meet & Greet</i>
2	12-16-25	<i>LCSO Shop With A Cop Event Meet & Greet</i>
3	12-30-25	<i>Meet & Greet Louisa Moose Lodge</i>
4		
5		

County of Louisa

Monthly Report



Louisa County Water Authority

December 2025



Background/History:

Louisa County Water Authority (LCWA) was created in 1968 by the Louisa County Board of Supervisors to engage in water and wastewater treatment in the County. The County has provided financial assistance as necessary since the Authority's inception as LCWA works to build a sufficient user and revenue base.

LCWA is comprised of several separate subsystems:

- The Northeast Creek Water Treatment Plant produces water for the Towns of Louisa and Mineral as well as surrounding areas, and utilizes conventional treatment followed by Nanofiltration. This plant uses raw water from the Northeast Creek Reservoir; treated water is delivered via a distribution system which connects end users outside of the Towns as well as Town-managed distribution systems within the Towns.
- The Regional Wastewater Treatment Plant, which is owned by the Town of Louisa and the County and serves the same areas as the Northeast Creek Plant above. LCWA operates this system under contract.
- The Zion Crossroads water system consists of eight (8) potable production wells, and thirteen (13) monitoring wells and serves the Zion Crossroads/Ferncliff areas through a distribution system.
- The Zion Crossroads Wastewater Treatment Plant and collection system serves the same area as the Zion Crossroads Water System above.
- The Bowlers Mill raw water system is owned by the County and operated by LCWA to provide raw water to Old Dominion Electric Cooperative.
- The New Bridge System at Lake Anna provides water and wastewater services to the development area near Lake Anna on Rt. 208.

Projects, Maintenance and Action Items:

Northeast Creek Water Treatment Plant:

Decking around generator – Footers dug, concrete poured 01-04-2024	
Shower Replacement – acquiring quotes / estimates	
Continue to build critical inventory	
Security fencing around backwash tank	
Chlorination Maintenance	
PFAS Sampling	
Disinfection Byproducts – regain compliance	
Rapid mixer replacement	
Clear well cleaning – confined space entry	

Louisa Regional Wastewater Treatment Plant:

Water leak	
Wet Well Fall Protection	
Implementing Optimization Study recommendations underway	
Continue to build critical inventory	
Acid bath tank for UV bulb cleaning	
Equipment - Tractor	
Auger for septage receiving station – budgetary price received – order placed	
WER Study – required for permit renewal – final samples will be collected the week of 12/15/2025	COMPLETE
Zinc Translator Study – required for permit renewal – final samples will be collected the week of 12/15/2025	COMPLETE
Influent pump failure on Christmas Eve – possible warranty coverage	
Influent pump maintenance / repairs – replace transducer	
Repair septage receiving flow reader – January to February before tech can do site visit	
Gear box bearing for rotor in ditch #3	

Zion Crossroads Well System:

Negotiations with Fluvanna County on a rate to purchase water – agreement drafted	
Clean and paint Zion Crossroads Water Tank – interior	

Zion Crossroads WWTP:

Cut drainage ditch and regrade slope behind generator and lab building	
--	--

Replace SCADA – CIP budget request approved - underway	
Asphalt seal coat – acquiring pricing	
Security gate – FY2026	
Equipment - Truck	
UV System upgrade – equipment is obsolete	
Replace Influent pumps within the next two years	

Dam work – Bowlers Mill and Northeast Creek:

Bowlers Mill – quote received, contract signed, funding is available – demo work complete	
---	--

New Bridge Water / Sewer System:

Shoreline Sign – being evaluated	
Build critical inventory	
Upgrade design and PER underway – 95% plans review scheduled for late May 2026	
Upgrades to maintain consistent compliance - underway	
Pressure vessel inspection	

Distribution / Collection System:

Commercial Meter Replacement – received ¾," 1," 1 ½," and 2" meters and ERTZ - ongoing	
Bush-hogging rights-of-way (preparing for smoke testing) - ongoing	
Smoke testing	
Replacing meter setters for UVA Dialysis and McDonald's	
St. Francis, Lagoon and High School pump station control panel replacement	
Middle School Addition	COMPLETE
CTE Building at the High School	
Ferncliff water / sewer line extension – currently four boring crews are working	
Spring Creek Section L under construction – phase 1 complete – phase 2 under construction	

Miscellaneous:

Utility Standards - underway	
Amazon	
Cybersecurity	
Safety Manual – rewrite / update	
Safety training	
Accounting Policies	
Regional Water Supply Planning	
American Water Infrastructure Act updates	
Asset Management / Mean time analysis	
Master Planning	

December Income & Expenditures:

The Authority's O & M Expenditures exceeded O & M Revenues by \$196,212 for the month of December 2025. The Authority has a positive O & M cash flow of \$86,069 for FY2026 through December 31, 2025.

Capital Expenditures exceeded Capital Revenues by \$93,373 for the month of December 2025. The Authority has a positive Capital cash flow of \$191,030 for FY2026 through December 31, 2025.

O & M and Capital Expenditures together exceeded O & M and Capital Revenues by \$289,585 for the month of December 2025. The Authority has a positive combined O & M and Capital cash flow of \$277,099 for FY2026 through December 31, 2025.

Fund Balance:

VIP Stable NAV Liquidity Pool	\$340,021
VIP 1-3 Year High Quality Bond	\$868,426
Total Reserve Fund Balance (\$742,352 of these funds are restricted and not available for use for O&M Expenditures)	\$1,208,447

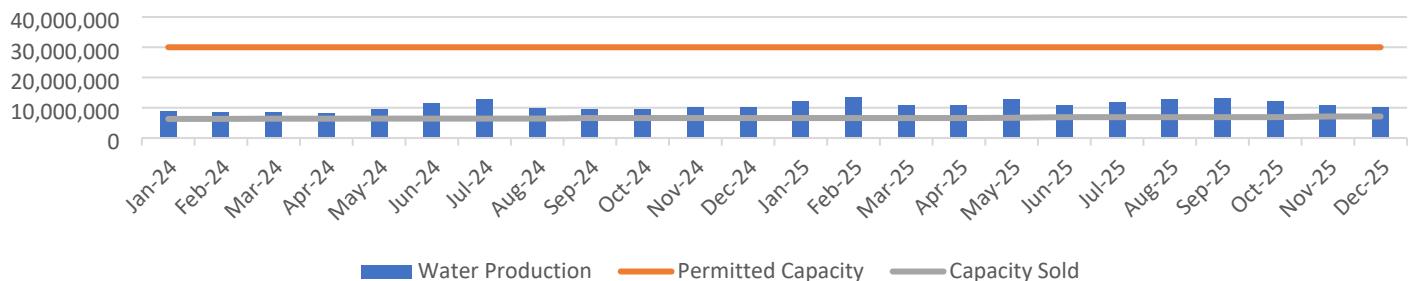
Restricted funds we are obligated to have on hand: **Included in the fund balance**

Customer Deposits	\$151,520
Accumulated Regional Sewer Connection Fees (restricted) less approved expenditures	\$528,367
Other Post-Employment Benefits	\$165,639

Production/Treatment Information:

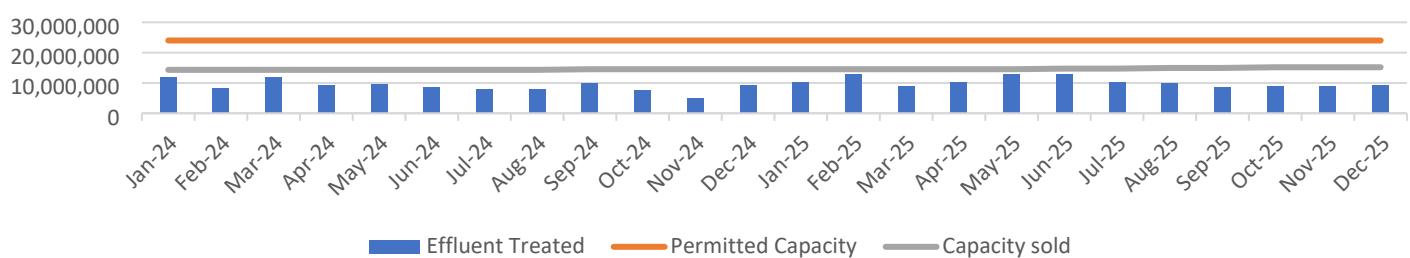
The permitted capacity sold is 7,107,000. The permitted capacity is 1 million gallons per day. Average daily treatment is 337,263 gallons.

Northeast Creek Water Treatment Plant Water Production (Gallons per month)



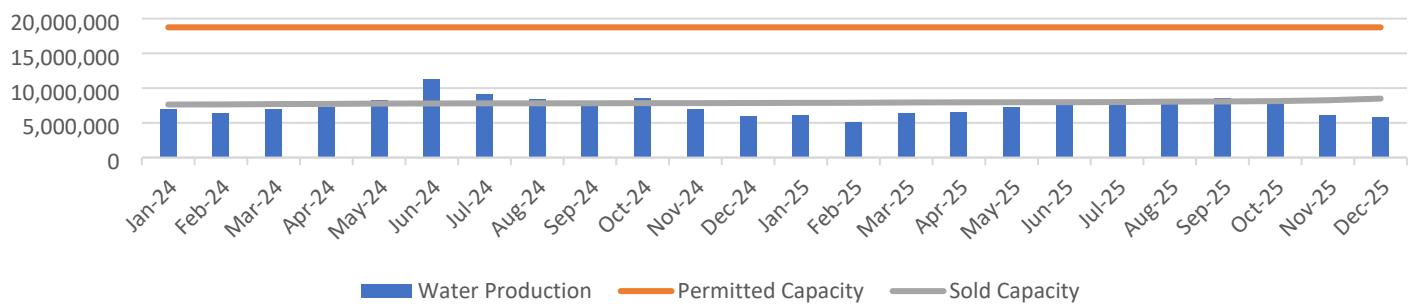
The permitted capacity sold or allocated is 505,733. The permitted capacity is 800,000 gallons per day. Average daily treatment 302,000 gallons.

Louisa Regional Wastewater Treatment Plant Effluent Treated (Gallons per month)



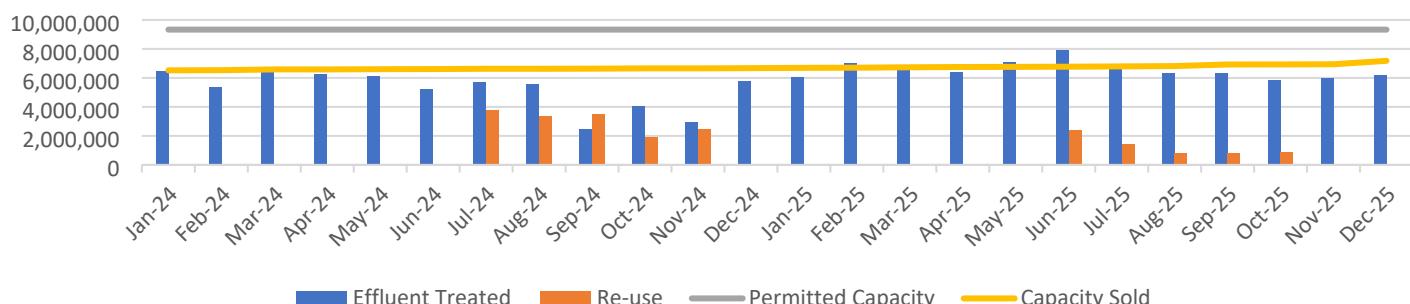
The permitted capacity sold or allocated is 275,067. The permitted capacity is 624,800 gallons per day.

Zion Crossroads Wells Water Production (Gallons per month)



The permitted capacity sold is 231,333. The permitted capacity is 311,000 gallons per day. Average daily treatment 199,107 gallons.

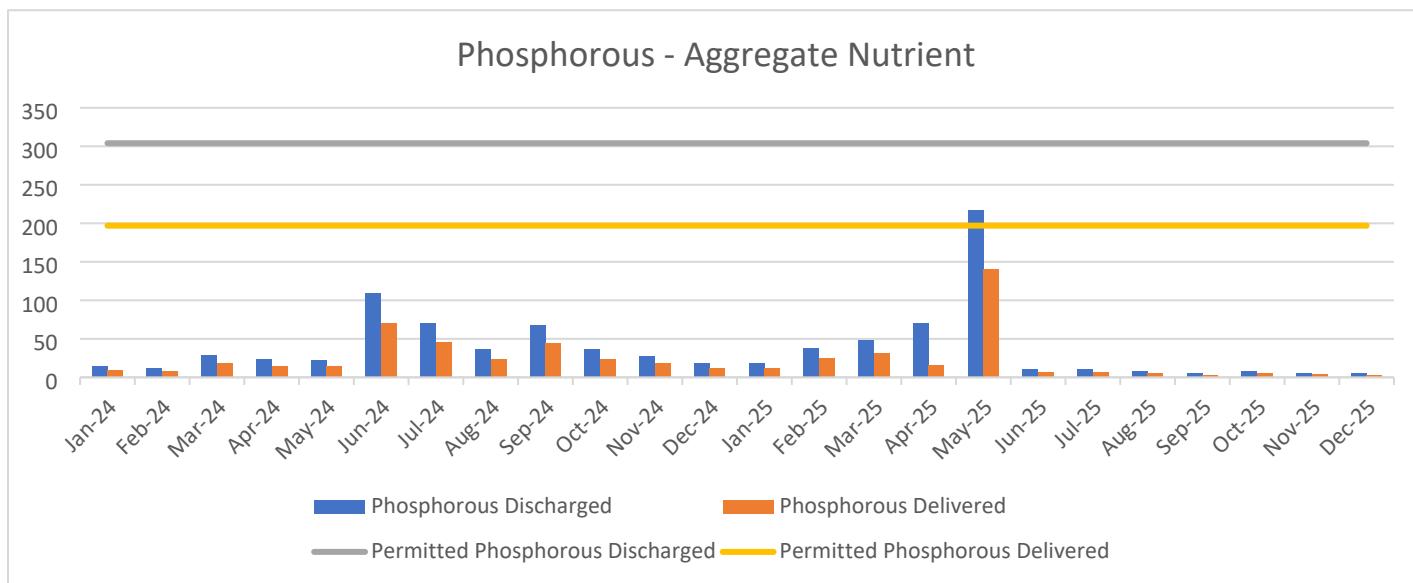
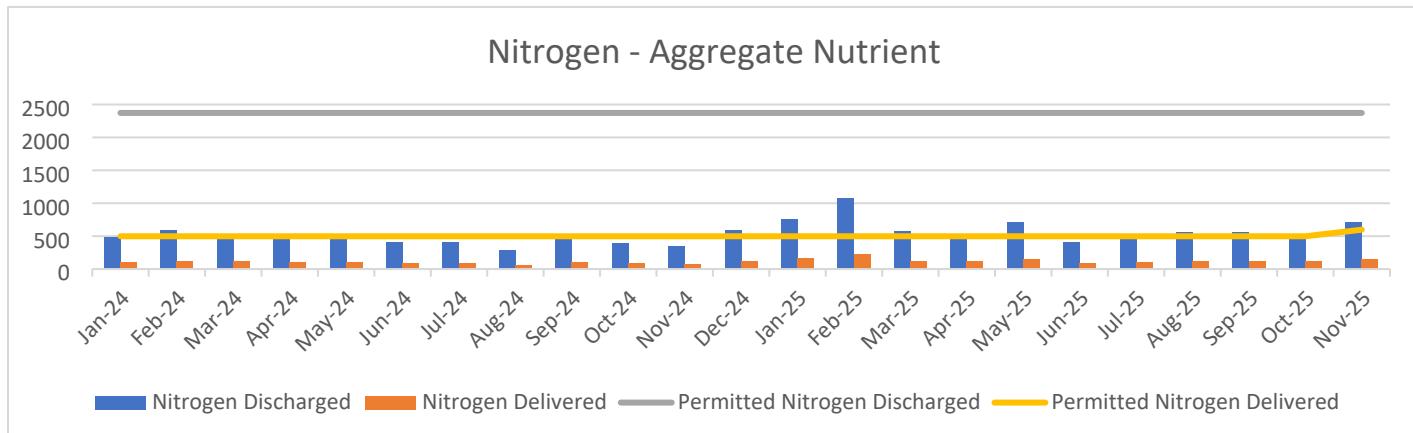
Zion Crossroads Wastewater Treatment Plant Treated Effluent / Re-Use (Gallons per month)



Nitrogen / Phosphorous:

Nitrogen and phosphorus are assigned limits on an aggregated Countywide basis which are set by the Department of Environmental Quality. Nitrogen and phosphorus each have a discharged limit (the amount discharged into the receiving stream) and a delivered limit (a calculation on the actual discharged amount that is delivered to the Chesapeake Bay).

In each graph below the gray line designates the permitted discharge amount; the blue column designates the actual discharged amount. The yellow line designates the permitted delivered amount; the orange column designates the actual delivered amount. In simplistic terms, the gray lines and blue columns go together, and the yellow lines and orange columns go together.



Total LCWA Connections:

Year	Number of Connections
2018	50
2019	26
2020	52
2021	64
2022	44
2023	38
2024	39
2025	52*

*Through December 31, 2025.



VDOT Maintenance Issues or Concerns
Call 1-800-367-ROAD

December Report

Louisa County
December 2025

MAINTENANCE

Cuckoo & Zions Area Headquarters for the month of November 2025

- Dead Animal Retrieval Rte 33,208,610,614,618,640,1280
- Road Surface Hand Patching Rte 603,605,618,634,650,667,699,701,718,1162
- Shoulder Maintenance Rte 522,609,656,665,719
- Debris Removal Rte 635. Brush Removal Rte 655
- Tree Trimming Rte 609, 701
- Ditching Rte 665,1203
- Pipe Inspection Rte 33,767. Pipe Replacement Rte 699. Contractor Pipe Installation Rte 676
- Litter Control Rte 626,656,691
- Contractor Patching Rte 33,208,640,691,744
- Countywide Removal of Electoral Signs in ROW

LAND DEVELOPMENT & PERMITS

Plan Review Completed

Site Plan

- **SP2024-01 – Crossing Pointe Pinnacle Apartments**, Submission 4: Reviewed 11/14/2025

Subdivision

- **ESCP2025-02 – Rock Island Part II**: SSAR Exception Request Reviewed 11/9/2025
- **ESCP2022-13 – Phase 3 North Crossbuck Subdivision Plans**, Submission 4: Reviewed 11/24/2025

LUPS Permits Issued and Completed

VDOT issued 20 permits in November 2025

VDOT closed 0 permits in November 2025

CONSTRUCTION

Bridge Projects

- **0701-054-776, B651 (UPC 109599)** – Super structure replacement Rte.701 closed, superstructure work complete, roadway approach work in progress.
Next Milestone: Completion
Scope: Replacement of superstructure str.6059
Estimated contract completion date: April 03, 2026
- **BRDG-967-657, N501 (UPC 126211)** On-Call Bridge Maintenance Contract – Project starting on October 14th. TO issued for various Bridges maintenance work.
Scope: Bridge Maintenance -Various locations
Estimated Contract Completion Date: September 15, 2026
(Currently inactive in the area)

Road Projects

- **ADA Compliance 9999-967-317, N01 (UPC 124876)** various locations.
NTP: Specific to each task order
Scope: On call ADA compliance
Estimated contract completion date: August 01, 2025 (T1)
(Currently inactive in the area)
- **0015-054-803, N501 (UPC 122852)** – Rte.15 Turnkey Maintenance Pilot-Resurfacing- Paving and guardrail work in progress.
Next Milestone: Paving completion
Scope: Turnkey maintenance and resurfacing
Estimated contract completion date: November 21, 2025
- **9999-967-620, N01 (UPC 119781)** On-call Signal District wide various locations.
NTP: Specific to each task order
Scope: District wide On-call signals contract
Estimated contract completion date: December 31, 2025 (T1)
(Currently inactive in the area)

Schedules

- **PM7A-967-F25, P401 (UPC 125677)** Pavement overlay various routes.
NTP: March 17, 2025
Scope: Plant Mix
Estimated contract completion date: November 21, 2025

TRAFFIC STUDIES/ SPECIAL REQUESTS

Rte 683, Parrish Road, Citizen Guardrail Removal Request- difficulty maneuvering 18 wheeler into property.

Request Received: 5/6/2024

Status: In Progress

Rte 614, Fredericks Hall Road, Yield Sign Request-Road splits off at island to merge; traffic is not yielding on either road.

Request Received: 9/29/2025

Status: In Review

Rte 749, Forest Hill Road, Additional Speed Limit Signage-Road is experience high volume of out of town traffic

Request Received: 10/23/2025

Status: In Review

Rte 15, James Madison Highway, Guardrail Request-on left side of James Madison Highway & Rte 22; 1 mile from bridge near South Anna River

Request Received: 10/20/2025

Status: In Review

Rte 605, Shannon Hill Road, Road Widening Request from Jefferson Highway to Mt Airy Road

Request Received: 11/14/2025

Status: In Review



VDOT Maintenance Issues or Concerns
Call 1-800-367-ROAD

January Report

Louisa County
January 2025

MAINTENANCE

Cuckoo & Zions Area Headquarters for the month of December 2025

- Debris Removal Rte 33,522,605,618,640,644
- Dead Animal Retrieval Rte 15,250,522
- Litter Control Rte 602,622,635,712
- Road Surface Patching Rte 208,522,601,644,648,667,701,714,767,1059
- Ditching Rte 652,640,699
- Shoulder Maintenance Rte 613,618,676
- Pipe Inspection Rte 33,767. Pipe Replacement Rte 699. Contractor Pipe Installation Rte 676
- Tree Debris Removal Rte 208. Hazard Tree Removal Rte 686
- Gradall Ditching Rte 693
- Pothole Patching Rte 601

LAND DEVELOPMENT & PERMITS

Plan Review Completed

Site Plan

- SP2025-34, Crossing Pointe Landbay A1, Submission 2: Received 12/10/2025, Revision Requested 12/19/2025

Pending Final Review

NONE

Plan Review Underway

Site Plan

- SP2025-22, Amos Equipment, Submission 1: Received 10/20/2025
- SP2025-38, Tax Map 43-15-2 (Storage Facility), Submission 1: Received 12/18/2025
- SP2025-13, The Market at Colonial Circle, Submission 1: Received 12/17/2025

- ESCP2025-25, Louisa Tech Sites Offsite Utilities - Project 4 Wastewater Force Main, Submission 2: Received 12/30/2025

Subdivision

- ESCP2025-02, Rock Island Part II, Submission 4: Received 12/19/2025

REZ

- Wares Crossroads Proposed PUD Rezoning Traffic Memorandum: Submission 2, Received 12/17/2025
-

LUPS Permits Issued and Completed

VDOT issued 11 permits in December 2025

VDOT closed 0 permits in December 2025

CONSTRUCTION

Bridge Projects

- **BRDG-967-657, N501 (UPC 126211)** On-Call Bridge Maintenance Contract – Project starting on October 14th. TO issued for various Bridges maintenance work.
Scope: Bridge Maintenance -Various locations
Estimated Contract Completion Date: September 15, 2026
(*Currently inactive in the area*)

Road Projects

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NTP: Specific to each task order
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(*Currently inactive in the area*)
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(*Currently inactive in the area*)

Schedules

TRAFFIC STUDIES/ SPECIAL REQUESTS

Rte 683, Parrish Road, Citizen Guardrail Removal Request- difficulty maneuvering 18 wheeler into property.

Request Received: 5/6/2024

Status: In Progress

Rte 614, Fredericks Hall Road, Yield Sign Request-Road splits off at island to merge; traffic is not yielding on either road.

Request Received: 9/29/2025

Status: In Review

Rte 749, Forest Hill Road, Additional Speed Limit Signage-Road is experience high volume of out of town traffic

Request Received: 10/23/2025

Status: In Review

Rte 15, James Madison Highway, Guardrail Request-on left side of James Madison Highway & Rte 22; 1 mile from bridge near South Anna River

Request Received: 10/20/2025

Status: In Review

Rte 605, Shannon Hill Road, Road Widening Request from Jefferson Highway to Mt Airy Road

Request Received: 11/14/2025

Status: In Review

Rte 808, Zion Manor Road, Speed Limit Sign Request

Request Received: 12/11/2025

Status: In Review

Alexandra Stanley

Subject: FW: TJPDC/Firefly VATI 22 and VATI 24 Broadband Fiber -December 2025 Project Reports
Attachments: December 2025 VATI 24 Monthly Broadband Report.pdf; December 2025 VATI 22 Monthly Broadband Report.pdf

From: Lori Allshouse <lallhouse@tjpdc.org>
Sent: Wednesday, December 31, 2025 12:36 PM
Subject: TJPDC/Firefly VATI 22 and VATI 24 Broadband Fiber -December 2025 Project Reports

CAUTION: External email

County Partners,

Attached are copies of TJPDC/Firefly's December 2025 VATI 22 and VATI 24 Financial and Performance Reports which have been accepted by DHCD.

VATI 2022 - The information on the following table includes data provided to DHCD for the December 2025 VATI 2022 Broadband Monthly Report.

VATI 2022 Project Milestones	Progress as of December 2025 Report	Percentage Completed to Date*
Miles of Field Data Collection	1,600	89.59%
Miles of Fiber Design	4,861	100%
Miles of Make Ready Construction	2,321	100%
Communication Hut Placements	10	66.67%
Miles of Aerial Fiber Placement	1,906	88.53%
Miles of Underground Fiber Placement	914	63.92%
Miles of Splicing	2,387	66.62%
Number of Passings	28,424	73.29%

*The "Percentage Completed To Date" column is based on an estimate of the total milestones as of December 2025.

VATI 2024 - As of the December 2025 VATI 2024 Broadband Monthly Report, the VATI 2024 Project has completed 29,200 linear feet of fiber and 146 passings.

Recent Highlights

- On December 4, TJPDC, Firefly, and its utility partners held a quarterly Stakeholders meeting to provide updates on the project's progress.
- On December 16, TJPDC staff observed the placement of the Keene Communications Hut that will serve both the V ATI 22 and the V ATI 24 areas in Albemarle County.
- On December 19, TJPDC staff observed aerial fiber placement in Madison County that will serve both the V ATI 22 and the V ATI 24 areas.

As always, the most current county-related progress information can be found on Firefly's website:

<https://www.fireflyva.com/>

To view your county's progress, go to the Projects menu tab and hover, and then select your county. To see a detailed map or read the most recent communication letter for the area, scroll down to "Map/Communication" and click on "Click here to view."

Have a safe and happy New Year. Thank you again for your partnership!

Lori



Lori Allshouse, V ATI Program Director

(434) 979-7310, Ext. 111

(434) 953-8688 (c)

PO Box 1505, 401 E. Water Street

Charlottesville, VA 22902

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DHCD CAMSWelcome Joe Kłodzinski, Project Manager
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Broadband Monthly Report

* Indicates a required field.

Organization: Thomas Jefferson Planning District Commission

Project: TJPDC/Firefly - RISE 2021 - VATI

Date due: 12/09/2025
Contract#: VATISF#2022-035
Report Status: Accepted
Last Updated: 12/17/2025
Updated by: DHCD
Accepted

Expenditure

*Each expenditure field (i.e. Grant, Local/Private/Commonwealth Connect Fund Match) is required. Input 0 if funds from an expenditure category have not yet been spent or if no funds will be spent as the category does not apply to the project.*1) Expenditures to Date (Grant Funding) * 2) Expenditures to Date (Local Match) * 3) Expenditures to Date (Private Match) * 4) Expenditures to Date (Commonwealth Connect Fund Match) * **Total Project Expenditures**

Performance

1) # of Currently Serviceable Passings * *i.e. Homes, Businesses, and Community Anchor Institutions*2) # of Current Subscribers * 3) # of Linear Feet of Fiber/Coax Completed 4) Milestones Achieved this Month

We have achieved 1,600 miles of field data collection, 4,861 miles of fiber design, 2,321 miles of make ready construction, 10 communications huts set, 1,906 miles of aerial fiber placement, 914 miles of underground fiber placement, 2,387 miles of splicing, 28,424 passings and 529 miles of Dominion Construction.

5) Milestones Overdue (Scheduled but Missed - Provide Explanation) 6) Milestones Scheduled per Milestone Timeline or Rescheduled (Overdue/Missed) for Next 30 Days 7) Has this project been determined to be at risk (low or high) by DHCD? * Yes No*If Yes, select the reason(s) for delay below and upload a completed Project Delay Form, using the template provided. If No, select "Project Is Not Experiencing Delays." Project Delay*

Form is not required if project is not experiencing delays.

8) Reason(s) for Delay *

- Project Is Not Experiencing Delays
- Make Ready
- Supply Chain and Labor
- Utility Locates
- Railroad
- Right of Way Permitting along State Roads
- Federal Land Permitting Challenges
- Other

9) Project Delay Form ([Template](#))  [December2025CAMSVATI22ProjectDelayForm_1210202515920.pdf](#)

10) Contract Extension Needed? * Yes No

11) Contract Extension Date (If Applicable)

12) Comments / Questions / Concerns

Project Activity Progress Report

Indicate the status of **each** project activity listed below by selecting an option from the corresponding dropdown menu. Some activities do not apply to all project types (e.g. Aerial Construction, Tower Foundation, etc.) If the activity is not applicable, select the "N/A (Wireless/Wireline Project)" option from the dropdown menu.

1) Broadband Project Type *

Planning Phase

2) Field Design and Engineering *

3) Field Walkout *

4) Permit Applications *

Execution Phase

5) Make Ready *

6) Aerial Construction *

7) Underground/Buried Construction *

8) Fiber Splicing *

9) Cabinet/Enclosure Installation *

10) Tower Foundation *

11) Tower Erection *

12) Telecom Equipment Installation on Towers *

13) On-Site Electronics Installation *

14) Cabinet In-Service *

15) Tower In-Service *

Monitoring and Controlling Phase

16) Quality Assurance Checks *

17) Quality Control Verification *

18) Service Available at All Locations * Yes No

19) Locality QA/QC Report * [Nov1Nov302025VATI22TJPDCLocalityReport_1210202515845.pdf](#)

20) ISP QA/QC Report * [QAQCVATI2025Dec25_1210202522921.pdf](#)

QA/QC report must be attached, or the Broadband Monthly Report will be denied.

QA/QC report must be attached, or the Broadband Monthly Report will be denied.

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600 East Main Street, Suite 300
Richmond, VA 23219



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DHCD CAMSWelcome Joe Kłodzinski, Project Manager
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Broadband Monthly Report

* Indicates a required field.

Organization: Thomas Jefferson Planning District Commission

Project: TJPDC/Firefly - VATI 2024

Date due:
12/05/2025
Contract#: VATI#2024-01
Report Status:
Accepted
Last Updated:
12/17/2025
Updated by:
DHCD Accepted

Expenditure

Each expenditure field (i.e. Grant, Local/Private/Commonwealth Connect Fund Match) is required. Input 0 if funds from an expenditure category have not yet been spent or if no funds will be spent as the category does not apply to the project.

1) Expenditures to Date (Grant Funding) *

2) Expenditures to Date (Local Match) *

3) Expenditures to Date (Private Match) *

4) Expenditures to Date (Commonwealth Connect Fund Match) *

Total Project Expenditures

Performance

1) # of Currently Serviceable Passings * *i.e. Homes, Businesses, and Community Anchor Institutions*

2) # of Current Subscribers *

3) # of Linear Feet of Fiber/Coax Completed

4) Milestones Achieved this Month

5) Milestones Overdue (Scheduled but Missed - Provide Explanation)

6) Milestones Scheduled per Milestone Timeline or Rescheduled (Overdue/Missed) for Next 30 Days

7) Has this project been determined to be at risk (low or high) by DHCD? * Yes No

If Yes, select the reason(s) for delay below and upload a completed Project Delay Form, using the template provided. If No, select "Project Is Not Experiencing Delays." Project Delay Form is not required if project is not experiencing delays.

8) Reason(s) for Delay *

- Project Is Not Experiencing Delays
- Make Ready
- Supply Chain and Labor
- Utility Locates
- Railroad
- Right of Way Permitting along State Roads
- Federal Land Permitting Challenges
- Other

9) Project Delay Form
([Template](#))

10) Contract Extension
Needed? *

Yes No

11) Contract Extension
Date (If Applicable)

12) Comments /
Questions / Concerns

Project Activity Progress Report

Indicate the status of **each** project activity listed below by selecting an option from the corresponding dropdown menu. Some activities do not apply to all project types (e.g. Aerial Construction, Tower Foundation, etc.) If the activity is not applicable, select the "N/A (Wireless/Wireline Project)" option from the dropdown menu.

1) Broadband Project
Type *

Planning Phase

2) Field Design and
Engineering *

3) Field Walkout *

4) Permit Applications *

Execution Phase

5) Make Ready *

6) Aerial Construction *

7) Underground/Buried
Construction *

8) Fiber Splicing *

9) Cabinet/Enclosure
Installation *

10) Tower Foundation *

11) Tower Erection *

12) Telecom Equipment
Installation on Towers *

13) On-Site Electronics
Installation *

14) Cabinet In-Service *

15) Tower In-Service *

Monitoring and Controlling Phase

16) Quality Assurance
Checks *

17) Quality Control
Verification *

18) Service Available at
All Locations *

Yes No

19) Locality QA/QC Report *

✓ [Nov1Nov302025TPDCVAT124LocalityReport_1210202521135.pdf](#)

20) ISP QA/QC Report *

✓ [QAQCVATI2025Dec25_1210202522748.pdf](#)

QA/QC report must be attached, or the Broadband Monthly Report will be denied.

QA/QC report must be attached, or the Broadband Monthly Report will be denied.

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Virginia Department of Housing and Community Development
600 East Main Street, Suite 300
Richmond, VA 23219



Alexandra Stanley

Subject: FW: Draft Historic American Engineering Report (HAER) for review
Attachments: HAER Level II Report for Hamilton Road Bridge.docx

From: Holma, Marc (VDOT) <Marc.Holma@vdot.virginia.gov>
Sent: Monday, January 12, 2026 9:57 AM
To: Thornton, A. Scott (VDOT) <Scott.Thornton@vdot.virginia.gov>; Perryman, Christine L. (VDOT) <Christine.Perryman@VDOT.Virginia.gov>; Clarke, Sarah M. (VDOT) <Sarah.Clarke@VDOT.Virginia.gov>; Teal, Sherry (DHR) <Sherry.Teal@dhr.virginia.gov>; Porter, Jed M <jed_porter@nps.gov>; hawkwood01@aol.com (hawkwood01@aol.com) <hawkwood01@aol.com>; director@louisahistory.org; Info <Info@louisacounty.gov>; Rachel Jones <lcbs_gsd@louisacounty.gov>; Linda Buckler <LBuckler@louisacounty.gov>; Tom Egeland <TEgeland@louisacounty.gov>; Chris Coon <ccoon@louisacounty.gov>; talwcf@gmail.com; Bryan Hinnant <hinnantaerialimagesllc@gmail.com>; Louisavet <louisavet@gmail.com>; amanda@grubbygirl.com; Karen Hulebak <karen.hulebak@gmail.com>; dhavasy@yahoo.com; Mason Lecky <masonlecky@gmail.com>; Megan Lecky <meganlecky@gmail.com>; jms6007@aol.com; Chad Hensley <henslecd@gmail.com>; Chapman, Braden C. P.E. (VDOT) <Braden.Chapman@VDOT.Virginia.gov>; Rescue Station 1 <gmorris@louisacountyrescue.org>; Kristin Hawk <KHawk@louisacounty.gov>; Debra Coles <colesda@lcps.k12.va.us>; thiemannagservice@gmail.com; Charles Rosson <crosson1@vt.edu>; Bonham, Victor S. (VDOT) <Victor.Bonham@VDOT.virginia.gov>
Subject: Draft Historic American Engineering Report (HAER) for review

CAUTION: External email

Dear Stakeholders:

Attached please find the draft HAER report for the Hamilton Road Bridge for your review and comment pursuant to Stipulation I.D of the Memorandum of Agreement. Please provide comments on the draft by close of business on Wednesday, February 11, 2026.

Sincerely,
Marc Holma



Marc E. Holma
Statewide Architectural Team Leader / Environmental Division
Virginia Department of Transportation
804-371-6710
Marc.Holma@VDOT.Virginia.gov

HISTORIC AMERICAN ENGINEERING RECORD

MORRIS FORD BRIDGE (HAMILTON ROAD BRIDGE) (ROUTE 695 BRIDGE)

(VIRGINIA DEPARTMENT OF TRANSPORTATION STRUCTURE NO. 6057)

HAER No. XX-##

Location: Morris Ford Bridge is in Louisa County, Virginia.

Morris Ford Bridge is located at latitude: 38.03043195, longitude: -78.13824329. This coordinate represents the center of the bridge. This coordinate was obtained on March 13, 2013, using a "D WGS 1984" with an XY tolerance of 0.001 meters. The Morris Ford Bridge location has no restrictions on its release to the public.

Date(s) of Construction: 1917.

Architect/Engineer/Builder: The engineer/designer is unknown. Roanoke Iron and Bridge Works, Roanoke, Virginia, was the builder.

Original Owner/
Occupant and Use: The original owner of Morris Ford Bridge was Louisa County. The bridge served as a safe and reliable means to cross the north branch of South Anna River.

Present Owner/
Occupant and Use: The present owner of Morris Ford Bridge is the Virginia Department of Transportation (VDOT). Morris Ford Bridge has been closed to vehicle and pedestrian traffic since February 10, 2025, due to its deteriorating and unsafe condition.

Significance: The Department of Historic Resources (DHR), which in Virginia is the State Historic Preservation Office, recommended Morris Ford Bridge individually eligible for listing in the National Register of Historic Places (NRHP) under Criterion C for Architecture and Craftsmanship "due to the resource being a rare surviving example

of a standard type of metal truss bridge developed for the Virginia State Highway Commission in the early twentieth century.”¹ As of July 2025, there were 18 known extant metal truss bridges in Virginia dating from 1908 to 1920, the approximate time when Morris Ford Bridge was constructed.² This number increases to 27 when the period is extended from 1900 to 1925.³ These surviving examples constitute a variety of truss types and engineering solutions to address their specific environments and challenges. Only a small percentage are likely Pratt pony trusses based on the same Virginia State Highway Commission standard design plan as Morris Ford Bridge. To add further context to illustrate the disappearance of what was once a ubiquitous bridge type along early twentieth century roads in Virginia, in the year that plans for Morris Ford Bridge were developed and constructed (1917), the *Annual Report* lists 96 bridges throughout the Commonwealth being built utilizing state-supplied standardized plans.⁴

The VDOT also identified Morris Ford Bridge as a contributing resource to the Green Springs Rural Historic District, a property listed in the NRHP and designated as a National Historic Landmark (NHL) in 1974.⁵ The bridge remains largely unchanged from its original appearance and materials, enhancing the historic setting and feeling of its surroundings, and the larger NHL district. Morris Ford Bridge is an important element documenting the historic transportation networks which aided in the agricultural vitality and economic growth of the Green Springs community and Louisa County.

The writing of this Historic American Engineering Record (HAER) is done in partial fulfillment of the terms of a Memorandum of Agreement between VDOT and DHR for a project to replace Morris Ford Bridge.

Description: Morris Ford Bridge is a single-span, steel Pratt pony truss structure oriented in a roughly east-west direction. The structure’s trusses

¹ Teal to Clarke, 2.

² Miller to Holma.

³ Ibid.

⁴ Miller, “Hamilton Road Bridge (Louisa County Structure No. 6057), Comments on draft National Register nomination (submitted to VDHR by Historic Green Springs, Inc., July 1, 2025),” 3.

⁵ Ross to Kilpatrick, 3.

consist of five panels each, three central panels flanked by an end panel on each side. The end panels have full slope inclined end posts. Each panel, including the end panels, measures 16 feet long.⁶ Morris Ford Bridge carries the one-lane, unpaved Hamilton Road (Route 695) over the north fork of the South Anna River. The setting is rural and heavily wooded to the north and south of the bridge. The landscape quickly opens to the south in gently rolling pastural farmland as one travels west from the structure along Hamilton Road (Route 695). Morris Ford Bridge lays within the boundary of the Green Springs Rural Historic District, a property listed in the NRHP since 1973, and designated an NHL a year later.

The span length is approximately 81 feet 9 inches.⁷ The rivet-connected trusses have a height of approximately 10 feet.⁸ A feature of the trusses is the inclusion of two metal pipes on the interior of each truss to serve as guardrails. On the original 1917 plans the guardrails are noted as being made from “gas pipe”.⁹ They are connected to the trusses at the vertical elements and the end posts with U-bolts. Although it is not known if the existing cylindrical guardrails are original to the bridge, the May 11, 1911, revised state Standard Plan L-13, which was used for the design of Morris Ford Bridge, includes the metal guardrails. The guardrails are unevenly spaced, with the lower one being 2 feet above the deck and the upper one 1 foot 6 inches above that.¹⁰

The bridge’s deck consists of wooden planks and measures approximately 12 feet 1 inch between the trusses, with a single 11-foot travel lane.¹¹ It is likely the wooden decking has been replaced many times since the bridge was constructed in 1917. There is a 4-inch by 4-inch wheel guard, or curb, made of wood ties that runs the length of the bridge approximately 3 inches off the deck on the interior of each truss.¹² This feature is depicted on the 1917 plan sheet, but, as with the wooden decking, the wheel guards are

⁶ Virginia State Highway Commission, “Proposed Bridge at Morris Ford, 80-foot Truss Span Over South Anna River, 5 miles from Trevillian, Louisa Co., VA.”

⁷ Ibid.

⁸ Bonham to Holma.

⁹ Virginia State Highway Commission, “Proposed Bridge at Morris Ford.”

¹⁰ Ibid.

¹¹ Ibid.

¹² Ibid.

likely to have been replaced numerous times. The total width of the bridge as measured from the “out to out” of the trusses is 13 feet 4 inches.¹³ The substructure of the bridge is approximately 11 feet 5 inches above the mean water level of the South Anna River.¹⁴

The center panel of the two trusses have double diagonal bracing, with each diagonal extending from the intersection of the bottom chord and vertical post to the intersection of the opposite vertical post and top chord to form an “X”. The two panels that flank the center panel of each truss have a single diagonal brace that extends from the intersection of the bottom chord and the vertical post that is shared with the center panel and terminates at the intersection of the top chord and the opposite vertical post.

Morris Ford Bridge lacks any unique design elements such as a name plate or architectural ornamentation. The closest attempt which one may construe as “decorative” is the diagonal steel latticing between the paired steel channels that make up the truss end posts and top chords. The channels are set upright, with the open ends facing one another. Thin diagonal steel lacing bars are riveted to the channels, top and bottom, connecting them with an elongated repeating “Z” pattern to form each truss end post and the top chord.

The bridge’s substructure is made up of five stringers between the floor beams and horizontal bracing. It is known that in 2023, a floor beam was replaced due to its poor condition, but little information is available to verify whether VDOT or its predecessor has changed out other members over the years.

Each end of the structure rests on unreinforced (“plain”) poured concrete abutments. The west abutment measures approximately 18 feet 9 inches in height and approximately 7 feet 6 inches deep at the base, tapering roughly to 2 feet 9 inches where it cradles the bridge’s bottom chord.¹⁵ On the eastern side, the abutment is approximately 22 feet 9 inches in height, with a base that is

¹³ Bonham to Holma.

¹⁴ Virginia State Highway Commission, “Proposed Bridge at Morris Ford.”

¹⁵ Ibid.

approximately 9 feet 1-inch-deep and tapers, again, to about 2 feet 9 inches at the top.¹⁶

History:

The low water crossing at what would become known as Morris Ford had been utilized by travelers to transit from one bank of the north branch of the South Anna River to the other for centuries. English explorers into the interior of the Virginia colony used it as they expanded westward to settle what is now Louisa County. Before them, Native American hunters splashed through the stream's cool waters as they stalked game. By the early twentieth century, however, the Louisa County government recognized the need to provide the citizens of the Green Springs community with a more safe and reliable means to cross the river. This was particularly important for the farmers of the area whose crops raised in the Piedmont's fertile soils generated a substantial economic benefit to the region. They required a way to get their produce from their fields to local markets and transportation hubs without costly delays caused by a river ford made impassable by seasonal flooding.

In 1906, Virginia established the State Highway Commission in response to the growing good roads movement.¹⁷ At the time, except for a few surviving turnpikes, nearly all the roads in Virginia were the responsibility of the individual counties. This system resulted in a widely varied quality of public road building and maintenance throughout the Commonwealth and even within each county. The legislation creating the State Highway Commission also empowered the governor to appoint a commissioner to head the commission, with the requirement that the commissioner be a Virginia citizen and a "civil engineer and a person well-versed in road-building."¹⁸ Legislation also mandated the selection of three civil engineering professors, one each from the University of Virginia, Virginia Military Institute, and what was then the Virginia Agricultural and Mechanical College and Polytechnic Institution, now Virginia Tech, to compose the

¹⁶ Ibid.

¹⁷ *A History of Roads in Virginia, "The Most Convenient Wayes,"* 19.

¹⁸ Ibid.

membership of the Commission.¹⁹ The three Commission members were chosen by the boards of visitors from their respective institutions.²⁰

Initially, the State Highway Commission served as an advisory body, but also provided some financial assistance through state aid matching funds to localities for road construction and improvements. Beginning in 1909, the commission extended state aid funds to include bridge construction.²¹ The matching grants were contingent on localities agreeing to adopt the standardized plans developed by the State Highway Commission for both metal truss and concrete bridges, and to follow state standards for road construction.²²

To address the need for a reliable and safe crossing at Morris Ford, Louisa County utilized the matching state grants offered by the State Highway Commission to construct a metal truss bridge at the location. The locality, no doubt advised by the commission, selected an 80-foot-long Pratt pony steel truss structure using the state Standard Plan L-13 [1909, revised 1911, 1912] to span the river.²³ The evidence is that the bridge at Morris Ford was constructed in 1917. This date is based on the stamp on the original plan sheet, which survives, showing that the State Bridge Engineer, William R. Glidden, approved the design on March 24, 1917. Additionally, *The Annual Report of the State Highway Commissioner* for the year ending September 30, 1917, notes that the Morris Ford Bridge was “under construction” at the time covered by the report.²⁴

The plan sheet describes Morris Ford Bridge as a “Standard 80’-0” foot structure. Although Glidden, as the State Bridge Engineer, signed the plans approving the design, this was a standard practice for all bridges in Virginia and does not equate to his signing as the designer.²⁵ The original designer or draftsman is not credited and

¹⁹ Ibid.

²⁰ Ibid.

²¹ Miller, “Hamilton Road Bridge (Louisa County Structure No. 6057),” 3.

²² Ibid.

²³ Ibid, 1.

²⁴ Ibid, 5.

²⁵ Ibid, 1 and 6.

would have been a member of the Bridge Office staff. Following customary practice, the initials of the relevant office staff members who worked on the drawing are noted.

Although his association with Morris Ford Bridge was tangential, Glidden had a long and distinguished career under the Virginia State Highway Commission and later with the Virginia Department of Highways when it was created by the General Assembly in 1927. William Roy Glidden was a native of Somerville, Massachusetts, and a 1912 graduate of the Massachusetts Institute of Technology with a Bachelor of Science degree in civil engineering. He began his career in Virginia as the state bridge engineer in January 1917 and served in that position for 35 years until being promoted to assistant chief engineer for the Department of Highways upon the death of Lewis E. Akers. In this position, Glidden shared joint supervisory responsibilities with Burton Marye, Jr., who had been an assistant chief engineer since 1948. Glidden remained in that job until retiring from state service in June 1959. During the period 1954-1955, he acted as the president of the American Society of Civil Engineers. Glidden died on August 20, 1969, at his home in Geneva, Illinois.²⁶

The Roanoke Iron and Bridge Works constructed the Morris Ford Bridge at a cost of \$4,867.75.²⁷ Originally called Virginia Bridge Works when it was founded in 1888, the Roanoke, Virginia-based company erected several bridges throughout the state. Following World War II, the company was purchased by American Steel Company and closed in the 1960s.²⁸ Several of the company's bridges in Arkansas, Mississippi, Texas, and at least two in Virginia have been listed in the NRHP.²⁹

For over a century, Morris Ford Bridge served the Green Springs community as an important link in the east-west traffic of agricultural produce, goods, and citizens across Louisa County. The span survived countless flooding of the South Anna River, including that caused by the remnants of Hurricane Camille in 1969. However, by 2012 Louisa County recognized the need to replace the structure with a modern bridge that could more reliably

²⁶ *Bulletin*, "Obituaries," 37.

²⁷ Miller, "Hamilton Road Bridge (Louisa County Structure No. 6057)," 7.

²⁸ Lee, "Roanoke, VA: 1888-1960s Roanoke Iron and Bridgeworks/Virginia Bridge and Iron Co."

²⁹ "Wikipedia: Virginia Bridge and Iron Company."

carry the weight of modern farm equipment, school buses, and emergency vehicles. Consultation among county, state, and federal government agencies, residents, and historic preservation organizations failed to reach a consensus regarding the best way forward on the future of the bridge in 2016, resulting in plans to replace the span being shelved.³⁰

Although Morris Ford Bridge remained in place and functioning as a vehicular crossing, issues with its condition remained. The Louisa County Board of Supervisors passed a resolution on March 6, 2023, requesting VDOT to “undertake a project to address the structure at Hamilton Road over the South Anna River” that will “deliver a structure that can safely convey vehicular traffic including but not limited to emergency vehicles and equipment.”³¹ From May 24, 2023, to August 21, 2023, the bridge was closed to traffic to replace a deteriorated floor beam. However, despite this repair, the bridge’s structural deficiencies identified in 2012 remained. This was shown on February 10, 2025, when Morris Ford Bridge was closed again after an inspection revealed continuing deterioration to several floor beams supporting the deck.

In the summer of 2024, VDOT began a series of three stakeholder meetings with the purpose of receiving input and developing a plan to comply with Lousia County’s March 6, 2023, resolution. The meetings were held on July 10, 2024, January 30, 2025, and March 26, 2025. The result was a decision to replace the Morris Ford Bridge with a modern steel Warren truss that resembles the appearance of the existing span. A Memorandum of Agreement (MOA) was signed between VDOT and DHR on September 29, 2025, detailing the mitigation for the removal of the historic bridge. This HAER report is in partial fulfillment of the terms of the MOA.

Sources:

Bonham, Victor S. Teams message to Marc Holma, October 29, 2025.

³⁰ Ross to Henderson.

³¹ Louisa County Board of Supervisors, RES-2023-57, 1.

Brady, Ellen and DeChard, Sandra. "An Architectural Survey for the Hamilton Road Bridge Replacement, Louisa County, Virginia." Cultural Resources, Inc. Glen Allen, Virginia. April 4, 2013.

Bulletin. "Obituaries", Vol. 35, No. 9, September 1969.

Bulletin. "Promoted", Vol. 18, No. 8, June 1952.

"Hamilton Road Bridge Survey Form, DHR ID. 054-5010". Department of Historic Resources, Virginia Cultural Resource Information System.
<https://vcris.dhr.virginia.gov/VCRIS/Mapviewer/>

A History of Roads in Virginia, "The Most Convenient Wayes." Virginia Department of Transportation, Office of Public Affairs. Richmond, Virginia. 2006.

Lee, Mike. "Roanoke, VA: 1888-1960s Roanoke Iron and Bridgeworks/Virginia Bridge and Iron Co." accessed October 24, 2025. <https://towns-and-nature.blogspot.com/2023/04/roanoke-va-1888-1960s-roanoke-iron-and.html>.

Louisa County Board of Supervisors, "A Resolution Requesting that the Virginia Department of Transportation Initiate a Project to Address Needs Associated with the Bridge on Hamilton Road Over the South Anna River," RES-2023-57, March 6, 2023.

McCulley, Meredith, Maisano, Francesca, and van Opstal, Laura E. "Architectural Survey Management Summary for the Hamilton Road Bridge Replacement Project, Louisa County, Virginia". Rummel, Klepper & Kahl, LLP. Fairfax, Virginia. July 2025.

Miller, Ann. Email to Marc Holma, July 28, 2025.

Miller, Ann. "Hamilton Road Bridge (Louisa County Structure No. 6057), Comments on draft National Register nomination (submitted to VDHR by Historic Green Springs, Inc., July 1, 2025)". Virginia Transportation Research Council. July 2025.

Ross, Helen. Letter to Kathleen Kilpatrick. “Determination of Eligibility. Hamilton Road Bridge Replacement.” Fredericksburg, Virginia. April 12, 2013.

Ross, Helen. Letter to Kitty Henderson. “Hamilton Road Bridge Replacement Project. VDOT Project No. 0695-054-0812, Louisa County, Virginia. VDHR File No. 2012-1571.” Fredericksburg, Virginia. June 13, 2016.

Teal, Sherry. Letter to Sarah Clarke. “Eligibility and Effects Clarification.” Richmond, Virginia. August 15, 2025.

Tenant, Sean. Email to Marc Holma, October 21, 2025.

Unknown, “SR001 Virginia Bridge & Iron,” *Virginia Room Digital Collection*, accessed October 24, 2025,
<https://www.virginiaroom.org/digital/document/city001>.

Virginia State Highway Commission. “Proposed Bridge at Morris Ford, 80-foot Truss Span Over South Anna River, 5 miles from Trevillian, Louisa Co., VA.” Richmond, Virginia. March 24, 1917.

“Wikipedia: Virginia Bridge and Iron Company,” Wikipedia Foundation. Last modified July 27, 2023, 00:14 (UTC).

In addition to those sources listed above which the author referenced in the writing of this report, there are further materials and repositories one could explore that may add to the narrative. Examples of primary resources worthy of investigation are meeting minutes and other documents from the Louisa County Board of Supervisors that reference Morris Ford or the bridge there, particularly those discussions justifying the need for the structure, and any materials associated with the 1917 bridge construction such as budgetary documents and correspondence with the State Highway Commission or the manufacturer, Roanoke Iron and Bridge Works.

Another avenue worth exploring is local Louisa County newspapers from 1917, when the county erected Morris Ford Bridge. These newspapers may have articles describing the

structure's dedication or could contain added context as to the need for the span at that location. Contemporary newspaper reports may also give insight into public sentiment concerning why the bridge was important to the community.

Also recommended for further consideration is a search for historic photographs of Morris Ford prior to the construction of the bridge and of the structure itself. The earliest photographs that VDOT is known to have are from a 1974 bridge inspection. A deeper dive into the archives at VDOT or the Virginia Transportation Research Council may uncover older depictions of Morris Ford Bridge, but it is unlikely. One would need to do research at the local Louisa County newspaper's photographic collection, Louisa Historical Society or Library of Virginia to attempt to find older photographs of the bridge.

Historian(s):

Author: Marc E. Holma
Statewide Architectural Team Leader
Environmental Division
Virginia Department of Transportation

XX YY, 2026

Photographer: David Diener
Graphics and GIS Specialist/HABS Photographer
New South Associates, Inc.

Field Assistant: Katherine Mitchell
Architectural Historian
New South Associates, Inc.

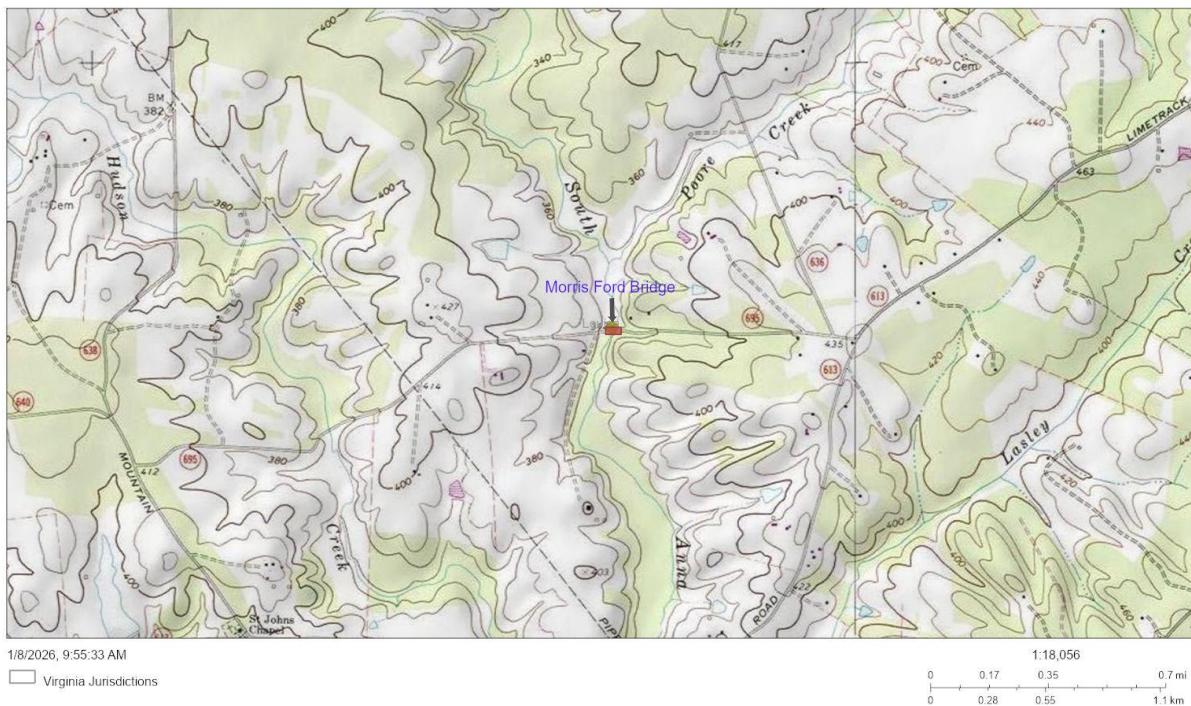
Project

Information:

The historical report peer reviewed by Ann Miller, Senior Research Scientist, Historian, Virginia Transportation Research Council (VTRC). Ms. Miller also provided valuable source materials from the VTRC collection included in the bibliography.

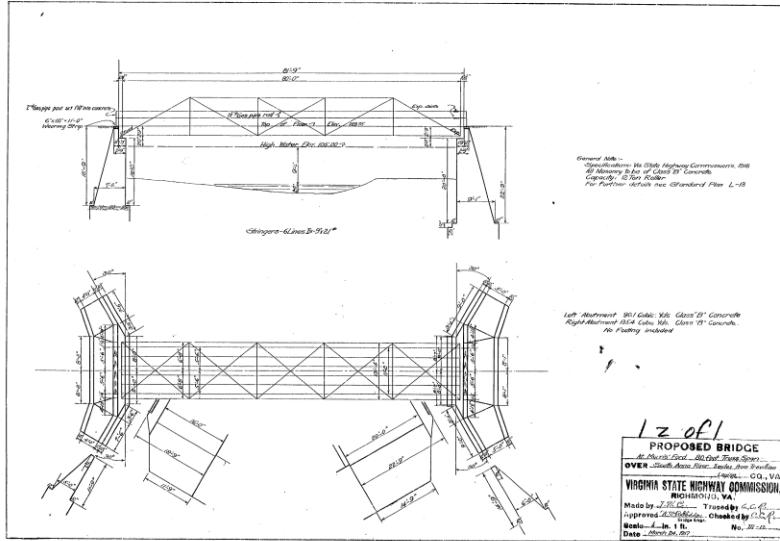
Illustrations:

ArcGIS Web Map



Location of Morris Ford Bridge, Louisa County, Virginia (latitude: 38.03043195, longitude: -78.13824329)

3 - 1 Z - - 0 1 Z



Morris Ford Bridge design plans dated March 24, 1917 (Courtesy Virginia Department of Transportation)



Morris Ford Bridge, 1974 (Courtesy Virginia Transportation Research Council)



Morris Ford Bridge, 1974 (Courtesy Virginia Transportation Research Council)

**BOARD OF SUPERVISORS
COUNTY OF LOUISA
ORDINANCE**

At a regular meeting of the Board of Supervisors of the County of Louisa held in the Louisa County Public Meeting Room at 5:00 PM on the 20th day of January 2026, at which the following members were present, the following ordinance was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

RESULT:

MOVER:	None
SECONDER:	None
AYES:	None
NAYS:	None

**AN ORDINANCE TO AMEND CHAPTER 86 LAND DEVELOPMENT REGULATIONS
FOR PROPOSED ADDITION TO GREEN SPRINGS AGRICULTURAL AND
FORESTAL DISTRICT**

WHEREAS, the Louisa County Community Development Department received an application to add one parcel to the Green Springs Agricultural and Forestal District. The parcel is identified as tax map parcel 55-39. Louisa County has contacted the current property adjoiners of parcels identified and advised them of the application; and

WHEREAS, the proposed addition is deemed agriculturally and forestally significant as the current use of the property is horse production which is a lawful form of agricultural production, thus supporting the intent of the agricultural and forestal districts; and

WHEREAS, the Agricultural, Forestal and Rural Preservation Committee met on December 4, 2025, to review the addition to the Green Springs Agricultural and Forestal District and voted to forward a recommendation of approval to the Planning Commission and the Board of Supervisors for the addition of tax map parcel 55-39 to the Green Springs Agricultural and Forestal District; and

WHEREAS, the Planning Commission held a public hearing on December 11, 2025, and voted that the public necessity, convenience, general welfare, or good zoning practice compels it to make a recommendation of approval for the addition of tax map parcel 55-39 to the Green Springs Agricultural and Forestal District, to the Board of Supervisors.

OWNER'S NAME
Michael and Amy Daney

TAX MAP PARCEL #ACREAGE
55-39 20.934

NOW, THEREFORE, BE IT ORDAINED, on this 20th day of January 2025, that the Louisa County Board of Supervisors hereby approves/denies the request for the addition of tax map parcel 55-39 to the Green Springs Agricultural and Forestal District, with resulting amendments to 86-501 districts, attached.

A Copy, teste:

Christian R. Goodwin, Clerk
Board of Supervisors
Louisa County, Virginia



TO: Members – Board of Supervisors
FROM: Staff, Community Development Department
DATE: December 15, 2025
SUBJECT: **Review Addition Request - Green Springs Agricultural and Forestal District – Michael and Amy Daney**
Tuesday, January 20, 2026 – 6:00 p.m.

This is to advise that the Louisa County Community Development Department has received the following request for review and consideration of an addition, totaling 20.934 acres, to the existing Green Springs Agricultural and Forestal District, as follows:

OWNER'S NAME	TAX MAP PARCEL #	ACREAGE
Michael and Amy Daney	55-39	20.934

Location

The proposed district addition is located 2.40 miles from the portion of the existing Green Springs Agricultural and Forestal District located in the Patrick Henry Voting District. The parcel is located on State Route 208 (Courthouse Road), north of Holland Creek Road, and south of W. Old Mountain Road.

Zoning

The parcel proposed to be included in the Green Springs Agricultural and Forestal District is zoned Agricultural (A-2). In summary, the stated purpose for this zoning district is to allow for the compatible mixture of agricultural uses and limited residential development in rural areas and protect and retain the rural, open character of the countryside. Very low-density residential uses are allowed along with agricultural uses that are compatible with residential activity to provide for community cohesion in the rural areas and encourage land use interdependence.

Sec. 86-151. - Statement of intent; policy guidance.

(a) The agricultural (A-2) district is provided to allow for the compatible mixture of agricultural uses and limited residential development in rural areas and protect and retain the rural open character of the countryside. Very low-density residential uses are allowed along with agricultural uses that are compatible with residential activity to provide for community cohesion in the rural areas and encourage land use interdependence. Zoning standards are also included to ensure the co-existence of these uses with each other. The creation of lots fronting on existing state roads or federal highways is strongly discouraged.

(b) Agricultural (A-2) district uses range from agricultural to neighborhood oriented commercial and community services. The use of development setbacks, shared access, reverse-front lots and roadside buffers are encouraged to retain the rural character of the county along-side the open farm activities prevalent in the county.

2040 Comprehensive Plan

The 2040 Louisa County Comprehensive Plan designates this area of Louisa County as “Rural Area.”

The Vision Statement for the 2040 Comprehensive Plan states:

“We strengthen our sense of community by providing resources for residents, promoting agriculture and forestry, ensuring environmental stewardship, establishing reasonable growth areas, and maintaining our rural character.”

This Plan addresses and amplifies the vision statement above, with the following eight (8) supporting goals:

- Preserve and protect our rural heritage and natural resources
- Encourage open space retention
- Safeguard historic resources
- Maintain community characteristics
- Ensure compatibility between land uses
- Manage growth by concentrating development activity
- Encourage high quality development
- Maximize returns on the investment of public resources

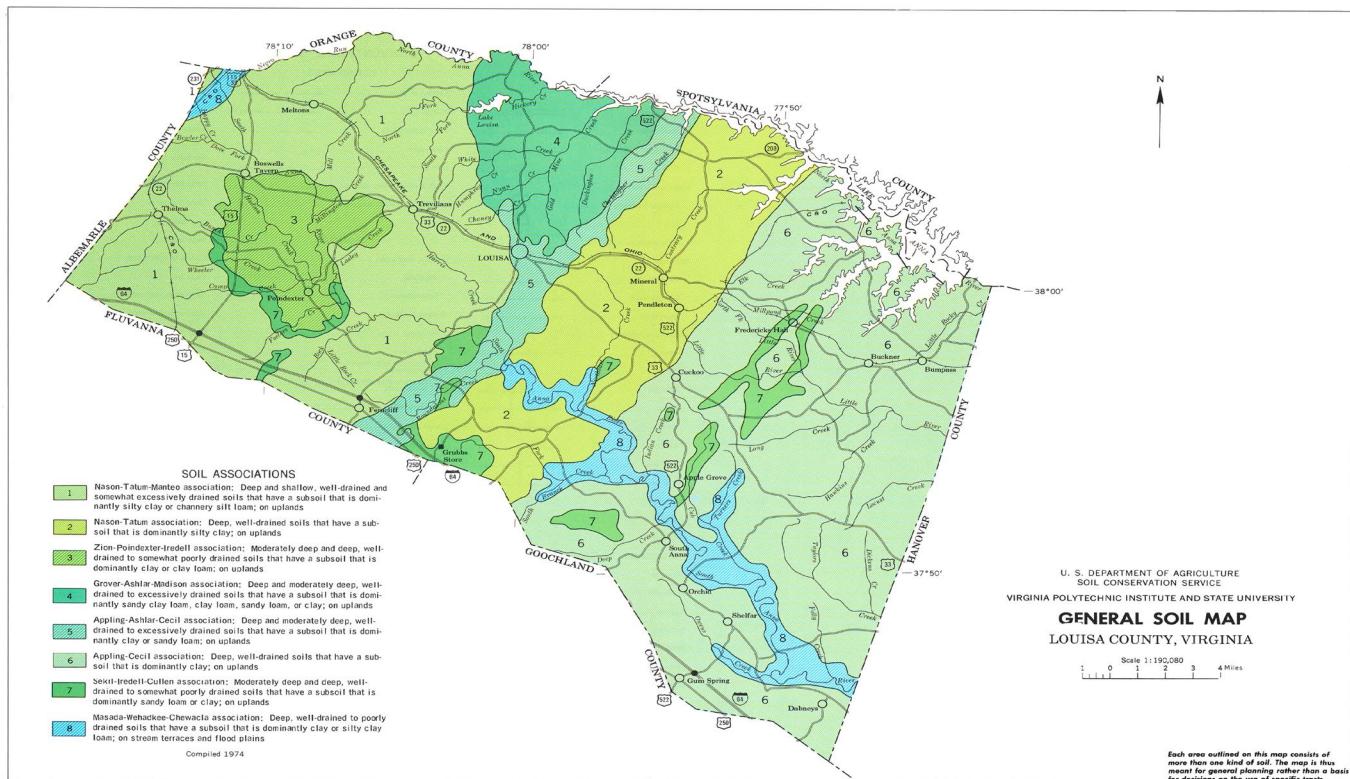
The creation of agricultural and forestal districts and subsequent additions to those districts, complements the goals identified in the Vision Statement by preserving and protecting natural resources, open space retention, compatibility between land uses, and managing growth by concentrating development activity to the designated growth areas.

Existing Uses

Based on information provided by the property owner, the subject parcel is used for horse production—buying and selling thoroughbreds.

Soils

Based on the 1976 Louisa County Soil Survey from the U.S. Department of Agriculture Soil Conservation Service, the soils in this area are primarily made up of the Nason-Tatum-Manteo soil association. In summary, this soil association is described as “Deep and shallow, well-drained and somewhat excessively drained soils that have a subsoil that is dominantly silty clay or channery silt loam; on uplands.”



State Code of Virginia – Agricultural and Forestal Districts Act

§ 15.2-4302. Definitions.

“Agricultural products” means crops, livestock and livestock products, including but not limited to: field crops, fruits, vegetables, horticultural specialties, cattle, sheep, hogs, goats, horses, poultry, furbearing animals, milk, eggs and furs.

“Agricultural production” means the production for commercial purposes of crops, livestock and livestock products, and includes the processing or retail sales by the producer of crops, livestock or livestock products which are produced on the parcel or in the district.

“Agriculturally and forestally significant land” means land that has recently or historically produced agricultural and forestal products, is suitable for agricultural or forestal production or is considered appropriate to be retained for agricultural and forestal production as determined by such factors as soil quality, topography, climate, markets, farm structures, and other relevant factors.

“Forestal production” means the production for commercial purposes of forestal products and includes the processing or retail sales, by the producer, of forestal products which are produced on the parcel or in the district. “Forestal products” includes, but is not limited to, saw timber, pulpwood, posts, firewood, Christmas trees and other tree and wood products for sale or for farm use.

§ 15.2-4305. Application for creation of district in one or more localities; size and location of parcels.

“....any owner or owners of land may submit an application to the locality for the creation of a district or addition of land to an existing district within the locality. Each district shall have a core of no less than 200 acres in one parcel or in contiguous parcels. A parcel not part of the core may be included in a district:

- (i) if the nearest boundary of the parcel is within one mile of the boundary of the core,
- (ii) if it is contiguous to a parcel in the district the nearest boundary of which is within one mile of the boundary of the core, or
- (iii) if the local governing body finds, in consultation with the advisory committee or planning commission, that the parcel not part of the core or within one mile of the boundary of the core contains agriculturally and forestally significant land.

No land shall be included in any district without the signature on the application, or the written approval of all owners thereof....”

§ 15.2-4306. Criteria for evaluating application.

Land being considered for inclusion in a district may be evaluated by the advisory committee and the planning commission through the Virginia Land Evaluation and Site Assessment (LESA) System or, if one has been developed, a local LESA System. The following factors should be considered by the local planning commission and the advisory committee, and at any public hearing at which an application that has been filed pursuant to § 15.2-4303 is being considered:

1. The agricultural and forestal significance of land within the district or addition and in areas adjacent thereto;
2. The presence of any significant agricultural lands or significant forestal lands within the district and in areas adjacent thereto that are not now in active agricultural or forestal production;
3. The nature and extent of land uses other than active farming or forestry within the district and in areas adjacent thereto;
4. Local developmental patterns and needs;
5. The comprehensive plan and, if applicable, the zoning regulations;

6. The environmental benefits of retaining the lands in the district for agricultural and forestal uses; and
7. Any other matter which may be relevant.

In judging the agricultural and forestal significance of land, any relevant agricultural or forestal maps may be considered, as well as soil, climate, topography, other natural factors, markets for agricultural and forestal products, the extent and nature of farm structures, the present status of agriculture and forestry, anticipated trends in agricultural economic conditions and such other factors as may be relevant.

(For additional information refer to the attached information from the Department of Conservation and Recreation and the Virginia Department of Forestry.)

§ 15.2-4307. Review of application; notice; hearing.

Upon the receipt of an application for a district or for an addition to an existing district, the program administrator shall refer such application to the advisory committee.

The advisory committee shall review and make recommendations concerning the application or modification thereof to the local planning commission....

Conclusion

While the proposed addition is over one mile from the core, the parcel meets the statutory requirements for agricultural and forestally significant because the landowners are currently engaged in the production of horses.

In part, § 15.2-4305, states:

A parcel not part of the core may be included in a district:

(iii) if the local governing body finds, in consultation with the advisory committee or planning commission, that the parcel not part of the core or within one mile of the boundary of the core contains agriculturally and forestally significant land.

§ 15.2-4302. Definitions provides the definition for "Agriculturally and forestally significant land," as "means land that has recently or historically produced agricultural and forestal products, is suitable for agricultural or forestal production or is considered appropriate to be retained for agricultural and forestal production as determined by such factors as soil quality, topography, climate, markets, farm structures, and other relevant factors." It further provides that "agricultural products" means crops, livestock and livestock products, including but not limited to:...horses..."

Staff recommends the application for addition to the existing Green Springs Agricultural and Forestal District be sent to the Planning Commission and Board of Supervisors with a favorable recommendation, as consistent with the current zoning of the properties as Agricultural (A-2) and the Rural Area designation in the 2040 Louisa County Comprehensive Plan.

Recommendations of the Agricultural, Forestal, and Rural Preservation Committee

The Agricultural, Forestal and Rural Preservation Committee met to review this application on December 4, 2025. The Committee forwarded a favorable recommendation to the Planning Commission for an addition to the Green Springs Agricultural and Forestal District, as described.

Recommendation – Planning Commission

At a regular meeting of the Louisa County Planning Commission held December 11, 2025, the Planning Commission voted to forward a recommendation of approval to the Board of Supervisors on an amendment to Section 86-501 Districts Described of the Louisa County Land Use Regulations to amend the existing Green Springs agricultural and forestal district, as described above.



COUNTY OF LOUISA

APPLICATION FOR THE CREATION OF, ADDITION TO OR REMOVAL FROM AN AGRICULTURAL AND FORESTAL DISTRICT

Section A: To be completed by applicant or contact person for proposed district.

1. Name of District Green spring

2. General Location of the District (City, County or Town)

Lewis County

3. Total Acreage in the District or Addition 20, 9

4. Please read the proposed conditions to creation of the district pursuant to Section 15.2-4309 of the Code of Virginia which is attached to this application.

5. Proposed Period Before the First Review (4-10 years) 10

6. Names and Tax Map Parcel Number(s) of Landowners Applying for the District:
(Please use individual owner sheets on page six (6), for full parcel information):

NAME TAX MAP & PARCEL NUMBER(S)
Amy + Michael Daney 55 26 39

NAME

TAX MAP & PARCEL NUMBER(S)

PLEASE INDICATE WHO THE CONTACT PERSON WILL BE FOR THE PROPOSED DISTRICT AND A PHONE NUMBER AND EMAIL ADDRESS WHERE THEY MAY BE REACHED.

Contact Name Amy H. Daney

Phone Number 443 243 3450

Email Address elbertonhill@outlook.com

(Please use a separate sheet for each property owner to be included in the District.)

PROPERTY OWNER'S NAME: Amy + Michael Daney

• MAILING ADDRESS: 2826 Courthouse Rd
Louisa, VA 23093 TAX MAP # 55

• SUBDIVISION NAME: LOT/PARCEL# 26 36

• ACREAGE: 20.934 ZONING: A-2

• PART OF THE CORE: YES or NO

• WITHIN ONE MILE OF THE BOUNDARY OF THE CORE: YES or NO

• IF THE PROPERTY IS NOT A PART OF THE CORE OR WITHIN ONE MILE OF THE BOUNDARY OF THE CORE THE PROPERTY MAY BE INCLUDED IN THE DISTRICT IF DETERMINED TO BE AGRICULTURALLY AND FORESTALLY SIGNIFICANT LAND AS DEFINED BY THE STATE CODE OF VIRGINIA (15.2-4302), as follows:

- "Agriculturally and forestally significant land" means land that has recently or historically produced agricultural and forestal products, is suitable for agricultural or forestal production or is considered appropriate to be retained for agricultural and forestal production as determined by such factors as soil quality, topography, climate, markets, farm structures, and other relevant factors.
- "Agricultural products" means crops, livestock and livestock products, including but not limited to: field crops, fruits, vegetables, horticultural specialties, cattle, sheep, hogs, goats, horses, poultry, furbearing animals, milk, eggs and furs.
- "Agricultural production" means the production for commercial purposes of crops, livestock and livestock products, and includes the processing or retail sales by the producer of crops, livestock or livestock products which are produced on the parcel or in the district.
- "Forestal production" means the production for commercial purposes of forestal products and includes the processing or retail sales, by the producer, of forestal products which are produced on the parcel or in the district. "Forestal products" includes, but is not limited to, saw timber, pulpwood, posts, firewood, Christmas trees and other tree and wood products for sale or for farm use.

(Describe in Detail the Use of the Subject Property)

Property being used for Agricultural production of horses. Buy and sell through horses.

We the undersigned have read the above mentioned conditions and request the property described above be designated an Agricultural and Forestal District.

Amy H. Daney
Michael Daney
Owner(s) Signatures

Mark H. Miller
Thomas E. Miller
Witness

(Use a separate sheet for each owner. If an applicant owns more than one parcel, all parcels may be included on one sheet, EXCEPT for parcels that are not a part of the core or within one mile of the boundary of the core.)

GIVE COMPLETE NAMES AND ADDRESSES (INCLUDING ZIP CODES) OF ALL OWNERS ADJACENT, ACROSS THE ROAD OR HIGHWAY FACING THE PROPERTY AND ACROSS ANY RAILROAD RIGHT-OF-WAY, CREEK, OR RIVER FROM SUCH PROPERTY, EVEN IF SUCH PROPERTY LIES IN ANOTHER COUNTY OR TOWN. THIS INFORMATION MUST BE OBTAINED BY THE APPLICANT. (Use additional sheets as necessary.)

* PROPERTY OWNER'S NAME: John + Shannon Hubler
MAILING ADDRESS: 2376 Courthouse Rd
Louisa VA 23093 TAX MAP # 55
SUBDIVISION NAME: LOT/PARCEL# 38
ACREAGE 55.69 ZONING A 2

* PROPERTY OWNER'S NAME: Mark Spady David Spady
MAILING ADDRESS: 4208 Ewell Rd
Virginia Beach, VA 23455 TAX MAP # 55
SUBDIVISION NAME: LOT/PARCEL# 42
ACREAGE 19 ZONING A 2

* PROPERTY OWNER'S NAME: Lucinda Birette
MAILING ADDRESS: 2940 Courthouse Rd
Louisa VA 23093 TAX MAP # 55 40
SUBDIVISION NAME: LOT/PARCEL# 40
ACREAGE 2.16 ZONING C 1

* PROPERTY OWNER'S NAME: Salvatore Luciano
MAILING ADDRESS: 2785 Courthouse Rd
Louisa VA 23093 TAX MAP # 55
SUBDIVISION NAME: LOT/PARCEL# 37
ACREAGE 2.1 ZONING A 2

* PROPERTY OWNER'S NAME: Wayne Snoots
MAILING ADDRESS: 2773 Courthouse Rd
Louisa VA 23093 TAX MAP # 55
SUBDIVISION NAME: LOT/PARCEL# 15 5
ACREAGE 3.5 ZONING A 2

* PROPERTY OWNER'S NAME: Rebecca Lynne
MAILING ADDRESS: 36 East Jack Tovett Rd
Louisa VA 23093 TAX MAP # 55
SUBDIVISION NAME: LOT/PARCEL# 15 4
ACREAGE 2.8 ZONING A, 2

* PROPERTY OWNER'S NAME: Gary + Margaret Myers
MAILING ADDRESS: 2647 Courthouse Rd
Louise VA 23093 TAX MAP # 54
SUBDIVISION NAME: _____ LOT/PARCEL# 123A
ACREAGE 3.9 ZONING A2

* PROPERTY OWNER'S NAME: Stephanie + Diane Anderson
MAILING ADDRESS: 2495 Courthouse Rd
Louise VA 23093 TAX MAP # 54
SUBDIVISION NAME: _____ LOT/PARCEL# 123
ACREAGE 9.8 ZONING A2

* PROPERTY OWNER'S NAME: David Batterson
MAILING ADDRESS: 3142 Courthouse Rd
Louise VA 23093 TAX MAP # 55
SUBDIVISION NAME: _____ LOT/PARCEL# 2A
ACREAGE 76.4 ZONING A2

* PROPERTY OWNER'S NAME: Hugh Warwick Bailey Trustee
MAILING ADDRESS: 12326 Beechnut Ct
Woodbridge VA 22192 TAX MAP # 68
SUBDIVISION NAME: _____ LOT/PARCEL# 1
ACREAGE 92.044 ZONING A2

* PROPERTY OWNER'S NAME: _____
MAILING ADDRESS: _____ TAX MAP # _____
SUBDIVISION NAME: _____ LOT/PARCEL# _____
ACREAGE _____ ZONING _____

* PROPERTY OWNER'S NAME: _____
MAILING ADDRESS: _____ TAX MAP # _____
SUBDIVISION NAME: _____ LOT/PARCEL# _____
ACREAGE _____ ZONING _____

From: Perkins, Myrtle, *Reverend*
To: Tr. of Macedonia United Methodist Church
Copenhagen



Walter H. Perkins
Box 107
Lodi, California 95230
9/2/92

A PLAT SHOWING A BOUNDARY SURVEY OF
TAX MAP SECTION 34, PARCEL 94 AND
TAX MAP SECTION 35, PARCELS 25 & 26
THE MYRTLE A. PERKINS ESTATE
LOUISIANA DISTRICT, LOUISIANA, VIRGINIA
DATE APRIL 2, 1992
SCALE 1 INCH = 200 FEET

CURVE DATA			
NO.	DELTa	POINT	TIME
1	24-24-24	57.18	103.22*
2	118-11-24	75.24	103.22*
3	118-11-24	35.00	55.22*
4	106-27-27	105.94	123.28*
5	118-11-24	250.59	166.70*
6	41-26-53	250.59	116.21*
7	03-20-15	225.00	127.22*
8	03-20-15	225.00	66.20†
9	03-20-15	225.00	66.20†
10	03-20-15	225.00	66.20†
11	03-20-15	225.00	66.20†
12	03-20-15	225.00	66.20†
13	03-20-15	225.00	66.20†
14	03-20-15	225.00	66.20†
15	03-20-15	225.00	66.20†
16	03-20-15	225.00	66.20†
17	03-20-15	225.00	66.20†
18	03-20-15	225.00	66.20†
19	03-20-15	225.00	66.20†
20	03-20-15	225.00	66.20†

REFERENCE TO CAUTIONED PROPERTY
WALTER H. PERKINS
WILLIAM M. PERKINS
MARGIE E. WADDY
WB 45-156 WB 36-366
DB 53-171 DB 48-39 DB 48-41
DB 26-167 description —
DB 15-167 description —
DB 15-167 description —

WD	W 340.10.
	W 60.06.
	E 130.11.
	E 222.06.
	E 12.57.
	W 226.00.
	W 227.91.
	W 195.11.
	W 195.75.
	E 302.20.

CHO
S 43-50-56
S 03-03-19
S 60-46-23
N 26-21-58
N 53-36-32
S 67-08-11
N 05-03-19
N 50-53-22
N 65-23-55
N 71-01-06

WV	SC	TAN.
181	003	103.22
220	58.77	
228	66.79	
65	123.70	
67	6.20	
145	112.52	
606	22.54	
557	90.22	
777	74.41	
		193.45

CURVE NO.	DATA	DATA
1	557.16	254.
	33.00	72.
	106.94	123.
	33.00	230.
	33.00	12.
	33.00	224.
	33.00	40.
	46.94	192.
	37.96	140.
	40.14	283.

DELTA	RN
36-24-24	5
118-11-38	
09-27-47	8
31-30-53	2
02-50-15	
00-58-07	12
65-34-24	
13-13-49	8
02-23-55	25
17-03-57	12

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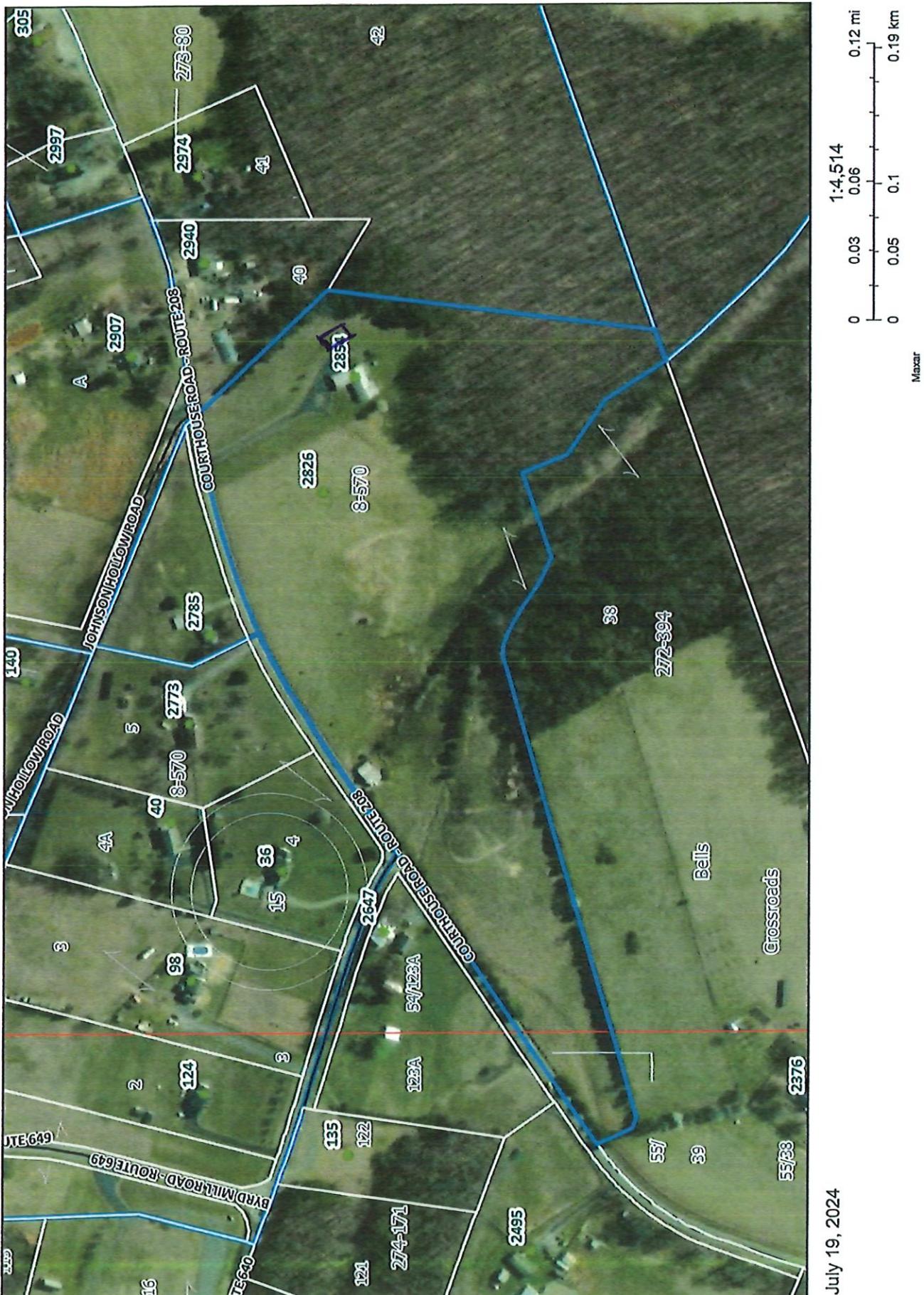
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STL 34 AND
SLS 25 @ 26
PERKINS
COUNTY, VIRGINIA

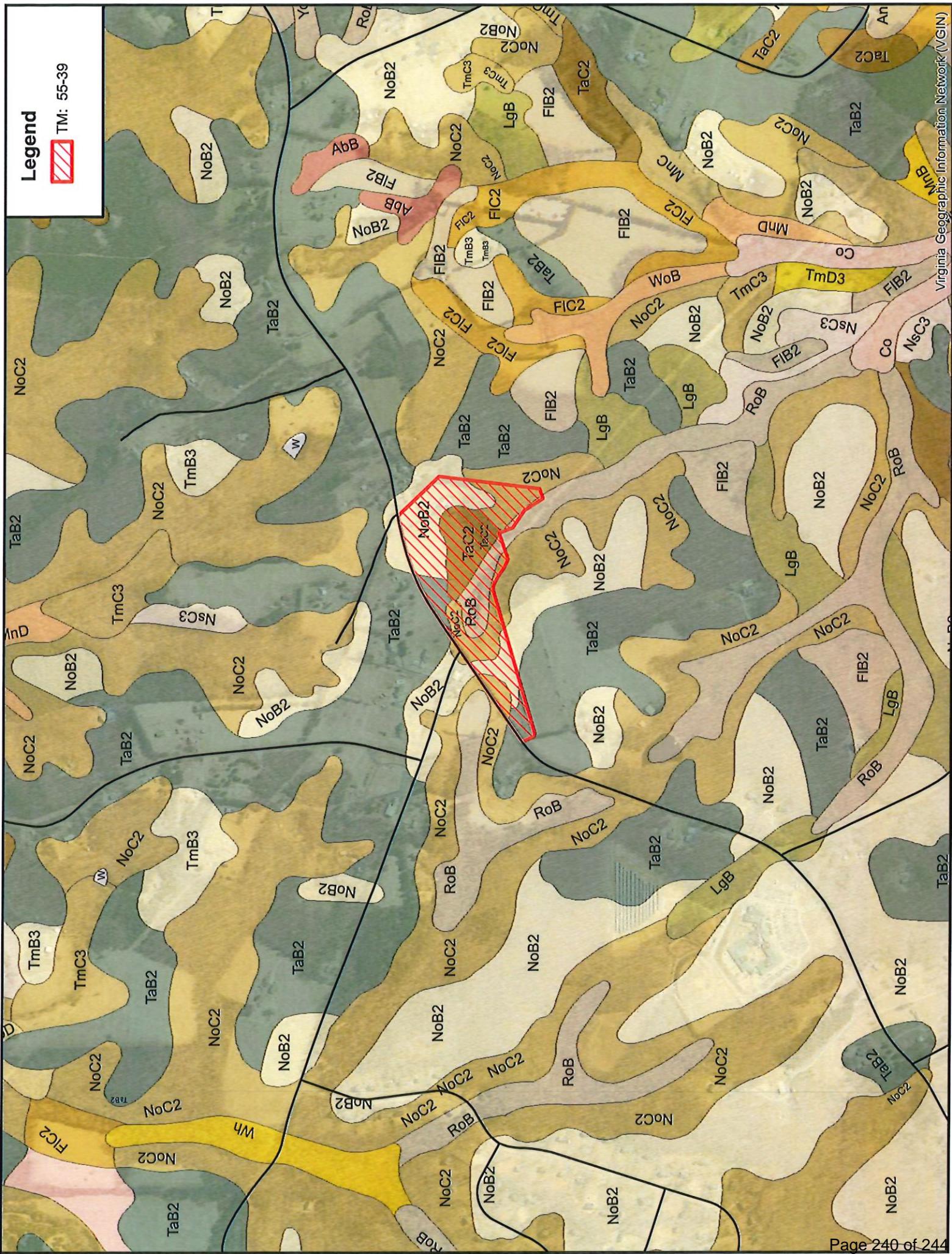
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ON 55, PARCE
TITLE A. P.
ET, LOUISA C.
1992
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SEAFLICK, R.C.
LAND SURVE
VIRGINIA 23

MAP SECTION
MAP SECTION
THE MYRT
MISSISSIPPI DISTRICT
16 APRIL 2
WILEY INC

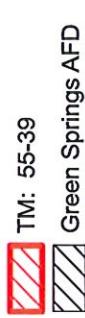
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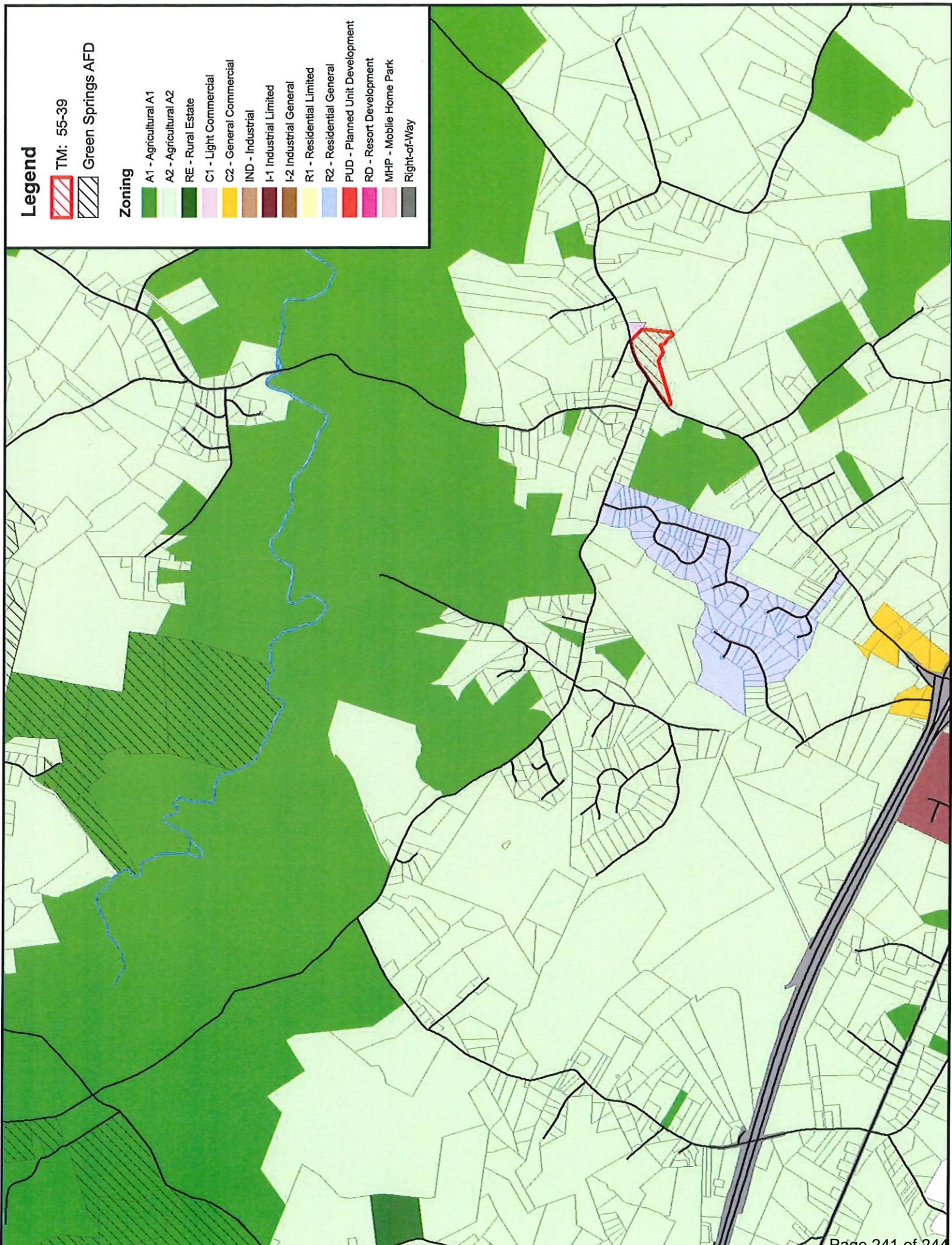


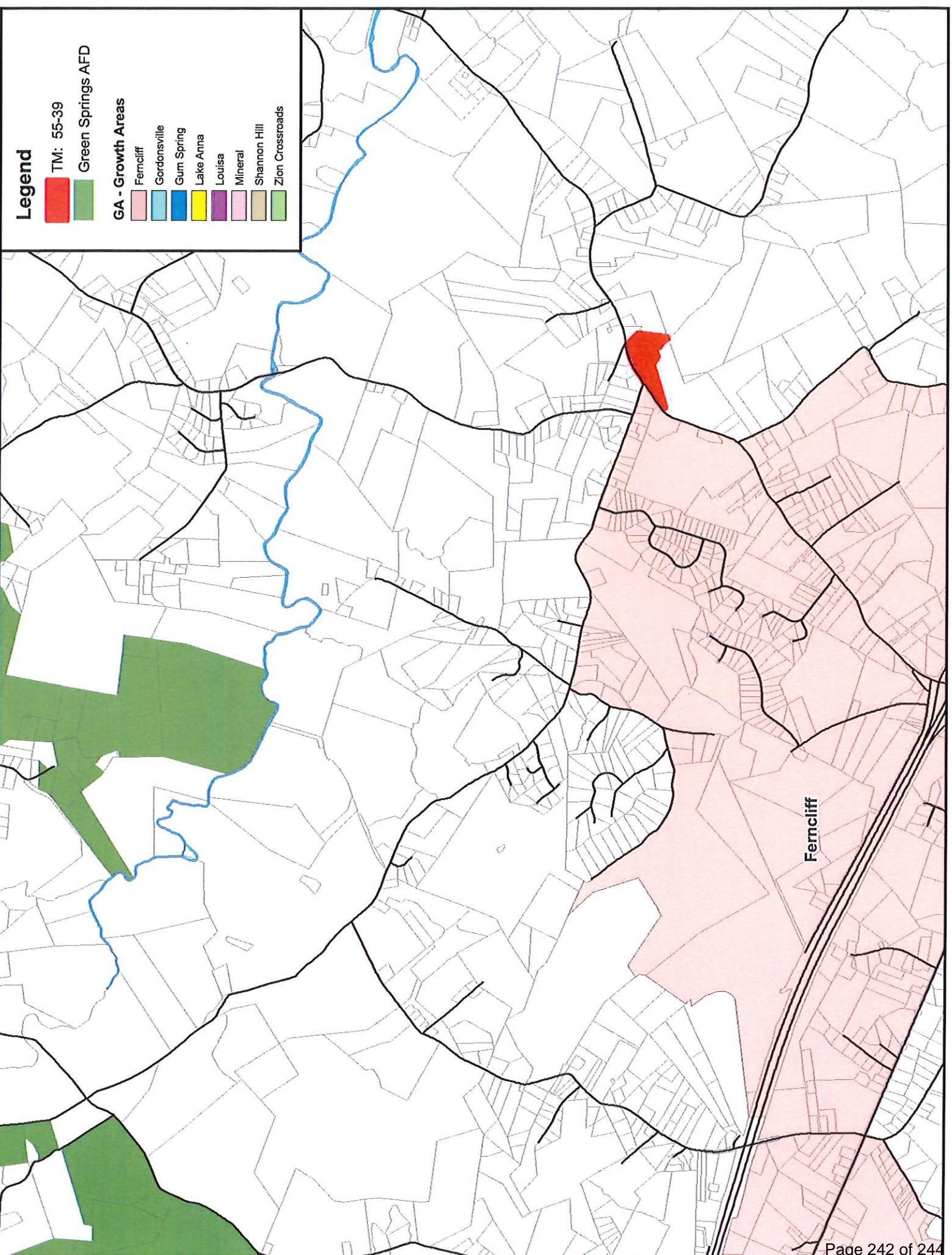
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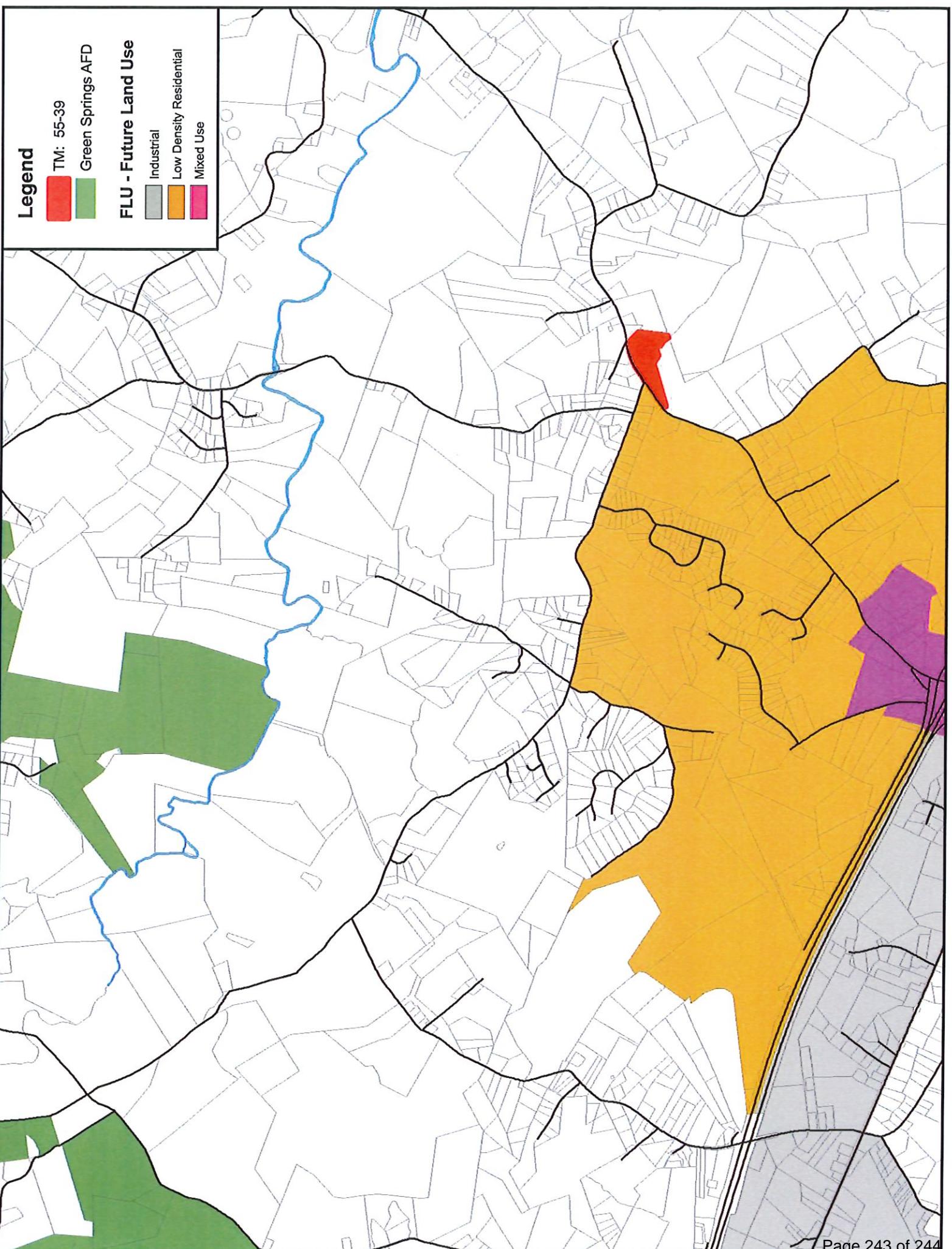


Zoning

A1 - Agricultural A1
A2 - Agricultural A2
RE - Rural Estate
C1 - Light Commercial
C2 - General Commercial
IND - Industrial
I-1 Industrial Limited
I-2 Industrial General
R1 - Residential Limited
R2 - Residential General
PUD - Planned Unit Development
RD - Resort Development
MHP - Mobile Home Park
Right-of-Way







AMENDMENT

This amendment is to amend Chapter 86 Land Development Regulations, Section 86-501 Districts described to amend the existing Green Springs Agricultural and Forestal District to **add** the following property:

Sec. 86-501. - Districts described.

There are hereby established agricultural and forestal districts within the county as follows:

Green Springs I Agricultural and Forestal District	<u>TAX MAP PARCEL #</u>
	21-59, 60, 60A, 61, 61A, 67, 95, 96, 97, 98;
	22-3, 4, 7, 8B, 9, 10, 11, 12, 12A;
	35-86;
	36-1A, 4, 4A, 5, 6, 18, 19, 23, 24, 25;
	37-1, 2, 5, 8, 8A, 15A,
	17, 18, 20B, 27, 27B, 28, 29, 30, 34, 47, 48;
	38-15, 27;
	52-52, 76, 78, 91, 100, (9)A;
	53-1, 1A, (3)B
	37-13, 38-98A
	20-64, 20-65
	37-8
	36-20, 36-21
	35-11-A, 35-16, 35-17, 35-6, 35-77, 35-78, 35-80,
	35-81, 35-82, 35-83, 35-84, 35C-1-14, 35C-1-15,
	35C-1-16, 35C-1-17, 35C-1-18, 20-172; 35-6A;
	35-85; 35-85A, 35-85B
	52-91
	35-3, 35-4
	38-101, 38-103, 38-104, 38-105, 38-106, 38-48, 38-49
	37-29A
	38-24, 38-27-5
	36-1, 38-108, 38-17, 38-20, 38-30, 38-31, 38-31A,
	38-32, 38-50, 38-51, 38-76, 38-78, 38-79, 38-80, 38-84, 38-85, 38-86, 38-87, 38-88, 38-89, 38-90, 38-91, 54-3, 54-4, 54-6
	35-6-1, 35-6-2
	55-39

(Only the district affected by this ordinance is listed.)

TEXT LEGEND

Bolded Text = To Be Added

Regular Text = To Remain

~~Strikethrough Text~~ = To Be Removed

Red Text – For Information Purposes Only