



## FLUVANNA COUNTY BOARD OF SUPERVISORS MEETING AGENDA

August 16, 2017

Regular Meeting- 7:00 pm, Circuit Courtroom

### TAB AGENDA ITEMS

#### 1 – CALL TO ORDER

#### 2 – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

#### 3 – ADOPTION OF AGENDA

#### 4 – COUNTY ADMINISTRATOR'S REPORT

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

#### 6 – PUBLIC HEARINGS

ZMP 17:04 Village Oaks – Brad Robinson, Senior Planner      **DEFERRED**

S    Lease of Property for Food Bank Operations - Steve Nichols, County Administrator

T    First Amendment to Structure Lease Agreement with New Cingular Wireless PCS, LLC - Eric Dahl, Deputy County Administrator/Finance Director

#### 7 – ACTION MATTERS

U    Deed of Conveyance for CVEC Communications Tower Property – Cheryl J. Elliott, Emergency Services Coordinator

V    Computer Aided Dispatch/Public Safety Software Solution—Cyndi Toler, Purchasing Officer

W    Quitclaim and Release Agreement with Fluvanna Christian Services Society, Inc. (FCSS), – Steve Nichols, County Administrator

XYZ    Payment Processing Contract—Cyndi Toler, Purchasing Office

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

A    Accessory Homestays-Zoning Regulations For Short Term Rentals —Brad Robinson, Senior Planner

B    ZXR Water/Sewer System Financing Update – Eric Dahl, DCA/Finance Director

#### 9 – CONSENT AGENDA

C    Accounts Payable Report, June 2017—Eric Dahl, Deputy County Administrator/Finance Director

D    Accounts Payable Report, July 2017—Eric Dahl, Deputy County Administrator/Finance Director

E    FY18 Commonwealth Attorney Supplemental Appropriation - Temporary Intern – Marty Brookhart, Management Analyst

F    FY18 County Administrator Pay Increase – Gail Parrish, HR Manager

G    FY18 Social Service Family Services Allocation Supplemental Appropriation – Kim Mabe, DSS Director

H    Virginia Information Technologies Agency FY'19 E-911 PSAP Education Program Grant Award – Michael Grandstaff, Communications Director

#### 10 – UNFINISHED BUSINESS

TBD

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

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

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**11 – NEW BUSINESS**

TBD

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

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**13 – CLOSED MEETING**

TBD

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**14 – ADJOURN**

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Digitally signed by Steven  
M. Nichols  
Date: 2017.08.10 08:44:17  
-04'00'

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County Administrator Review

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## PLEDGE OF ALLEGIANCE

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

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## ORDER

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

## PUBLIC HEARING RULES OF PROCEDURE

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

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# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS Packet 2017-08-16 p.5/829  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## 2016-2017 STRATEGIC INITIATIVES AND ACTIONS

### Strategic Initiative A -- SERVICE DELIVERY

- A1** - Create a local Broadband Task Force to: assess our current status county-wide, determine our gaps and needs, develop alternatives and options for improvement, and to identify potential funding sources for broadband expansion.
- A2** - Perform Process Improvement Review of Planning and Zoning Processes.
- A3** - Perform Process Improvement Review of Building Inspection Processes.
- A4** - Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
- A5** - Update, format, and improve web-accessibility of all County Personnel Policies.
- A6** - Create Fluvanna County Data Website Dashboard with key metrics.
- A7** - Perform a comprehensive review and update of all ordinances, rules, policies, and practices relating to junk cars, trash and litter, waste tires, condemnation of structures, etc.
- A8** - Create an improved system for managing and tracking of SUPs and Subdivisions (Bond status, project status, etc.).

### Strategic Initiative B -- COMMUNICATION

- B1** - Create a Community Impact Awards Program.
- B2** - Hold an Elected Official Breakfast for our State Representatives in Spring 2016
- B3** - Collect and analyze the results of the local Business Climate Survey.
- B4** - Hold a Local Business Forum - Subtitle: "The Future of Fluvanna's 250 Corridor"
- B5** - Create a local Business Support Action Plan.
- B6** - Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
- B7** - Expand County Website to receive, answer, and post questions from residents.
- B8** - Improve communication and collaboration with the School Board to improve understanding of school system funding needs and better plan future budgets.
- B9** - Create a brief, easy to understand tax impact message showing Fluvanna advantages for both residential and business.

### Strategic Initiative C -- PROJECT MANAGEMENT

- C1** - Investigate the use of Technology or other types of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development aims.
- C2** - Create a County-wide overlay map showing utilities and other key features that support business growth and development.
- C3** - Investigate all options for GIS system delivery and management to support needs of all County departments.
- C4** - Develop and adopt a Fluvanna County Master Water and Sewer Service Plan and implementation schedule.
- C5** - Successfully oversee and manage Fluvanna County aspects of the James River Water project.

- C6** - Finalize locations and fund installation of Fire Hydrants in the Columbia District along the route of the Louisa County Water Authority raw water pipeline.
- C7** - Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
- C8** - Successfully oversee and manage the County's E911 Emergency Communications System Project.
- C9** - Proceed with the Pleasant Grove Farm Museum design.
- C10** - Investigate opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.

#### **Strategic Initiative D -- ECONOMIC DEVELOPMENT AND TOURISM**

- D1** - Create EDTAC - Economic Development and Tourism Advisory Council.
- D2** - Plan for Fluvanna County activities to celebrate the Virginia Business Appreciation Month in May 2016.
- D3** - Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
- D4** - Create separate Tourism and Business information pages for the County website.
- D5** - Create a Fluvanna County "triangle" tourism brochure describing a Monticello, Pleasant Grove House & Museum, Old Stone Jail, Historic Courthouse, and Montpelier history and tourism route.
- D6** - Create a "Faces and Places of Fluvanna" Poster and Rack Card to market Fluvanna County as a destination for tourism and recreational activities.
- D7** - Create a "New Residents Guide" package for distribution to local Real Estate agents.
- D8** - Develop a "This is Fluvanna County" video message to be shared with county citizens and businesses as well as use with county economic development initiatives.
- D9** - Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.
- D10** - Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities in Fluvanna (e.g., Crofton Park, LMOA river access areas, Town of Columbia flood plain/potential park, etc.).
- D11** - Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.

#### **Strategic Initiative E -- FINANCIAL STEWARDSHIP AND EFFICIENCY**

- E1** - Identify all sources of revenue the county can use to finance local government programs and services and determine which sources Fluvanna County should utilize.
- E2** - Investigate creation of a "Capital Depreciation Fund" that would be funded within the tax rate each fiscal year to save for future capital needs.
- E3** - Update, format, and improve web-accessibility of all County Financial Policies.
- E4** - Review, update, and approve new Fluvanna County Proffer Guidelines.
- E5** - Reduce the County's reliance on creating and mailing paper checks for payments and to implement ACH/EFT transaction options.
- E6** - Research and provide samples of Monthly Treasurer Report options and formats so that the Board can decide what they would like to see on a recurrent basis (e.g., what reports are provided in other counties?). Create report for inclusion in Board package each month, as well as a quarterly in-person briefing on the data.

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB S

<b>MEETING DATE:</b>	August 16, 2017				
<b>AGENDA TITLE:</b>	Lease of Property for Food Bank Operations				
<b>MOTION(s):</b>	I move the Board of Supervisors approve the proposed lease of County property to Fluvanna Christian Services Society (FCSS) for the purposes of supporting Food Bank operations in Fluvanna County, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	XX				
<b>STAFF CONTACT(S):</b>	Steve Nichols, County Administrator				
<b>PRESENTER(S):</b>	Steve Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approval.				
<b>TIMING:</b>	Current.				
<b>DISCUSSION:</b>	This lease allows FCSS to place shed-style structures on County property at the Carysbrook complex and use the Premises exclusively for the operation of a non-profit food pantry serving residents of Fluvanna County.				
<b>FISCAL IMPACT:</b>	Potential \$180.00 annual increase in revenue for lease of the county property.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Ground Space Lease Exhibit A – Site Map with Proposed Spaces				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	XX				



## GROUND SPACE LEASE

THIS GROUND SPACE LEASE, ("Lease") is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2017, in accordance with Virginia Code Section 15.2-1800, by and between the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, ("Lessor"), whose address is P.O. Box 540, Palmyra, Virginia 22963, and FLUVANNA CHRISTIAN SERVICE SOCIETY, INC., a not-for-profit corporation organized under the laws of the Commonwealth of Virginia, ("Lessee"), whose address is P.O. Box 411, Palmyra, Virginia 22963. The Lessor and Lessee are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

In consideration of the mutual promises, conditions, and other good and valuable consideration of the parties hereto, it is covenanted and agreed as follows:

1. **Premises.** Lessor is the owner of certain real property located in the County of Fluvanna, Virginia, hereinafter referred to as the "Premises," more particularly described as a portion of the Carysbrook Complex sufficient in size and dimensions to accommodate the improvements and appurtenant facilities described in Section 8 below in a lawful manner. The Premises shall be substantially as shown on **Exhibit A**, which is attached hereto and incorporated herein by reference, except as otherwise mutually agreed by Lessor and Lessee. The Premises shall include a non-exclusive right of ingress and egress from James Madison Highway to the Premises over the existing driveway or such other travelway(s) as Lessor may designate from time to time, a non-exclusive easement over the Premises for utility lines and related appurtenances reasonably necessary in connection with Lessee's occupation of the Premises and in such locations as agreed upon between the Lessor and Lessee, and non-exclusive and reasonable use of the parking lot immediately adjacent to the Premises and shown on **Exhibit A**. Lessor shall have the right to reconfigure or relocate the foregoing utilities and parking lot from time to time, at Lessor's expense and in Lessor's sole discretion.

2. **Demise of the Premises.** Lessor, in consideration of the terms, covenants, conditions and agreements set forth in this Lease, does hereby let and demise unto Lessee and Lessee does hereby take from the Lessor the Premises.

3. **Title to Premises.** The Lessor represents and warrants to the Lessee that it has the power and authority to execute this Lease and to carry out and perform all covenants to be performed by the Lessor under this Lease.

4. **Condition of Premises.** The Premises are vacant and undeveloped and are leased to the Lessee "as is" with all faults, without warranty or representation by Lessor as to condition or usefulness of the Premises for any purpose. The Lessee covenants and represents that it has inspected and is fully familiar with the condition of the Premises and accepts it "as is."

5. **Use of Premises.** Lessee shall use the Premises exclusively for the operation of a non-profit food pantry. Lessee shall not commit or permit any waste or nuisance in or about the Premises and shall not do anything that might create an unreasonable fire hazard on the Premises. Lessee shall not violate any applicable law regarding the use of the Premises. No other use may be made of the Premises without the prior written consent of Lessor, which may be granted or

withheld in Lessor's sole discretion. Lessee shall be solely responsible for obtaining any and all permits required for the construction and/or relocation of its improvements and conduct of its business.

6. **Term; Renewals.** This Lease begins at 12:01 A.M. on \_\_\_\_\_ 1, 2017 (the "Commencement Date"), and runs for a term of five (5) years until 12:00 A.M. on \_\_\_\_\_ 31, 2022. Thereafter, the Lease shall automatically be renewed for five (5) additional terms of five (5) years each until such time as either Party notifies the other that the Lease is not to be renewed, which notice must be given at least one hundred and twenty (120) days before the end of the then current term. At the commencement of any such renewal term or terms, Lessor and Lessee shall, by mutual agreement and on the basis of good faith and fair dealing, agree upon the rental fee for the Premises based upon the fair market rate of local rents then in effect for comparable premises and uses, if such data are available. The foregoing shall not be construed in any way to require either the Lessor or the Lessee to enter into such a renewal term or terms; and in no event shall this Lease be renewed if the Premises shall be required for any of the purposes provided in Virginia Code Section 15.2-1639.

7. **Rent; Water and Sewer; Late Payment and Returned Check Charges.** Lessee agrees to pay as rent \$180.00 per year. This rent shall be payable in equal monthly installments of \$15.00, or on such other terms of payment as may be acceptable to the Lessor. Such rent installments shall be paid by Lessee on the first day of each month to Lessor at the address provided above or at such other address as Lessor may designate from time to time. Rent for any period other than a full month shall be prorated based upon the number of days in the particular month. If any rent is not paid within five (5) days after it is due, Lessor may impose a charge of \$25.00 for late payment as additional rent. In addition to any applicable late fee, Lessee agrees to pay as additional rent a charge in the amount of \$50.00 for each check returned to Lessor for any reason other than lack of Lessor's endorsements, and for each electronic funds transfer rejected because of insufficient funds or a stop-payment order placed in bad faith. Lessee further agrees to pay any costs and damages incurred by Lessor as a result thereof, including, but not limited to, bank charges and returned check fees.

8. **Construction/Relocation of Improvements.** Lessee shall have the right to construct on the Premises two rectangular buildings, the first having exterior dimensions of approximately fourteen feet by thirty-six feet (14' x 36'), and the second having exterior dimensions of approximately fourteen feet by twenty feet (14' x 20'), together with a gravel walkway and gravel driveway, and to relocate a rectangular temporary building having exterior dimensions of approximately twelve feet by twenty-six feet (12' x 26'), all of which shall be situated generally as illustrated in **Exhibit A**, or as otherwise mutually agreed by the Parties. Nothing in this Lease shall be construed as County of Fluvanna approval of the construction/relocation of the foregoing improvements, or to require the issuance of any permit or governmental approval by the County of Fluvanna. Lessee shall cause all work to be performed free of liens, in a good and workmanlike manner, and in compliance with all applicable laws, ordinances, and permitting processes. Lessee shall not cause or permit any mechanics' or other liens or encumbrances to attach or remain against the Premises, any improvements thereon, or any of Lessor's property. If any such lien or notice of lien rights shall be filed, the Lessee shall immediately take such steps as may be necessary to have the affected property released from such lien, and shall permit no further work to be performed until such release has been accomplished.

9. **Ownership of Improvements.** All improvements and other appurtenances shall automatically become the property of the Lessor upon the expiration or earlier termination of this Lease, free and clear of any and all liens and encumbrances, and with no payment by the Lessor except as otherwise expressly provided in Section 10 below. The foregoing notwithstanding, Lessor may, at its sole option, within one hundred twenty (120) days following the expiration or earlier termination of this Lease, require that, at Lessee's sole expense, the Lessee remove any or all improvements and that Lessee restore the Premises or applicable portion thereof to substantially the same condition as existed prior to this Lease. The provisions of this Section 9 shall survive the expiration or earlier termination of this Lease.

10. **Options to Terminate.** Following the fifth (5<sup>th</sup>) anniversary of the Commencement Date, Lessor and Lessee shall each have the right to terminate this Lease at any time, without cause, by giving not less than one hundred twenty (120) days written notice to the other Party. The year commencing on the fifth (5<sup>th</sup>) anniversary of the Commencement Date is referred to hereinafter as "rental year six" and subsequent years are referred to similarly.

In the event Lessor exercises the option to terminate set forth in this Section 10 during rental years six (6) through twenty (20), then, to the extent that Lessor does not require Lessee to remove improvements in accordance with Section 9 above, Lessor shall pay Lessee an amount for the improvements to the Premises consistent with a twenty-year straight line depreciation from the Commencement Date based upon the original construction/relocation cost of the improvements. Lessor shall have no other obligation to pay Lessee with respect to Lessee's improvements to the Premises.

11. **Utilities; Site Maintenance.**

- (A) Except as otherwise provided in Section 11(B) below, Lessee shall be solely responsible for and shall pay for all charges of gas, water, sewer, electricity, light, heat, power, and telephone and any other communication or information service used, rendered or supplied upon or in connection with the Premises, including, but not limited to, the permits, connections charges, and installation of electric, telephone and other utility service for its operations, and shall indemnify the Lessor against any and all liability or damages on such account. Lessee shall make reasonable use of any utilities used by it.
- (B) Lessee shall be responsible for and pay all costs of connection to Lessor's existing water and sewer service in locations approved by Lessor, in Lessor's sole discretion. Lessee's water and sewer usage are included in the rent provided for in this Lease. In the event that Lessor notifies Lessee, or Lessee otherwise becomes aware, of excessive usage or any leak or other problem with Lessee's water or sewer connection, service, or usage, Lessee shall immediately make an inspection, shall report the results of its inspection within 72 hours of notification to Lessor's agent or designee, and shall make any and all necessary repairs within a reasonable period.
- (C) Lessee agrees to maintain the improvements constructed/relocated on the Premises in good repair and, subject to the provisions of Section 9 above, to deliver such improvements to the Lessor at the termination of this Lease in good repair, reasonable

wear and tear excepted.

- (D) In addition to the repairs referenced in subparagraph (C) above, Lessee agrees to keep the interior of all buildings and exterior of the Premises in reasonably sanitary, neat and orderly condition, which shall include, without limitation, timely removal of accumulations of snow and ice, cleanup of trash and other debris and orderly storage of materials. No materials, equipment or item of any kind shall be leaned against or otherwise stored in contact with the exterior walls of the buildings or be stored outside of the buildings.

12. **Security; Access; Inspection.** Lessee shall maintain the Premises in a reasonably secure condition and shall be solely responsible for the security of the Premises. Lessor shall have access to the Premises at all reasonable times for the purpose of inspecting the same for compliance with this Lease. Lessor and any responsible utility provider shall further have access to the Premises for the purpose of installing, repairing, replacing and maintaining utility and/or service lines on or adjacent to the Premises at any time. Lessee shall furnish Lessor with the necessary keys for the purpose of ingress and egress to the Premises.

13. **Taxes.** Lessee shall pay any personal property, real estate, or other taxes, assessments, or charges levied against Lessee's leasehold, use of the Premises and/or the installation, maintenance, and operation of the Lessee's improvements.

14. **Compliance with Laws.** Lessee shall, at Lessee's sole cost and expense, comply with all federal, state, county or local laws, rules, regulations and ordinances now or hereafter enacted by any governmental authority or administrative agencies having jurisdiction over the Premises and Lessee's operations thereupon, including but not limited to obtaining any and all permits for construction of the improvements and operation of the Lessee's use.

15. **Indemnification.** Lessee shall indemnify and hold harmless Lessor against any claim of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of Lessee, its employees, contractors, or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of Lessor, or its employees, contractors, or agents.

16. **Insurance.** Lessee agrees that at its own cost and expense, it shall continuously maintain general liability insurance insuring against liability for bodily injury, death or damage to personal property with combined single limits of \$1,000,000 per occurrence. Lessee shall include Lessor as an additional insured and provide Lessor with a certificate evidencing such insurance prior to the commencement of this Lease, upon each renewal or change in the insurance, and otherwise upon request by Lessor. Nothing contained in this Lease shall be deemed to be a waiver of sovereign immunity by the Lessor. Lessee acknowledges that Lessor is not an insurer of Lessee's property and Lessor shall maintain such all risk property insurance covering Lessee's fixtures, improvements, and personal property as Lessee deems appropriate for the protection of Lessee.

17. **Default.** If Lessor or Lessee fails to comply with any provisions of this Lease which the other Party claims to be a default hereof, the Party making such claim shall serve written



notice of such default upon the defaulting Party and the defaulting Party shall be given thirty (30) days to cure such default. Said defaulting Party shall provide evidence that it is making a good faith effort to cure said default to the other Party upon request. Waiver of or failure to take any action with respect to any default shall not constitute a waiver of any subsequent or other default or the same or a different provision of this Lease.

18. **Exclusive Venue; Attorney Fees and Expenses.** In the event of any litigation arising under this Lease, the Parties agree that the exclusive venue therefor shall be in the courts located in the County of Fluvanna, and that the non-prevailing Party shall, upon demand, reimburse the substantially prevailing Party for all costs and expenses arising therefrom from time to time, including reasonable attorneys' fees.

19. **Assignment; Sublease.** Lessee shall not transfer or assign its rights under this Lease or let or sublet, in whole or in part, the Premises or any portion thereof, without the prior written consent of the Lessor, which consent shall not be unreasonably withheld. No assignment or sublease shall relieve Lessee of any responsibilities under this Lease, unless Lessor specifically agrees to such release in writing.

20. **Signs.** With the prior written consent of Lessor, Lessee may place on the Premises appropriate signs for advertising the business or location of the non-profit food pantry. All such signs must comply with all requirements of applicable laws, ordinances and regulations. Lessee shall be solely responsible for obtaining any permits which may be required for any such sign. Upon the termination of this Lease, Lessee shall remove any sign erected or placed upon the Premises by Lessee, and Lessee shall repair any damage to the Premises caused by such attachment and/or removal.

21. **Partial Payments.** Acceptance by the Lessor of a partial payment of rent or other charges shall not be construed to waive any right of the Lessor or affect any notice or legal proceedings unless both parties agree otherwise in writing.

22. **Quiet Enjoyment.** Subject to the terms of this Lease, Lessor covenants that the Lessee shall have quiet possession and enjoyment of the Premises throughout the Lease Term, as long as the Lessee is not in default hereunder.

23. **Real Estate Agents.** Lessor and Lessee warrant that they have had no dealing with any real estate broker or agent in connection with the negotiation of this Lease and that they know of no other real estate broker or agent who is or might be entitled to a commission in connection with this Lease. The Parties agree to assume responsibility for their own broker's fees, if any.

24. **Surrender of Premises.** Upon the termination of this Lease, Lessee shall surrender the Premises promptly in accordance with the terms of this Lease. Any failure of Lessee to surrender the Premises shall be considered a holding over creating a tenancy at will with Lessee continuing to have all applicable responsibilities under this Lease.

25. **Notices.** Any notice, demand or communication required or permitted hereby shall be deemed to be sufficient if in writing and delivered by certified mail, return receipt requested, or in person or by commercial delivery service to the Parties, respectively, at the addresses set forth

above. Any Party may substitute another address by giving a notice in the manner required. Any Party may also provide an e-mail address or a facsimile number for the provision of any notice. Any notice given by mail shall be deemed to be received on the fifth (5<sup>th</sup>) day after deposit postage prepaid in the United States mail, certified, return receipt requested. Any notice given by hand shall be deemed to be received when delivered. Notice by commercial delivery service, facsimile transmission or email shall be deemed to be received on the date shown on the receipt or certificate of delivery or report of transmission applicable to the method of delivery, provided that any notice delivered by facsimile transmission or email shall also be sent by United States first-class mail, postage prepaid.

26. **Survival.** The provisions of this Lease relating to indemnification by the Lessee shall survive any termination or expiration of this Lease. Additionally, any provisions of this Lease which require or contemplate performance subsequent to the termination or expiration of this Lease shall also survive such termination or expiration.

27. **General Provisions.** This Lease contains the final and entire agreement between the parties hereto, superseding any and all prior agreements, representations or other matters preexisting between the parties regarding the subject matter hereof.

As appropriate to the context, the masculine shall include the feminine and neutral genders and vice versa, and the singular shall include the plural and vice versa. The headings contained in this Lease are inserted for convenience only and are not intended to be part of the Lease. They shall not affect or be utilized in the construction or interpretation of the Lease.

Any amendment or modification to this Lease is to be contained in a writing signed by the parties to this Lease. This Lease shall be binding upon and inure to the benefit of the parties to this Lease and their respective heirs, successors and assignees. This Lease shall be construed in accordance with the laws of the Commonwealth of Virginia and of the County of Fluvanna. In addition to allowing electronic signatures upon an electronic copy of this Lease, as provided by Virginia law, facsimile signatures upon any signature page shall be considered to be original signatures.

WITNESS the following duly authorized signatures.

LESSOR:  
COUNTY OF FLUVANNA,  
a political subdivision of the Commonwealth  
of Virginia

LESSEE:  
FLUVANNA CHRISTIAN SERVICE  
SOCIETY, INC., a not-for-profit  
corporation organized under the laws of the  
Commonwealth of Virginia

By: \_\_\_\_\_  
Steven M. Nichols, County Administrator

By: \_\_\_\_\_  
Printed name and title: \_\_\_\_\_

APPROVED AS TO FORM:  
FLUVANNA COUNTY ATTORNEY

By: \_\_\_\_\_  
Frederick W. Payne, County Attorney

# Proposed Building Layout for FCSS Buildings at Carysbrook Complex

Exhibit A

Ex. Building (to Remain & be Owned by County)

Ex. Building (to be Relocated)

Social Services  
Building

Loading Ramp

Carysbrook  
Gymnasium

Ex. 12' x 26' Building (Relocated)

New 14' x 20' Building

New 14' x 36' Building

312 SF

280 SF

504 SF

Total Building Area = +/- 1,096 SF  
Total Deck/Ramp Area = +/- 128 SF

07/19/2017

SCALE: 1" = 50'

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

**TAB T**

<b>MEETING DATE:</b>	August 16, 2017				
<b>AGENDA TITLE:</b>	First Amendment to Structure Lease Agreement with New Cingular Wireless PCS, LLC				
<b>MOTION(s):</b>	I move the Board of Supervisors approve the "First Amendment to Structure Lease Agreement" of County property, with New Cingular Wireless PCS, LLC, for the purposes of modifying the Monopole at Palmyra, ending the 75% rent abatement for the remainder of the initial term, modifying the provisions of the renewal terms so as to be at the option of the Tenant and other changes laid out in said First Amendment, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	XX				
<b>STAFF CONTACT(S):</b>	Eric Dahl, Deputy County Administrator/Finance Director				
<b>PRESENTER(S):</b>	Eric Dahl, Deputy County Administrator/Finance Director				
<b>RECOMMENDATION:</b>	Approval.				
<b>TIMING:</b>	Current.				
<b>DISCUSSION:</b>	This First Amendment to the Lease ends the 75% rent abatement during the Initial Term of the Lease, allows Tenant to modify the Monopole for additional equipment while also requiring them to correct certain deficiencies identified by CityScape in the Monopole's original construction such that the County could lease two additional spaces as initially contemplated to other users whose equipment's loading is the same or less than Tenant's. Also modifies the renewal provisions such that renewals at the option of Tenant with no right for the County to opt out of such renewal if exercised, but does not increase the actual renewal term length.				
<b>FISCAL IMPACT:</b>	Immediate termination of the 75% rent abatement during the Initial Term under existing Structure Lease Agreement amounts to approximately \$2,000.00 additional rent payable to the County per month from the Tenant for the remainder of the Initial Term which shall terminate in February, 2021. No change in rent amounts due for renewals.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	First Amendment to Structure Lease Agreement				

REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX	XX			

**FLUVANNA COUNTY  
NOTICE OF PUBLIC HEARING**

On Wednesday, August 16, 2017, the Board of Supervisors of Fluvanna County, Virginia, will hold a public hearing on the proposed First Amendment to that Structure Lease Agreement dated October 20, 2009 with New Cingular Wirelesss PCS, LLC (“Tenant”) of County real property including a Monopole with current addressing of 14591 James Madison Highway. The proposed First Amendment: (i) allows the Tenant to modify the Monopole for its additional loading as well as improving the Monopole to allow for additional users, in the County’ discretion, with the same or less loading as Tenant, (ii) terminates that 75% rent abatement in the original Lease early so as to increase the rent payments paid by Tenant to the County during the remainder of the initial term of said Lease; (iii) eliminates the County’s right to decline the existing renewals under the lease which will now be in the Tenant’s discretion to exercise, and (iv) makes other relevant changes. Said proposed First Amendment will be available at the County Administration Building at 132 Main Street Palmyra, Virginia building for public inspection.

The public hearing will be conducted at 7:00 p.m. in the Circuit Courtroom, Fluvanna County Courts Building, 132 Main Street, Palmyra, Virginia. Interested persons may appear at such time and place and present their views.

**Clerk to the Board of Supervisors  
of Fluvanna County, Virginia**

**TO BE PUBLISHED IN THE FLUVANNA REVIEW NO LATER THAN AUGUST 3, 2017 and  
AUGUST 10, 2017.**





# **First Amendment to Structure Lease Agreement Public Hearing**

August 16, 2017

Eric Dahl

Deputy County Administrator/Director of Finance





## Public Hearing Requirements

- Per Code of Virginia 15.2-734, before the final authorization of the lease of property, localities shall hold a public hearing on the proposed lease.
- Notice of the hearing shall be published 10 days prior to the public hearing in a newspaper published or having general circulation in the locality.
  - The Board of Supervisors advertised this Public Hearing in the Fluvanna Review on August 3, 2017 & August 10, 2017.



## Lease Amendment Information

- Allows the Tenant to modify the Monopole for its additional loading as well as improving the Monopole to allow for additional users, in the County's discretion, with the same or less loading as Tenant.
- Terminates 75% rent abatement in the original Lease, so as to increase the rent payments paid by Tenant to the County during the remainder of the initial term of said Lease by ~\$2,000 monthly.
- Eliminates the County's right to decline the existing renewals under the lease, which will now be in the Tenant's discretion to exercise.



# Public Hearing



# Questions?



## **Motion:**

- I move the Board of Supervisors approve the “First Amendment to Structure Lease Agreement” of County property, with New Cingular Wireless PCS, LLC for the purposes of modifying the Monopole at Palmyra, ending the 75% rent abatement for the remainder of the initial term, modifying the provisions of the renewal terms so as to be at the option of the Tenant and other changes laid out in said First Amendment, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.

AT&T Cell Site Information:  
 Market: Virginia – West Virginia  
 Cell Site Name/Number: Palmyra/CV366  
 Fixed Asset Number: 10103205

## FIRST AMENDMENT TO STRUCTURE LEASE AGREEMENT

THIS FIRST AMENDMENT TO STRUCTURE LEASE AGREEMENT (“**First Amendment**”), is made this \_\_\_\_ day of August, 2017 (hereinafter “**Effective Date**”) by and between the Board of Supervisors of Fluvanna County, Virginia (also known as County of Fluvanna), a political subdivision of the Commonwealth of Virginia, with a mailing address of 132 Main Street, Palmyra, VA 22963 (hereinafter referred to as “**Owner**”), and New Cingular Wireless PCS, LLC, a Delaware limited liability company authorized to conduct business in Virginia having a mailing address of 575 Morosgo Drive, Atlanta, GA 30324 (hereinafter referred to as “**Tenant**”).

WHEREAS, Owner and Tenant entered into that Structure Lease Agreement dated October 20, 2009 (hereinafter referred to as the “**Lease**”), whereby Owner authorized the Tenant to construct a Monopole, remove that Self Support Tower and relocate certain existing equipment on the Property as more specifically defined in the Lease which is attached hereto as **Exhibit 1** and incorporated herein as a material part of this First Amendment;

WHEREAS, Owner leases space at the Property and on the Monopole to Tenant under the Lease;

WHEREAS, the parties agree that the Monopole Commencement Date was March 1, 2010;

WHEREAS, Owner and Tenant desire to amend the Lease to modify and improve the tower, to end the rent abatement, to extend the term of the Lease, and to amend the Lease as agreed to herein, each as more specifically described in this First Amendment;

WHEREAS, Owner previously entered into that Tower & Ground Space Lease with USCOC dated November 26, 2012 (the “USCOC Lease”) on a portion of the Monopole, such USCOC Lease being attached hereto as **Exhibit 2** and incorporated herein as a material part of this First Amendment; and

WHEREAS, Landlord and Tenant desire to amend the Lease to modify the notice section thereof; and

WHEREAS, Owner and Tenant, in their mutual interest, wish to amend the Lease as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Owner and Tenant agree as follows:

**1. Definitions and Recitations:** The foregoing recitations are incorporated into this agreement. All defined terms in the Lease shall have the same defined meaning when used in this First Amendment unless the context requires otherwise.

AT&T Cell Site Information:  
 Market: Virginia – West Virginia  
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 Fixed Asset Number: 10103205

**2. Scope of Work:** Tenant agrees at its sole cost and expense to construct certain improvements and modifications to the Monopole to increase the existing Monopole's capacity to accommodate Tenant's proposed equipment loading, the Owner's current loading, USCOC's current loading (being at minimum the loading contemplated under USCOC's Lease or the actual current loading of USCOC as is where is as of the date of this First Amendment, whichever is greater), plus equipment loading for two (2) additional carriers using at minimum Tenant's proposed equipment specifications for each additional array (the "Tenant Improvements"). The Tenant Improvements must meet or exceed all the requirements and specifications of this First Amendment and the structural analysis and tower modification design report entitled "Structural Analysis for AT&T 194' Monopole Tower" attached hereto as **Exhibit 3** and incorporated herein as a material part of this First Amendment. The two (2) additional carriers are each labeled "Future" on Exhibit 3 and are each listed in Table 1 on page 4 under "Existing Loading" and the loading for those two (2) additional carriers at 194 feet and 100 feet (the remaining available spots, which are not physically obstructed by the Owner's whip antennas) is the same as the proposed equipment loading for Tenant, which is listed in Table 1 on page 4 as the Proposed Carrier Final Loading. Tenant is authorized to install and operate the equipment listed in this Proposed Carrier Final Loading table, and such equipment shall become a part of the Communication Facility (as such term is defined in the Lease). Tenant shall cause all work on the Tenant Improvements be completed: (i) in a good and workmanlike manner consistent with all applicable industry standards; (ii) so as to not interrupt any existing operations including those of the Owner and USCOC under that USCOC Lease and further so as to provide continuous uninterrupted service to any customers or users of USCOC or Owner; (iii) in accordance with this First Amendment and consistent with Exhibit 3; (iv) free of liens; (v) in compliance with all applicable laws, rules, ordinances, and regulations, federal, state, local or otherwise; and (vi) with prudence and due diligence. Tenant shall be solely responsible for removal and proper disposal at its sole cost and expense of any and all debris or other trash caused by or related to the Tenant Improvements. Tenant will commence construction of the Tenant Improvements upon receipt of all government approvals necessary for the construction of the Tenant Improvements and compliance with all other applicable laws, rules and regulations. Tenant Improvements must be completed and fully operational on or before the 31<sup>st</sup> day of December, 2018, or twelve (12) months after obtaining government approval for the Tenant Improvements, whichever is later; time being of the essence. Tenant shall provide written notification to Owner when the Tenant Improvements are complete. Owner will have one hundred and twenty (120) days from receipt of such notice to inspect the Tenant Improvements and provide any notice of deficiencies.

Prior to the execution of this Agreement, Tenant has delivered to Owner a performance bond in the amount of \$100,000.00 to secure the Tenant Improvements to be performed in accordance with this Section 2. In the event that Tenant fails to (i) commence the Tenant Improvements called for by this Section 2 on or before November 30, 2018 or within 180 days of obtaining government approval, whichever is later, or (ii) complete the Tenant Improvements called for by this Section 2 on or before December 31, 2018, or within 12 months of obtaining government approval, whichever is later, for any reason not the fault of the Owner, the bond shall be forfeited to Owner, which may then complete the Tenant Improvements. Owner shall further have all remedies at law and otherwise provided herein upon any default by Tenant. Said bond shall be released by Owner to

AT&T Cell Site Information:  
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Tenant upon verification that all subcontractors have been paid and acceptance of the Tenant Improvements by the Owner. Acceptance of the Tenant Improvements by the Owner shall take place upon satisfactory completion of all of the Tenant Improvements, including but not limited to, the modifications of the Monopole.

3. **Premises:** Owner agrees to lease to the Tenant the Premises as modified by the Tenant Improvements for those uses defined in Section 3 of the Lease only.

4. **Term:** Section 4 “Term” of the Lease is shall be amended as follows:

- a. Section 4(c) is hereby replaced with the following language: “This Agreement will automatically renew for 2 (two) additional five (5) year term(s) (each five (5) year term shall be defined as the “Extension Term”), upon the same terms and conditions unless Tenant notifies the Owner in writing of Tenant’s intention not to renew this Agreement, as modified by that First Amendment, at least sixty (60) days prior to the expiration of the existing term.”; and
- b. The parties agree and acknowledge that the Monopole Commencement Date is March 1, 2010; and that the Initial Term is ten (10) years and that the Initial Term commenced on that Monopole Commencement Date.

5. **Eliminate Rent Abatement:** Under the Lease the Tenant was to receive a seventy-five percent (75%) rent abatement during the Initial Term (see Section 5 “Rent” of the Lease), that rent abatement shall immediately cease and shall no longer apply effective immediately as of the date this First Amendment is signed by both the Tenant and Owner (“Effective Date”). Notwithstanding any other provision of the Lease, the full Monthly Rent Rate as shown in that Exhibit 4 to the Lease without abatement or credit of any kind shall be the monthly rent to be paid by Tenant to Owner for the Premises as of the Effective Date for the remainder of the Initial Term (currently the parties are in Year 7 of the Lease, with a Monthly Rent Rate of \$2,626.92 per month). Any rent payments for a partial month shall be prorated based on the applicable monthly rent. Rent for renewals shall be as set forth in Section 5 of the Lease with increases based off of the full monthly rent without abatements.

6. **USCOC Lease:** Tenant agrees that it shall not interfere with or cause any disturbance on the Property which would affect in any way those permitted uses of the Monopole for the current users of the Monopole, being USCOC of Virginia RSA #3, Inc. (“USCOC”) under the USCOC Lease and the Owner and acknowledges that any interference with USCOC or the Owner shall be a material breach of its Lease, provided such interference does not cease within twenty-four (24) hours of Tenant’s receipt of notice of such interference . Tenant acknowledges the USCOC Lease and agrees that its construction of the Tenant’s Improvements as well as the Premises as modified by the Tenant Improvements will not interfere with USCOC’s permitted use of the Property, Monopole or related structures, equipment or accessories or any other use described in said USCOC Lease. Tenant shall indemnify, defend and hold harmless the Owner, its officers, board members, employees, agents and representatives from and against all allegations, claims, actions, suits,



AT&T Cell Site Information:  
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demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses, including without limitation reasonable attorneys' fees, court costs and the fees of any experts, which may arise or relate to the Tenant Improvements or the construction thereof, including without limitation, any such claims of USCOC, provided such claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses do not arise as the result of the negligence or willful misconduct of the Owner .

**7. Lighting:** Notwithstanding Section 23 of the Lease, in the event that the Tenant Improvements cause or necessitate any modification, improvements or work to be done to the painting or lighting system on the Monopole so as to be in compliance with applicable law, including without limitation any provisions of the Federal Communication Act of 1934, as amended from time to time, such modification, improvements or work on the lighting or painting of the Monopole shall become a part of the Tenant Improvements and shall be completed by the Tenant as part of the Tenant Improvements at Tenant's sole cost and expense. The Tenant Improvements are part of the Monopole and shall be the property of Owner and after completion of all work on the Tenant Improvements as set forth herein, Owner shall thereafter maintain the lighting and marking, including any improvements in accordance with Section 23 of the Lease.

**8. Notice:** All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows:

If to Tenant: New Cingular Wireless PCS, LLC  
 Attn: Network Real Estate Administration  
 Re: Cell Site #/Name: CV366/ Palmyra  
 Fixed Asset No: 10103205  
 575 Morosgo Drive  
 Atlanta, GA 30324

With a copy to: New Cingular Wireless PCS, LLC  
 Attn: AT&T Legal Department  
 Re: Cell Site #/Name: CV366/ Palmyra (VA)  
 FA No: 10103205  
 208 S. Akard Street  
 Dallas, Texas, 75202-4206

The copy sent to the Legal Department is an administrative step which alone does not constitute legal notice.

If to the Landlord: County of Fluvanna  
 Office of County Administrator  
 132 Main Street  
 Palmyra, VA 22963

AT&T Cell Site Information:  
 Market: Virginia – West Virginia  
 Cell Site Name/Number: Palmyra/CV366  
 Fixed Asset Number: 10103205

With a copy to: Kristina M. Hofmann Attorney at Law  
 Fluvanna County Attorney  
 Payne & Hodous, LLP  
 414 East Jefferson Street  
 Charlottesville, VA 22902

**9. Other Terms and Conditions Remain.** In the event of any inconsistencies between the Lease and this First Amendment, the terms of this First Amendment shall control. Except as expressly set forth in this First Amendment, the Lease otherwise is unmodified and remains in full force and effect. Each reference in the Lease to itself shall be deemed also to refer to the First Amendment.

**10. Specifications and Drawings.** The construction drawings attached hereto as **Exhibit 4** (“**Construction Drawings**”) were mistakenly omitted from the Lease. The Construction Drawings are hereby incorporated into the Lease and are to be inserted as Exhibit 3 to the Lease.

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this First Amendment on the dates set forth below.

**TENANT**

NEW CINGULAR WIRELESS PCS, LLC,  
 a Delaware limited liability company  
 By: AT&T Mobility Corporation  
 It's Manager

By: 

Print Name: Carol A. Murphy

Print Title: Sr. Mgr. Real Estate & Construction

Date: 8/2/2017

**OWNER**

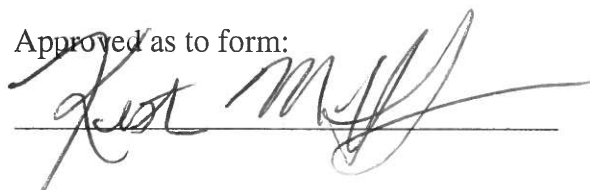
COUNTY OF FLUVANNA, a political subdivision  
 of the commonwealth of Virginia

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

Steven M. Nichols, County Administrator

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

Approved as to form:



AT&T Cell Site Information:  
Market: Virginia – West Virginia  
Cell Site Name/Number: Palmyra/CV366  
Fixed Asset Number: 10103205

Exhibit 1  
Structure Lease Agreement dated October 20, 2009

AT&T Cell Site Information:  
 Market: Virginia - West Virginia  
 Cell Site Name / Number: Palmyra / CV366  
 Fixed Asset Number: 10103205

## STRUCTURE LEASE AGREEMENT

THIS STRUCTURE LEASE AGREEMENT ("Agreement"), dated as of the latter of the signature dates below (the "Effective Date"), is entered into by the Board of Supervisors of Fluvanna County, Virginia, a Political Subdivision of the Commonwealth of Virginia, having a mailing address of Post Office Box 540, Palmyra, Virginia 22963 (hereinafter referred to as "Owner") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, authorized to conduct business in Virginia, having a mailing address of 12555 Cingular Way, Alpharetta, GA 30004 (hereinafter referred to as "Tenant").

### BACKGROUND

Owner owns that certain plot, parcel or tract of land, together with all rights and privileges arising in connection therewith, located at 14591 James Madison Highway, in the County of Fluvanna, Commonwealth of Virginia, more particularly described as 2.781 acres, more or less, on a plat of Robert L. Lum, dated December 2, 1996, revised April 18, 1997 and recorded with a deed in the Clerk's Office of the Circuit Court of the County of Fluvanna, Virginia in Deed Book 317, Page 834 in the County of Fluvanna, Commonwealth of Virginia (collectively, the "Property"). Tenant desires to use a portion of the Property in connection with its federally licensed communications business. Owner desires to grant to Tenant the right to use a portion of the Property in accordance with this Agreement.

Owner owns a Self Support Tower currently located on the Property (the "Self Support Tower"). Tenant and Owner are parties to a Temporary Cellsite Lease Agreement, dated July 24, 2006 (the "Self Support Tower Lease"), whereby Tenant leased from Owner certain space on the Self Support Tower and certain space on the Property, and pursuant to which Tenant has installed a communication facility on the Self Support Tower and the Property. The Self Support Tower Lease expired July 24, 2007. This Agreement replaces the Self Support Tower Lease.

Owner and Tenant agree that Tenant will remove the existing Self Support Tower from the Property, and Tenant will construct a new communications Monopole ("Monopole") on the Property as detailed in Exhibit 2. Owner shall be the owner of the Monopole.

Tenant desires, in accordance with the terms of this Agreement, to (i) construct the Monopole on the Property, and to bear the full cost thereof in exchange for abatement of certain rental costs, and (ii) lease certain space at the Property and on the Monopole, once completed, in connection with its federally licensed communications business.

NOW THEREFORE, the parties agree as follows:

#### 1. CONSTRUCTION OF THE MONOPOLE; REMOVAL AND DISPOSAL OF THE SELF SUPPORT TOWER; RELOCATION OF EXISTING EQUIPMENT.

(a) As partial consideration for this Agreement, Tenant shall, at Tenant's sole cost and expense, construct the Monopole; relocate the equipment of all existing users from the Self Support Tower to the Monopole without interruption of any existing operations; and remove and dispose of the Self Support

Tower. Tenant shall cause all work to be performed (i) in accordance with the plans and specifications therefore, (ii) free of liens, in a good and workmanlike manner, (iii) in compliance with all applicable laws, rules, ordinances and regulations; and (iv) with diligence. Tenant shall be solely responsible for removal and proper disposal of the Self Support Tower and all costs incurred in connection therewith. Tenant will commence construction of the Monopole prior to removal of the Self Support Tower, upon Tenant's receipt of all Government Approvals (as hereinafter defined) necessary for the construction of the Monopole and Tenant's Communication Facility (as hereinafter defined), and the satisfaction of all other conditions under Paragraph 6 Approvals, but in any event not later than June 1, 2010. At all times during and after completion of construction, the Monopole and all appurtenances thereto, including but not limited to the foundation and other appurtenances set forth in Exhibit 2, but excepting Tenant's Communication Facility, shall be the property of Owner, free and clear of any and all liens and encumbrances, without the necessity for any separately documented bill of sale. Owner will have thirty (30) days from the date upon which construction of the Monopole is complete to inspect the Monopole. If Owner does not inspect the Monopole, or provide notice of any construction deficiencies to Tenant within said thirty (30) day period, then the Monopole will be deemed approved by Owner. x  
See  
Appendix 1

(b) Owner acknowledges that Tenant currently has a temporary communications facility ("Temporary Facility") installed on the Self Support Tower pursuant to the Self Support Tower Lease, and that Tenant will not have to shut-down and remove Tenant's Temporary Facility and relocate it to the Monopole until the Monopole is complete in order to provide continuous, un-interrupted service to its customers, provided however, that the Monopole must be fully operational on or before December 31, 2010. Tenant shall be able to remain on the Self Support Tower until such time as the Communication Facility (as hereinafter defined) is installed on the Monopole and is fully operational. Any period of overlap of operation of the Self Support Tower and Monopole shall not result in any duplication or other increase in any rent or other payments due to Owner hereunder or under the Self Support Tower Lease.

(c) Prior to the execution of this Agreement, Tenant has delivered to Owner a performance bond in the amount of \$300,000.00 to secure the work to be performed in accordance with this Paragraph 1. In the event that Tenant fails to complete the work called for by this Paragraph 1 on or before December 31, 2010 for any reason not the fault of the Owner, and has not exercised any right it may have to cancel this Agreement pursuant to Exhibit 2 and/or Paragraph 7(a), the bond shall be forfeited to Owner, which may then complete the work. Owner shall further have all remedies at law and otherwise provided herein upon any default by Tenant. Said bond shall be released by Owner to Tenant upon verification that all subcontractors have been paid and acceptance of the work by the Owner. Acceptance of the work by the Owner shall take place upon satisfactory completion of all of the work, including but not limited to the following: (1) the construction of the Monopole; (2) the removal and verified disposition of the Self Support Tower; (3) the installation of the security fence and restoration of ground surfaces; and (4) the relocation without interruption of all of the existing operations from the Self Support Tower to the Monopole.

**2. LEASE OF PREMISES.** Owner leases to Tenant (a) a certain portion of the Property consisting of ground area space of approximately 240 square feet including the air space above such ground space as described on attached Exhibit 1, and (b) space on the Monopole, together with such easements as are necessary for the antennas and initial installation as described on attached Exhibit 1 (collectively, the "Premises"). In addition, until Tenant's Communication Facility (defined in paragraph 3 below) is fully operational on the Monopole or December 31, 2010, whichever is earlier, Owner leases to Tenant the space occupied by Tenant's existing Temporary Facility, which Tenant may use for the transmission and reception of communications signals and the maintenance, operation, repair, replacement and upgrade of Tenant's existing Temporary Facility, so long as such does not increase the load on the Self Support Tower, impact any other purposes for which the Self Support Tower is in use, or infringe upon tower space not agreed to in this Agreement.

**3. PERMITTED USE.** Tenant may use the Premises for the transmission and reception of communications signals and the installation, construction, maintenance, operation, repair, replacement and upgrade of its communications fixtures and related equipment, cables, accessories and improvements, which may include a suitable support structure, associated antennas, I beams, equipment shelters or cabinets and fencing and any other items necessary to the successful and secure use of the Premises as set forth in Exhibit 3 (collectively, the "Communication Facility"), as well as the right to test, survey and review title on the Property; Tenant further has the right but not the obligation to add, modify and/or replace equipment in the same location in order to be in compliance with any current or future federal, state or local mandated application, including, but not limited to, emergency 911 communication services, at no additional cost to Tenant or Owner (collectively, the "Permitted Use"), so long as such additions, modifications and/or replacements do not increase the loading of the Monopole. Subject to the foregoing, Owner and Tenant agree that Tenant's Permitted Use will be limited to the Communication Facility described on Exhibit 3. Owner's execution of this Agreement will signify Owner's approval of Exhibit 3. Tenant may construct the Communication Facility concurrently with the construction of the Monopole, and shall have the right to occupy the highest RAD center on the Monopole below those occupied by the County and not including those occupied by the existing tenant pursuant to Tower and Ground Space Lease dated May 14, 1997 as amended ("U. S. Cellular"). Such height shall not be below 150'. During the removal of the Self Support Tower, construction of the Monopole and installation of the Communication Facility, Owner grants Tenant, its subtenants, licensees and sublicensees, the right to use such portions of Owner's contiguous, adjoining or surrounding property as described on Exhibit 1 hereto (the "Surrounding Property"), as may be required for such removal, construction and installation. Tenant has the right to install and operate transmission cables from its equipment shelter or cabinet to the antennas, electric lines from the main feed to the equipment shelter or cabinet and communication lines from the main entry point to the equipment shelter or cabinet as shown on Exhibit 3. Additionally, the Tenant may make such additional Property improvements, alterations, upgrades or additions appropriate for Tenant's Permitted Use ("Tenant Changes") as agreed to by Owner, which approval shall not be unreasonably withheld, conditioned or delayed. Tenant agrees to comply with all applicable governmental laws, rules, statutes, ordinances and regulations, relating to its operations on the Property, including but not limited to the construction of the Monopole, removal and disposal of the Self Support Tower, relocation of the existing equipment, and installation and use of the Communication Facility on the Property. Tenant has the right to modify, supplement, replace, or upgrade Tenant's equipment, at the same location-at any time during the term of this Agreement so long as such does not increase the loading of the Monopole. Any addition or other modification of Tenant's utilities, equipment, antennas and/or conduits or any portion thereof not otherwise permitted by the terms of this Agreement shall be subject to the prior consent of Owner which approval shall not be unreasonably withheld, conditioned or delayed.

Tenant's use of the Monopole and ground space shall be non-exclusive of the use thereof by the Owner for purposes of operating governmental communications facilities, and of the use thereof by U. S. Cellular. In addition, Owner may permit operations on the Monopole from time to time by up to four (4) additional users (each a "Co-locator"). Tenant's use of the Monopole shall be non-exclusive of the use thereof by Owner, U. S. Cellular and such Co-locators, whether commercial or non-commercial, whose use may include but shall not be limited to, attachment of antennas to the Monopole at any unoccupied attachment locations not inconsistent with the specifications set forth in Exhibits 1 and 3 hereto, installation of any and all lines, anchors, connections, devices, equipment and line bridge facilities for operation of the antennas and connection to ground equipment, and construction of one or more equipment shelters for use in connection with such antennas and equipment. Tenant's lines, conduits, connections, devices, and equipment between the space on the Monopole and the ground space shall be located so as to accommodate both the existing and the possibility of future operations at the Property by the Owner, U. S. Cellular, and Co-locators, and so as not to unreasonably disturb or prevent such operations.

#### 4. TERM

(a) The pre-construction lease term ("Pre-Construction Term") will commence upon full execution of this Agreement ("Term Commencement Date"). The Pre-Construction Term will terminate on the earlier of March 1, 2010, or the date upon which Tenant begins construction of the Monopole, as provided in Paragraph 1 of this Agreement ("Monopole Commencement Date").

(b) The initial lease term will be ten (10) years ("Initial Term"), commencing on the Monopole Commencement Date. The Initial Term will terminate on the tenth (10th) annual anniversary of the Term Commencement Date. *Monopole*

(c) This Agreement will automatically renew for two (2) additional five (5) year term(s) (each five (5) year term shall be defined as the "Extension Term"), upon the same terms and conditions unless either Party notifies the other in writing of such Party's intention not to renew this Agreement at least sixty (60) days prior to the expiration of the existing Term.

(d) Tenant has no right to retain possession of the Premises or any part thereof beyond the expiration of that removal period set forth in Paragraph 14, unless the parties are negotiating a new lease or lease extension in good faith. In the event that the parties are not in the process of negotiating a new lease or lease extension in good faith, and Tenant holds over in violation of Paragraph 14 and this Paragraph 4, then the rent then in effect payable from and after the expiration of the Term or removal period, whichever is later, shall be increased to one hundred fifty percent (150%) of the rent applicable during the month immediately preceding such expiration. *x*

(e) The Pre-Construction Term, Initial Term and the Extension Terms are collectively referred to as the Term ("Term").

(f) The term of this Agreement may be extended upon renegotiation of the terms hereof by Tenant and Owner in accordance with law. At the commencement of any such extension beyond the expiration of the Term, Owner and Tenant shall, by mutual agreement and on the basis of good faith and fair dealing, agree upon the rent based upon the fair market rate of local rents then in effect for comparable premises and uses, if such data is available. The foregoing shall not be construed in any way to require either the Owner or the Tenant to enter into such an extension.

#### 5. RENT.

(a) Commencing on the Term Commencement Date, Tenant will pay Owner a monthly rental payment of Five Hundred and No/100 Dollars (\$500.00) ("Rent"), at the address set forth above, on or before the fifth (5th) day of each calendar month in advance. In partial months, Rent will be prorated. *x*

(b) Commencing on the Monopole Commencement Date, the monthly Rent will increase to Two Thousand Two Hundred and No/100 Dollars (\$2,200.00). *x*

(c) Commencing on the first (1st) annual anniversary of the Monopole Commencement Date, and on each annual anniversary thereafter, including throughout any Extension Terms exercised, the monthly Rent will increase by three percent (3 %) over the Rent paid during the previous year. Rent shall be paid through the removal period set forth in Paragraph 14, except as otherwise provided therein.

(d) As consideration for Tenant's bearing the cost of construction of the Monopole, Tenant shall receive a seventy-five percent (75%) Rent abatement during the Initial Term, as shown in the Rent Table attached hereto as Exhibit 4. Owner acknowledges that Tenant shall be entitled to Rent abatement in the

amount set forth herein regardless of its actual costs incurred in connection with the construction of the Monopole. Following Tenant's completion and Owner's acceptance of all work described in Paragraph 1, if this Agreement is terminated by Owner during the Initial Term for any reason other than a Tenant default, Owner will promptly pay to Tenant an amount equal to the sum of all amounts that would have been credited to the Rent abatements for the remainder of the Initial Term. Owner shall have no other obligation for payment to Tenant on account of the work performed by Tenant pursuant to Paragraph 1 of this Agreement. All rent abatement ceases after conclusion of the Initial Term. All charges for utilities payable by Tenant to Owner under this Agreement shall be billed by Owner within one (1) year from the end of the calendar year in which the charges were incurred and payment shall be due within thirty (30) days of billing; any charges beyond such period shall not be billed by Owner, and shall not be payable by Tenant. The foregoing shall not apply to monthly Rent which is due and payable without a requirement that it be billed by Owner. Notwithstanding any other provision of this Agreement, (i) the provisions of this subparagraph shall survive the termination or expiration of this Agreement; and (ii) Owner may not terminate this Agreement prior to Tenant's completion and Owner's acceptance of all work described in Paragraph 1 for any reason other than a Tenant default.

## 6. APPROVALS.

(a) Owner acknowledges that, following execution of this Agreement, Tenant intends to determine the suitability of the Premises for Tenant's Permitted Use and to obtain all governmental licenses, permits, approvals or other relief required of or deemed necessary or appropriate by Tenant for construction of the Monopole and Tenant's use of the Premises, including without limitation applications for zoning variances, zoning ordinances, amendments, special use permits, and construction permits (collectively, the "Government Approvals"). Owner authorizes Tenant to prepare, execute and file all required applications to obtain Government Approvals for construction of the Monopole and for Tenant's Permitted Use under this Agreement and, solely in its capacity as landowner, agrees to reasonably and in a timely manner assist Tenant with such applications and with obtaining and maintaining the Government Approvals in all matters in which landowner participation is required, at no cost to Owner. In addition, Tenant shall have the right to initiate the ordering and/or scheduling of necessary utilities.

(b) Tenant has the right to obtain a title report or commitment for a leasehold title policy from a title insurance company of its choice and to have the Property surveyed by a surveyor of Tenant's choice, at no cost to Owner.

(c) Tenant may also perform and obtain, at Tenant's sole cost and expense, soil borings, percolation tests, engineering procedures, environmental investigation or other tests or reports on, over, and under the Property, necessary to determine if the Tenant's use of the Premises will be compatible with Tenant's engineering specifications, system, design, operations or Government Approvals.

**7. TERMINATION.** This Agreement may be terminated, without penalty or further liability, as follows:

(a) prior to commencing any work on the Property or January 31, 2010, whichever is earlier, by Tenant upon written notice to Owner, if Tenant (i) is unable to obtain, or maintain, any required approval(s) or the issuance of a license or permit by any agency, board, court or other governmental authority necessary for the construction of the Monopole or the construction or operation of the Communication Facility in accordance with this Agreement, or if Tenant determines in its sole discretion that the cost of obtaining or retaining the same is commercially unreasonable; or (ii) if Tenant determines, in its sole discretion, due to the title report results, environmental inspection results, survey results, or other boring, test or investigation results that the condition of the Premises is unsatisfactory. For



purposes of this Paragraph 7(a), soil borings and other environmental testing shall not be deemed work on the Property.

(b) following the completion of all work described in Paragraph 1 and acceptance of the work by Owner, by Tenant upon sixty (60) days prior written notice to Owner for any reason, so long as Tenant pays Owner a termination fee equal to three (3) months Rent, at the then current rate.

(c) by Owner upon written notice to Tenant if Tenant has not commenced construction of the Monopole by June 1, 2010.

**8. INSURANCE.** Tenant will carry during the Term, at its own cost and expense, the following insurance covering Tenant's work and operations upon the Property: (i) "All Risk" property insurance for its property's replacement cost; (ii) commercial general liability insurance with a minimum limit of liability of \$2,500,000 combined single limit for bodily injury or death/property damage arising out of any one occurrence; (iii) Workers' Compensation Insurance as required by law; and (iv) until all of the work described in Paragraph 1 has been completed and accepted by Owner, "builder's risk" coverage against loss or damage to any improvements on the Property, by fire or other casualty and theft. Nothing contained in this Agreement shall be deemed a waiver of the sovereign immunity of Owner.

## **9. FREQUENCIES AND INTERFERENCE.**

(a) Owner acknowledges Tenant's right to operate the frequencies grant by Tenant's FCC License for this communication facility as specified in Exhibit 3 as Tenant deems necessary as long as Tenant's operation of said frequencies are consistent with the language outlined below in paragraphs (b) and (c). Tenant acknowledges to Owner that Tenant will only operate frequencies as specified in the FCC License for Tenant's Communication as specified in Exhibit 3. Tenant will also provide Owner a copy of its FCC license to operate Tenant's communication facility at this location.

(b) Where there are existing radio frequency user(s) on the Property (other than the Co-locators), the Owner will provide Tenant with a list of all such existing radio frequency user(s) on the Property to allow Tenant to evaluate the potential for interference. Tenant warrants that its use of the Premises will not interfere with such existing radio frequency user(s) on the Property so disclosed by Owner, as long as the existing radio frequency user(s) operate and continue to operate within their respective frequencies and in accordance with all applicable laws and regulations.

(c) Tenant's Communication Facility shall be installed and operated in a manner which does not cause interference to the operations of any Protected Users. "Protected User" shall mean any user of the Property whose claimed protected operations chronologically predate Tenant's accused offending operations; Owner shall be a Protected User as to all of its operations relocated from the Self Support Tower to the Monopole. U. S. Cellular shall be a Protected User as to all of its operations relocated from the Self Support Tower to the Monopole. Tenant agrees to immediately cure any such interference or, if such interference cannot immediately be cured, to temporarily reduce power to eliminate the interference or cease the offending operations, if so demanded by Owner on the ground of interference, until a cure at full power is achieved. Owner covenants to use Owner's best efforts to protect Tenant from interference caused or potentially caused by Owner's additional uses or changes in use. Owner shall further use its best efforts to protect Tenant from interference caused by any changes in use by U. S. Cellular or any Co-locator with Tenant's operations which chronologically predate such uses or changes in use by U. S. Cellular or such Co-locator. Owner and Tenant acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

## **10. INDEMNIFICATION**

(a) Tenant agrees to indemnify, defend and hold Owner harmless from and against any and all injury, loss, damage or liability (or any claims in respect of the foregoing), costs or expenses (including reasonable attorneys' fees and court costs) arising from the installation, use, maintenance, repair or removal of the Communication Facility or Tenant's breach of any provision of this Agreement, except to the extent attributable to the negligent or intentional act or omission of Owner, its employees, agents or independent contractors. Notwithstanding any other provision of this Agreement, the provisions of this Paragraph 10 Indemnification shall survive the expiration or termination of this Agreement.

(b) Notwithstanding anything to the contrary in this Agreement, Tenant and Owner each waives any claims that each may have against the other with respect to consequential, incidental or special damages arising following the completion of all work described in Paragraph 1 and acceptance of the work by Owner.

## **11. WARRANTIES**

(a) Tenant and Owner each acknowledge and represent that it is duly organized, validly existing and in good standing and has the right, power and authority to enter into this Agreement and bind itself hereto through the party set forth as signatory for the party below.

(b) Owner represents and warrants that: (i) Owner solely owns the Property as a legal lot in fee simple, and shall solely own the Monopole; (ii) the Property is not encumbered by any liens, mortgages, leases, or any other agreements not of record, which would adversely affect the construction or operation of the Monopole or Tenant's Permitted Use and enjoyment of the Premises under this Agreement; (iii) as long as Tenant is not in default then Owner grants to Tenant actual, quiet and peaceful use, and enjoyment of the Premises, subject to the terms of this Agreement; (iv) Owner's execution and performance of this Agreement will not violate any laws, ordinances, covenants or the provisions of any mortgage, lease or other agreement binding on the Owner; and (v) if the Property is or becomes encumbered by a deed to secure a debt, mortgage or other security interest, Owner will provide promptly to Tenant a mutually agreeable Subordination, Non-Disturbance and Attornment Agreement pursuant to which Tenant agrees to subordinate this Agreement to the mortgage, debt or other security interest, provided the lender shall inure to Tenant the right to possession of the Premises and other rights granted to Tenant herein so long as Tenant is not in default beyond any applicable grace or cure period.

## **12. ENVIRONMENTAL**

(a) Owner represents and warrants that, to the best of Owner's knowledge, without investigation, the Property is free of hazardous substances as of the date of this Agreement, and Owner has no knowledge of any contamination or hazardous conditions resulting in any environmental investigation, inquiry or remediation of the Property. Owner and Tenant agree that each will be responsible for compliance with any and all environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene condition or other matters as may now or at any time hereafter be in effect, that are now or were related to that party's activity conducted in or on the Property.

(b) Owner and Tenant agree to hold harmless and indemnify the other from, and to assume all duties, responsibilities and liabilities at the sole cost and expense of the indemnifying party for, payment of penalties, sanctions, forfeitures, losses, costs or damages, and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding which is related to (i) the

indemnifying party's failure to comply with any environmental or industrial hygiene law, including without limitation any regulations, guidelines, standards or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene conditions or matters as may now or hereafter be in effect, or (ii) any environmental or industrial hygiene conditions that arise out of or are in any way related to the condition of the Property and activities conducted by the party thereon, unless the environmental conditions are caused, in whole or in part, by the other party.

(c) The indemnifications of this Paragraph 12 Environmental specifically include reasonable costs, expenses and fees incurred in connection with any investigation of Property conditions or any clean-up, remediation, removal or restoration work required by any governmental authority. Notwithstanding any other provision of this Agreement, the provisions of this Paragraph 12 Environmental will survive the expiration or termination of this Agreement.

**13. ACCESS.** Subject to the provisions of Paragraph 24(m), at all times throughout the Term of this Agreement, and at no additional charge to Tenant, Tenant and its employees, agents, and subcontractors, will have twenty-four (24) hour per day, seven (7) day per week pedestrian and vehicular access to and over the Property, from an open and improved public road to the Premises, for the construction of the Monopole, the installation, maintenance and operation of the Communication Facility and any utilities serving the Premises. Owner grants to Tenant a non-exclusive easement for such access in the location(s) shown on Exhibit 1 and Owner agrees to provide to Tenant such codes, keys and other instruments necessary for such access at no additional cost to Tenant. In the event any public utility is unable to use the access or easement provided to Tenant then the Owner agrees to grant additional access or an easement containing terms and in location(s) reasonably acceptable to Owner either to Tenant or to the public utility, for the benefit of Tenant, at no cost to Owner.

**14. REMOVAL/RESTORATION.** All portions of the Communication Facility brought onto the Property by Tenant will be and remain Tenant's personal property and, at Tenant's option, may be removed by Tenant at any time during the Term. Owner covenants and agrees that no part of the Communication Facility constructed, erected or placed on the Premises by Tenant will become, or be considered as being affixed to or a part of, the Property, it being the specific intention of the Owner that all improvements of every kind and nature constructed, erected or placed by Tenant on the Premises will be and remain the property of the Tenant and may be removed by Tenant at any time during the Term, except for the Monopole structure (but not Tenant's equipment or other property installed thereon) and foundation, both of which shall be and remain the property of Owner. Within one hundred twenty (120) days of the termination of this Agreement, Tenant will remove all of Tenant's improvements and Tenant will, to the extent reasonable, restore the Premises to its condition at the commencement of the Agreement, reasonable wear and tear and loss by casualty or other causes beyond Tenant's control excepted. Notwithstanding the foregoing, Tenant will not be responsible for the replacement of any trees, shrubs or other vegetation, nor will Tenant be required to remove from the Premises or the Property the Monopole structure, Monopole foundation, or, unless requested by Owner, any other foundations or underground utilities. Notwithstanding anything in this Agreement to the contrary, if the removal of any other foundations or underground utilities is requested by Owner, Tenant shall not be required to pay Rent during the removal period as described in this Paragraph.

#### **15. MAINTENANCE/UTILITIES.**

(a) Tenant will keep and maintain the Premises in good condition, reasonable wear and tear and damage from the elements excepted. Owner will maintain and repair the Property and access thereto in good and tenantable condition, subject to reasonable wear and tear and damage from the elements. Following Tenant's completion and Owner's acceptance of all work described in Paragraph 1, Owner will

maintain and repair the Monopole in good and tenantable condition, subject to reasonable wear and tear and damage from the elements.

(b) Tenant will be responsible for paying on a monthly or quarterly basis all utilities charges for electricity, telephone service or any other utility used or consumed by Tenant on the Premises. Subject to the terms of Paragraph 13 herein, Tenant shall be solely responsible for obtaining any utility service required by Tenant. In the event Tenant cannot secure its own metered electrical supply, Tenant will have the right, at its own cost and expense, to submeter from the Owner. When submetering is necessary and available, Owner will read the meter on a monthly or quarterly basis and provide Tenant with the necessary usage data in a timely manner to enable Tenant to compute such utility charges or otherwise invoice Tenant for its utility consumption. Failure by Owner to perform this function will limit utility fee recovery by Owner to a 12-month period. If Tenant submeters electricity from Owner, Owner will use commercially reasonable efforts to give Tenant at least 24 hours advanced notice of any planned interruptions of said electricity. If the interruption is for an extended period of time, Owner agrees to allow Tenant the right to bring in a temporary source of power for the duration of the interruption. Owner will reasonably cooperate, at no cost to Owner, with any utility company requesting an easement over, under and across the Property in order for the utility company to provide service to the Tenant. Owner will not be responsible for, have any liability or be deemed to be in default of this Agreement as a result of any interference with, interruption of or failure of such services to be furnished or supplied by Owner.

#### **16. DEFAULT; RIGHT TO CURE; EMERGENCY ACTION.**

(a) The following will be deemed a default by Tenant and a breach of this Agreement: (i) non-payment of Rent or any other amount due under this Agreement if such Rent or other amount remains unpaid for more than ten (10) business days after receipt of written notice from Owner; (ii) Tenant's failure to complete the work called for by Paragraph 1 as set forth therein on or before June 30, 2009 for any reason not the fault of the Owner; (iii) Tenant's failure to comply with the provisions of Paragraph 9(b) immediately upon written notice of an interference problem; or (iv) Tenant's failure to perform any other term or condition under this Agreement within forty-five (45) days after receipt of written notice from Owner specifying the failure. No such failure described in (iv), however, will be deemed to exist if Tenant has commenced to cure such default within such period and provided that such efforts are prosecuted to completion with reasonable diligence. Notwithstanding the foregoing item (iv), it shall be a default under this Agreement if Tenant fails, within ten (10) days after receipt of written notice of such breach, to perform an obligation required to be performed by Tenant if the failure to perform such an obligation interferes with the ability of Owner or any other tenant of the Property to conduct its business on the Property, violates any applicable environmental law, or would increase the cost of any fire and extended coverage insurance of Owner; provided, however, that if the nature of Tenant's obligation is such that more than ten (10) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such ten (10) day period and thereafter diligently pursued to completion. Delay in curing a default will be excused if due to causes beyond the reasonable control of Tenant. If Tenant remains in default beyond any applicable cure period, Owner will have the right to exercise any and all rights and remedies available to it under law and equity.

(b) The following will be deemed a default by Owner and a breach of this Agreement: (i) failure to provide access to the Premises in accordance with the terms of this Agreement; (ii) failure to comply with the provisions of Paragraph 9(b) immediately upon written notice of an interference problem; or (iii) Owner's failure to perform any other term, condition or breach of any warranty or covenant under this Agreement within forty-five (45) days after receipt of written notice from Tenant specifying the failure. No such failure described in (iii), however, will be deemed to exist if Owner has commenced to cure the

default within such period and provided such efforts are prosecuted to completion with reasonable diligence. Notwithstanding the foregoing item (iii), it shall be a default under this Agreement if Owner fails, within ten (10) days after receipt of written notice of such breach, to perform an obligation required to be performed by Owner if the failure to perform such an obligation interferes with Tenant's ability to conduct its business on the Property; provided, however, that if the nature of Owner's obligation is such that more than ten (10) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such ten (10) day period and thereafter diligently pursued to completion. Delay in curing a default will be excused if due to causes beyond the reasonable control of Owner. If Owner remains in default beyond any applicable cure period, Tenant will have the right to exercise any and all rights available to it under law and equity.

(c) In the event of an emergency imminently and substantially endangering life or property, either party shall have the right but not the obligation to take necessary, reasonable action with regard to the property of the other party at the Premises to abate such emergency. The cost of such emergency action shall be promptly paid for by the other party. Notice of such emergency action shall be given to the other party prior to such work being done, if reasonably possible, and in any event such notice shall be given on the next business day.

**17. ASSIGNMENT/SUBLEASE.** Tenant will have the right to assign this Agreement or sublease the Premises and its rights herein, in whole or in part, without the approval or consent of Owner, to Tenant's parent or member company or any affiliate or subsidiary of, or partner in, Tenant or its parent or member company or to any entity which acquires all or substantially all of Tenant's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition, or other business reorganization. Tenant may not otherwise assign this Agreement without Owner's consent, Owner's consent not to be unreasonably withheld, conditioned or delayed.

**18. NOTICES.** All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows:

If to Tenant: New Cingular Wireless PCS, LLC  
Attn: Network Real Estate Administration  
Re: Cell Site: CV366 / Palmyra / FA# 10103205 (VA-WV)  
12555 Cingular Way  
Alpharetta, GA 30004

with a copy to: New Cingular Wireless PCS, LLC  
Attn.: Legal Department  
Re: Cell Site: CV366 / Palmyra / FA# 10103205 (VA-WV)  
340 Mt. Kemble Ave.  
Morristown, NJ 07960-6656

If to Owner: County of Fluvanna  
Office of County Administrator  
PO Box 540  
Palmyra, VA 22963  
Attention: County Administrator

with a copy to: Frederick W. Payne, Esquire  
Fluvanna County Attorney  
Payne & Hodous, LLP  
412 East Jefferson Street  
Charlottesville, VA 22902

Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein.

**19. CONDEMNATION.** In the event Owner receives notification of any condemnation proceedings affecting the Property, Owner will provide notice of the proceeding to Tenant within forty-eight (48) hours. If a condemning authority takes all of the Property, or a portion sufficient, in Tenant's sole determination, to render the Premises unsuitable for Tenant, this Agreement will terminate as of the date the title vests in the condemning authority. The parties will each be entitled to pursue their own separate awards in the condemnation proceeds, which for Tenant will include, where applicable, the value of its Communication Facility, moving expenses, prepaid Rent, and business dislocation expenses, provided that any award to Tenant will not diminish Owner's recovery. Tenant will be entitled to reimbursement for any prepaid Rent on a prorata basis.

**20. CASUALTY.** Owner will provide notice to Tenant of any casualty affecting the Property within forty-eight (48) hours of the casualty. Following Tenant's completion and Owner's acceptance of all work described in Paragraph 1, if any part of the Monopole or Property is damaged by fire or other casualty, not the fault of Tenant, that materially and substantially affects Tenant's use of the Premises and cannot reasonably be expected to be repaired within forty-five (45) days following same, then Tenant may, provided Owner has not completed the restoration of the Monopole or Property, terminate this Agreement by providing written notice to the Owner, which termination will be effective as of the date of such damage or destruction. Upon such termination, Tenant will be entitled to collect all insurance proceeds payable to Tenant on account of its Communication Facility and to be reimbursed for any prepaid Rent from the date of such damage or destruction on a prorata basis. The Rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which Tenant's use of the Premises is impaired. Notwithstanding the foregoing, in the event of substantial damage to the Monopole or Property by fire or other casualty, if Owner determines that the Monopole is no longer needed as a part of its public safety facility or that repair or restoration of the Monopole or Property is not feasible, the Owner may, at any time following such fire or other casualty, terminate this Agreement upon fifteen (15) days prior written notice to Tenant and the Rent shall be prorated as of the date of the fire or other casualty.

**21. WAIVER OF OWNER'S LIENS.—Intentionally omitted.**

## **22. TAXES**

(a) Tenant shall be solely responsible for and shall timely pay all personal property taxes levied and assessed against it or its personal property. At the request of either party, the other shall provide evidence of payment of taxes.



(b) Tenant shall have the right to contest all taxes, assessments, charges and impositions assessed against its personal property or improvements, and Owner agrees to join in such contest, only if required by law, and to permit the Tenant to proceed with the contest, provided that the expense of the contest is borne by Tenant.

### **23. OWNER'S LIABILITY FOR MARKING AND LIGHTING MONOPOLE.**

(a) Owner acknowledges that it is aware of its obligations under Section 303 of the Communications Act of 1934 (47 U.S.C. 303), as amended from time to time to maintain the painting and illumination of the Monopole as prescribed by the Federal Communications Commission ("FCC"), if applicable. Owner further acknowledges that it is aware that it is subject to forfeitures assessed by the FCC for violations of such rules and requirements, if applicable.

(b) If applicable, Owner agrees to allow Tenant to bridge into Owner's automatic alarm system ("Alarm") which monitors the lighting of the Monopole so as to permit a parallel alarm system and Tenant shall be permitted continuous access to make repairs and inspections to its line. Owner shall, at its own expense, be responsible for the maintenance and repair of the Alarm in good operating condition. Tenant shall, at its own expense, be responsible for the maintenance and repair of its bridge.

(c) Nothing contained herein shall obligate Tenant to maintain Owner's alarm system and Owner acknowledges that upon completion of construction of the Monopole it, and not Tenant, shall be solely liable and responsible for compliance with all Monopole marking and lighting requirements which may be required by the Federal Aviation Administration ("FAA") or the FCC.

### **24. MISCELLANEOUS**

(a) **Amendment/Waiver.** This Agreement cannot be amended, modified or revised unless done in writing and signed by an authorized agent of the Owner and an authorized agent of the Tenant. No provision may be waived except in a writing signed by both parties.

(b) **Memorandum/Short Form Lease.** Either party will, at any time upon fifteen (15) business days prior written notice from the other, execute, acknowledge and deliver to the other a recordable Memorandum or Short Form of Lease. Either party may record this Memorandum or Short Form of Lease at any time, in its absolute discretion, at such party's cost.

(c) **Bind and Benefit.** The terms and conditions contained in this Agreement will run with the Property and bind and inure to the benefit of the parties, their respective heirs, executors, administrators, successors and assigns.

(d) **Entire Agreement.** This Agreement and the exhibits attached hereto, all being a part hereof, constitute the entire agreement of the parties hereto and will supersede all prior offers, negotiations and agreements with respect to the subject matter of this Agreement.

(e) **Governing Law.** This Agreement will be governed by the laws of the Commonwealth of Virginia, in which the Premises are located, without regard to conflicts of law.

(f) **Interpretation.** Unless otherwise specified, the following rules of construction and interpretation apply: (i) captions are for convenience and reference only and in no way define or limit the construction of the terms and conditions hereof; (ii) use of the term "including" will be interpreted to mean "including but not limited to"; (iii) whenever a party's consent is required under this Agreement, except as otherwise stated in the Agreement or as same may be duplicative, such consent will not be

unreasonably withheld, conditioned or delayed; (iv) exhibits are an integral part of the Agreement and are incorporated by reference into this Agreement; (v) use of the terms "termination" or "expiration" are interchangeable; and (vi) reference to a default will take into consideration any applicable notice, grace and cure periods.

(g) **Estoppel.** Either party will, at any time upon twenty (20) business days prior written notice from the other, execute, acknowledge and deliver to the other a statement in writing (i) certifying that this Agreement is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying this Agreement, as so modified, is in full force and effect) and the date to which the Rent and other charges are paid in advance, if any, and (ii) acknowledging that there are not, to such party's knowledge, any uncured defaults on the part of the other party hereunder, or specifying such defaults if any are claimed. Any such statement may be conclusively relied upon by any prospective purchaser or encumbrancer of the Premises. The requested party's failure to deliver such a statement within such time will be conclusively relied upon by the requesting party that (i) this Agreement is in full force and effect, without modification except as may be properly represented by the requesting party, (ii) there are no uncured defaults in either party's performance, and (iii) no more than one month's Rent has been paid in advance.

(h) **W-9.** Owner agrees to provide Tenant with a completed IRS Form W-9, or its equivalent, upon execution of this Agreement and at such other times as may be reasonably requested by Tenant.

(i) **No Electronic Signature/No Option.** The submission of this Agreement to any party for examination or consideration does not constitute an offer, reservation of or option for the Premises based on the terms set forth herein. This Agreement will become effective as a binding Agreement only upon the handwritten legal execution, acknowledgment and delivery hereof by Owner and Tenant.

(j) **Severability.** If any term or condition of this Agreement is found unenforceable, the remaining terms and conditions will remain binding upon the parties as though said unenforceable provision were not contained herein. However, if the invalid, illegal or unenforceable provision materially affects this Agreement then the Agreement may be terminated by either party on ten (10) business days prior written notice to the other party hereto.

(k) **Counterparts.** This Agreement may be executed in two (2) or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties. It being understood that all parties need not sign the same counterpart.

(l) **Attorney's Fees.** In the event of any litigation arising under this Agreement, the substantially-prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney's fees, incurred from time to time and at all levels of proceedings, including but not limited to appeals, collections and bankruptcy.

(m) **Public Safety Facility.** Tenant acknowledges that Owner is a political subdivision of the Commonwealth of Virginia and that the Property and Self Support Tower are, and the Monopole will be, first and foremost a public safety facility, supporting activities including but not limited to Owner's public safety communications installation and a fire station, serving citizens of the County of Fluvanna. Notwithstanding any other provision of this Agreement, at no time shall Tenant's activities at the Premises interfere with the public safety facility or violate any laws relating thereto. Owner reserves the right to construct, repair, maintain, modify, improve, replace and operate the Monopole as part of Owner's public safety facility as Owner sees fit, in Owner's sole discretion, provided however, that Owner will endeavor to minimize the impact, interference or interruption to Tenant of any such activity. Tenant



specifically acknowledges that the Property, Self Support Tower and/or Monopole may be included in the Owner's public safety program and that Owner may be required by changes in applicable laws, rules or regulations, or may determine in its sole discretion that it is necessary for Owner to institute increased security measures for the Property, Self Support Tower and/or Monopole at a later time and from time and time in order to protect against actual or potential threats. Such measures may include but shall not be limited to requiring that the Property, Self Support Tower and/or Monopole, and easement for access thereto be secured in a manner permitting the access to be opened only by Owner's designee and/or requiring that any person accessing the Premises by or on behalf of Tenant be accompanied by Owner's designee. Owner shall promptly notify Tenant of any change in security measures that would affect Tenant's free access to the Premises, shall provide Tenant with instructions as to how access to the premises shall be provided to Tenant, and shall to the extent reasonably possible and upon reasonable notice, provide Tenant with access to the Premises seven (7) days a week, twenty-four (24) hours a day in the event of emergency and during normal business hours for routine operations.

**[SIGNATURES AND ACKNOWLEDGEMENTS APPEAR ON THE FOLLOWING TWO PAGES.]**

IN WITNESS WHEREOF, the parties have caused this Agreement to be effective as of the last date written below.

"OWNER"

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

By: [Signature]  
Print Name: G. Cabell Lawton, IV  
Its: County Administrator  
Date: 10/20/09

OWNER ACKNOWLEDGMENT

COMMONWEALTH OF VIRGINIA

COUNTY OF FLUVANNA

)  
) SS:  
)

The foregoing instrument was acknowledged before me this 20 October, 2009,  
by G. Cabell Lawton, IV, The County Administrator of Fluvanna  
County, Virginia, on behalf of the Owner.

[Signature]  
(Signature of Person Taking Acknowledgement)  
Notary Public Mary L Weaver  
(Title of Rank) (Printed Name)  
347136 31 January 2012  
(Serial Number, if any) (Commission Expiration Date)

Approved as to form:

[Signature]  
Fluvanna County Attorney

"TENANT"

New Cingular Wireless PCS, LLC,  
By AT&T Mobility Corporation,  
Its: Manager

By: [Signature]

Print Name: David C. Tuck  
Manager,  
Its: Real Estate and Construction

Date: 7-29-09

TENANT ACKNOWLEDGMENT

STATE OF VIRGINIA

COUNTY OF HENRICO



)  
) SS:  
)

The foregoing instrument was acknowledged before me this July 29th, 2009, by  
David C. Tuck  
Manager,  
Real Estate and Construction (name of officer or agent, title of officer  
or agent) of AT&T Mobility Corporation, a \_\_\_\_\_ corporation, \_\_\_\_\_ (title) of New  
Cingular Wireless PCS, LLC, a Delaware limited liability company, on behalf of the limited liability  
company.

[Signature: Al Stevens]  
(Signature of Person Taking Acknowledgement)  
Notary Public  
(Title or Rank) Al Stevens  
(Printed Name)  
\_\_\_\_\_  
(Serial Number, if any) (Commission Expiration Date)

**EXHIBIT 1****DESCRIPTION OF PREMISES**

to the Agreement dated Oct. 20, 2009, by and between County of Fluvanna, a political subdivision of the Commonwealth of Virginia, as Owner, and New Cingular Wireless PCS, LLC, a Delaware limited liability company, as Tenant.

The Premises are described and/or depicted as follows:

A 240 square foot portion of property located at 14591 James Madison Highway, Palmyra, VA 22963 as described and recorded in deed book 317 page 834 in Fluvanna County, VA:

All that certain tract or parcel of land <sup>situated SW</sup> ~~situated in~~ Fluvanna County, Virginia, on the west side of U.S. 15, shown as Parcel X, containing 2.781 acres, more or less, and being a portion of Tax Map 19, Parcel 39, as shown on a plat by Robert L. Lun, C.L.S., dated December 2, 1996, revised April 18, 1997, attached hereto and made a part hereof; Being a portion of the property conveyed to the Grantor herein by deed of William A.C. Pettit, III, single, and Virginia Davis Pettit, widow, dated June 19, 1991, recorded in the Clerk's Office of the Circuit Court of Fluvanna County, in Deed Book 223, page 217.

**Notes:**

1. Tenant may add an "as-built" survey of the Premises to this Exhibit upon completion of all work and installation of Tenant's Communication Facility.
2. Any setback of the Premises from the Property's boundaries shall be the distance required by the applicable governmental authorities.
3. Width of access road shall be the width required by the applicable governmental authorities, including police and fire departments.

**EXHIBIT 2****SCOPE OF WORK AND MONOPOLE PLANS AND SPECIFICATIONS**

to the Agreement dated O.A. 20, 2009, by and County of Fluvanna, a political subdivision of the Commonwealth of Virginia, as Owner, and New Cingular Wireless PCS, LLC, a Delaware limited liability company, as Tenant.

The scope of work ("Scope of Work") to be performed by Tenant in constructing the Monopole pursuant to the Agreement shall include the following:

- Purchase and install a new 195-foot communications Monopole of sufficient strength and durability to accommodate the Communication Facility of Tenant, Owner, U. S. Cellular, pursuant to Tower and Ground Space Lease dated May 14, 1997, and the facilities of four (4) additional users;
- Provide architectural and engineering services including preparation of construction drawings, Monopole and foundation design, and environmental and regulatory studies as necessary;
- Prior to commencing construction of the Monopole, supply Owner with plans and specifications for the Monopole ("Plans") to be reviewed and approved by the Owner prior to commencement of construction. Owner's approval will not be unreasonably withheld, conditioned or delayed (and in no event delayed beyond twenty (20) business days). If Owner (i) fails to respond in writing to Tenant's proposed Plans within twenty (20) business days of their receipt; or (ii) fails to provide a written response within ten (10) business days of receipt of Plans revised by Tenant after comment from Owner in accordance with this paragraph, then the Plans will be deemed approved. After approval or deemed approval, the Plans will be considered incorporated in this Exhibit 2 as Exhibit 2-A. If the Owner disapproves the Plans then the Tenant will provide the Owner with revised Plans, such revisions to be within Tenant's reasonable discretion. In the event Owner disapproves of the Plans upon a second (2nd) submission, Tenant may terminate this Agreement, notwithstanding anything to the contrary in this Agreement. Owner will not knowingly permit or suffer any person to copy or utilize the Plans for any purpose other than as provided in this Agreement and Owner will return the Plans to Tenant promptly upon request;
- Provide and install waveguide ladders and vertical grounding system;
- Provide and install Monopole lighting or marking as required by the Federal Aviation Administration;
- Provide and install any required alarm system as referenced in Paragraph 13 of the Agreement;
- Provide and install Monopole ground ring;
- Provide and install a fence surrounding the Monopole compound, and incorporate portions of the existing fence;
- Provide and install an H-frame and re-route electrical and telecommunication conduits to the H-frame;
- Refurbish Surrounding Property disturbed as a result of the Monopole construction;
- Finish grade and rock where displaced by construction of the Monopole;
- All costs and work related to the decommissioning and removal of the Self Support Tower, including any refurbishment of disturbed areas resulting from decommissioning and removal of the Self Support Tower;
- All costs related to the relocation of other users' equipment from the Self Support Tower to the Monopole, including but not limited to the public safety equipment and the equipment of the current co-locator - U.S. Cellular;
- Relocate all existing antennas and appurtenances from the Self Support Tower to the Monopole as specified on Exhibit 2-B, in proper working order, with all components established and with

- no interruption in operations of the existing antennas and appurtenances, at no cost to Owner or U. S. Cellular;
- Coordinate the timing of the relocation of Owner's existing antennas and appurtenances with Owner's Director of Communications or other official designated by Owner; and
  - Coordinate the timing of the relocation of U. S. Cellular's existing antennas and appurtenances with U. S. Cellular.

**EXHIBIT 3**

**DETAILED SPECIFICATIONS OF TENANT'S COMMUNICATION FACILITY**

**COMPLETE CONSTRUCTION DRAWINGS TO BE INSERTED HERE**

**EXHIBIT 4****RENT TABLE**

to the Agreement dated Oct. 20, 2007, 2009, by and between County of Fluvanna, a political subdivision of the Commonwealth of Virginia, Owner, and New Cingular Wireless PCS, LLC, a Delaware limited liability company, as Tenant.

	Monthly Rent Rate	Amount to be Paid by AT&T Monthly	Amount Credited Monthly to Rent Abatement	12 Month Total Paid by AT&T	12 Month Total Credited to Rent Abatement
Year 1	\$2,200.00	\$550.00	\$1,650.00	\$6,600.00	\$19,800.00
Year 2	\$2,266.00	\$566.50	\$1,699.50	\$6,798.00	\$20,394.00
Year 3	\$2,333.98	\$583.50	\$1,750.49	\$7,001.94	\$21,005.82
Year 4	\$2,404.00	\$601.00	\$1,803.00	\$7,212.00	\$21,635.99
Year 5	\$2,476.12	\$619.03	\$1,857.09	\$7,428.36	\$22,286.07
Year 6	\$2,550.40	\$637.60	\$1,912.80	\$7,651.21	\$22,953.63
Year 7	\$2,626.92	\$656.73	\$1,970.19	\$7,880.75	\$23,642.24
Year 8	\$2,705.72	\$676.43	\$2,029.29	\$8,117.17	\$24,351.50
Year 9	\$2,786.89	\$696.72	\$2,090.17	\$8,360.68	\$25,082.05
Year 10	\$2,870.50	\$717.63	\$2,162.88	\$8,611.50	\$25,834.51
<b>Final Totals / Ten-Year Term</b>				<b>\$75,681.60</b>	<b>\$226,984.81</b>



AT&T Cell Site Information:  
Market: Virginia – West Virginia  
Cell Site Name/Number: Palmyra/CV366  
Fixed Asset Number: 10103205

Exhibit 2  
Tower & Ground Space Lease with USCOC dated November 26, 2012

USC Site Name: Palmyra

USC Site #: 768307

Lease USC 05-19-2012

## TOWER &amp; GROUND SPACE LEASE AGREEMENT

This Agreement, made this 20<sup>th</sup> day of November, 2012, between the **BOARD OF SUPERVISORS OF FLUVANNA COUNTY, VIRGINIA**, a political subdivision of the Commonwealth of Virginia, with its principal offices at 132 Main Street, Palmyra, Virginia 22963, hereinafter designated LESSOR and **USCOC OF VIRGINIA RSA #3, INC.**, a Virginia corporation with its principal offices at 8410 West Bryn Mawr Avenue, Chicago, Illinois 60631 hereinafter designated LESSEE, successor in interest to **CHARLOTTESVILLE CELLULAR PARTNERSHIP**, a Washington D.C. general partnership. The LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

## WITNESSETH

In consideration of the mutual covenants contained herein and intending to be legally bound hereby, the Parties hereto agree as follows:

1. **PREMISES.** LESSOR is the owner of certain real property located in the County of Fluvanna, Virginia, hereinafter referred to as the "Property". Said Property is more particularly described as 2.781 acres, more or less, on a plat of Robert L. Lum, dated December 2, 1996, revised April 18, 1997, and recorded with certain deeds in the Clerk's Office of the Circuit Court of the County of Fluvanna, Virginia in Deed Book 317, pages 834 and 839, a copy of which is attached hereto and incorporated by reference as Exhibit "A". A monopole tower (the "Tower") has been constructed on the Property and LESSOR has, pursuant to a lease agreement dated May 14, 1997, as amended (the "Prior Lease") leased to LESSEE the following described space (collectively the "Premises"):

## A. "Tower Space"

- (1) Attachment locations at the 150' level of the Tower for the placement and affixing of cellular antennas and lines, subject to the structural limitations of the Tower; and
- (2) Attachment locations between the 120' and 130' levels for the placement and affixing of microwave antennas and lines in accordance with LESSEE'S needs, subject to the structural limitations of the Tower;

## B. "Land Space"

Approximately 315 square feet of ground space adjacent to the base of the Tower for the placement of a radio station equipment shelter ("LESSEE'S Building") and a line bridge structure;

all as more particularly described on Exhibit "B" attached hereto and incorporated herein by reference. LESSEE has installed on the Premises LESSEE's Building and telecommunications equipment which are described in detail on Exhibit "C". The Prior Lease expired on May 19, 2012 and has been extended by amendment for up to seven (7) months on a month to month basis

USC Site Name: Palmyra

USC Site #: 768307

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(the "Extension"). The Extension shall terminate upon the execution of this Agreement by both parties.

LESSOR hereby leases to LESSEE and LESSEE leases from LESSOR the Premises. LESSOR hereby grants permission to LESSEE to maintain and operate the existing equipment shelter, radio communications equipment, antennas and appurtenances described in Exhibit "C" (the "LESSEE Facilities") attached hereto, which shall be maintained by LESSEE at all times in good, safe, and slightly condition.

The leasehold shall include the following appurtenances:

- A. A non-exclusive easement in the location shown on Exhibit "B", or such other location as may be designated by LESSOR from time to time, for ingress and egress to and from U. S. Route 15.
- B. A non-exclusive easement over the Property for the existing lines and related appurtenances for the provision of telephone and electric service to the Premises.
- C. A non-exclusive easement between the Land Space and the Tower Space for the location and maintenance of utility wires, poles, cables, conduits, and pipes.

2. LESSOR'S FLOOR SPACE. As additional consideration for this Agreement, LESSEE shall lease back to LESSOR, for the duration of this Lease, at no cost to LESSOR, the area of partitioned floor space currently serving as LESSOR's radio room inside LESSEE's Building, with a separate entrance for LESSOR ("LESSOR's Floor Space"), subject to the terms and conditions contained in Exhibit "D" attached hereto and incorporated herein by reference.

3. TERM; RENTAL; ELECTRICAL.

a. This Agreement shall be effective as of the date of execution by both Parties, provided, however, the initial term shall be deemed to have commenced May 19, 2012 (the "Commencement Date") for a term of 7 years, 9 months and 11 days and expiring on March 1, 2020. The initial annual rental shall be the sum of Twenty-One Thousand Six Hundred and NO/100 (\$21,600.00) dollars to be paid in equal monthly installments of One Thousand Eight Hundred and NO/100 (\$1,800.00) dollars on the first day of the month, in advance, to LESSOR, or to such other person, firm or place as LESSOR may, from time to time, designate in writing at least thirty (30) days in advance of any rental payment date by notice given in accordance with Paragraph 22 below. LESSOR and LESSEE agree that the rent for 11 days in May 2012 shall be prorated.

Rent shall be payable to LESSOR's designated Site Manager, CityScape Consultants, Inc., at 7050 W Palmetto Park Rd #15-652, Boca Raton, FL 33433. Upon agreement of the Parties, LESSEE may pay rent by electronic funds transfer and in such event, LESSOR agrees to provide to LESSEE bank routing information for such purpose upon request of LESSEE.

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b. LESSOR hereby agrees to provide to LESSEE the following documentation (the "Rental Documentation"): (i) a complete and fully executed Internal Revenue Service Form W-9, or equivalent, in a form acceptable to LESSEE, for any party to whom rental payments are to be made pursuant to this Agreement; and (ii) other similar documentation requested by LESSEE in LESSEE's reasonable discretion. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. The Rental Documentation shall be provided to LESSEE in accordance with the provisions of and at the address given in Paragraph 22. Delivery of Rental Documentation to LESSEE shall be a prerequisite for the payment of any rent by LESSEE and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to deliver any rental payments until Rental Documentation has been supplied to LESSEE as provided herein.

Within fifteen (15) days of obtaining an interest in the Property or this Agreement, any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall provide to LESSEE Rental Documentation in the manner set forth in the preceding paragraph. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, any assignee(s) or transferee(s) of LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. Delivery of Rental Documentation to LESSEE by any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall be a prerequisite for the delivery of any rent by LESSEE to such party and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to deliver any rental payments to any assignee(s), transferee(s) or other successor(s) in interest of LESSOR until Rental Documentation has been supplied to LESSEE as provided herein.

c. LESSEE shall be solely responsible for maintaining any electrical service to the Premises required by LESSEE. In no event shall LESSOR have any liability or obligation to LESSEE, or be deemed to be in default under this Agreement, as a result of any loss or interruption of electrical service. LESSEE shall be permitted at any time during the Term, to install, maintain and/or provide access to and use of, as necessary (during any power interruption at the Premises), a temporary power source, and all related equipment and appurtenances within the Premises, or elsewhere on the Property as shown on Exhibit "B". LESSEE shall have the right to install conduits connecting the temporary power source and related appurtenances between the Tower Space and the Land Space as shown on Exhibit "B". LESSOR shall be entitled to use LESSEE's temporary power source, if such is used by the LESSEE. LESSEE shall not be responsible to LESSOR for any power outages or interruptions resulting from LESSOR'S use of the temporary power source and any use of LESSEE'S temporary power source by LESSOR shall be at LESSOR'S sole risk.

4. EXTENSIONS. This Agreement shall automatically be extended for two (2) additional five (5) year terms unless LESSEE terminates it at the end of the then current term by giving LESSOR written notice of the intent to terminate at least six (6) months prior to the end of

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the then current term. The initial term and all extensions shall be collectively referred to herein as the "Term".

5. RENT INCREASE, EXTENSION RENTALS. The annual rent for each year of each term shall increase three (3%) percent over the annual rent due for the immediately preceding year, as of March 1 of each year (the "Annual Renewal Date"), commencing March 1, 2013.

6. TERMINATION. Notwithstanding anything to the contrary contained herein, provided LESSEE is not in default hereunder beyond applicable notice and cure periods, LESSEE shall have the right to terminate this Agreement after the first seven years of the initial term upon the Annual Renewal Date provided that (6) months prior notice is given to LESSOR.

7. TAXES. LESSEE shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property which LESSOR demonstrates is the result of LESSEE's use of the Premises and/or the installation, maintenance, and operation of the LESSEE's improvements, and any sales tax imposed on the rent (except to the extent that LESSEE is or may become exempt from the payment of sales tax in the jurisdiction in which the Property is located), including any increase in real estate taxes at the Property which LESSOR demonstrates arises from the LESSEE's improvements and/or LESSEE's use of the Premises. LESSOR and LESSEE shall each be responsible for the payment of any taxes, levies, assessments and other charges imposed including franchise and similar taxes imposed upon the activities or business conducted by LESSOR or LESSEE, respectively, at the Property. Notwithstanding the foregoing, LESSEE shall not have the obligation to pay any tax, assessment, or charge that LESSEE is disputing in good faith in appropriate proceedings prior to a final determination that such tax is properly assessed provided that no lien attaches to the Property. Nothing in this Paragraph shall be construed as making LESSEE liable for any portion of any income taxes applicable to LESSOR in connection with any Property or otherwise. Except as set forth in this Paragraph, LESSOR shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges applicable to LESSOR owed on the Property and shall do so prior to the imposition of any lien on the Property. Notwithstanding any other provision of this paragraph, LESSEE acknowledges that LESSOR is a tax-exempt public entity and that the Property and any personal property of LESSOR is tax-exempt in the hands of LESSOR. LESSEE shall have the responsibility to pay any taxes owed by LESSEE as a result of this Agreement, including but not limited to real estate taxes. LESSEE shall pay any personal property taxes levied against LESSEE's equipment building, base station equipment, and any other personal property of LESSEE.

LESSEE shall have the right, at its sole option and at its sole cost and expense, to appeal, challenge or seek modification of any tax assessment or billing for which LESSEE is wholly or partly responsible for payment. LESSOR shall reasonably cooperate with LESSEE at LESSEE's expense, to the extent that such cooperation is required as the owner of the Property, in filing,

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prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding sentence, including but not limited to, executing any consent, appeal or other similar document. In the event that as a result of any appeal or challenge by LESSEE, there is a reduction, credit or repayment received by the LESSOR for any taxes previously paid by LESSEE, LESSOR agrees to promptly reimburse to LESSEE the amount of said reduction, credit or repayment. In the event that LESSEE does not have the standing rights to pursue a good faith and reasonable dispute of any taxes under this paragraph, LESSOR will pursue such dispute at LESSEE's sole cost and expense upon written request of LESSEE.

8. USE; GOVERNMENTAL APPROVALS. LESSEE shall use the Premises for the purpose of maintaining, repairing and operating a radio communications facility and uses incidental thereto. All improvements, equipment, antennas and conduits have been installed at LESSEE's expense at the discretion and option of LESSEE. LESSEE shall have the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached hereto, during the Term, provided such does not increase the number of frequencies used or the tower loading of said Tower, and provided that LESSEE notifies LESSOR of such changes prior to making same. Nothing contained in this Agreement shall be deemed to require LESSOR to issue any governmental certificate, permit or other approval that may be required for any such changes.

9. INDEMNIFICATION. LESSEE shall indemnify and hold harmless LESSOR against any claim of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of LESSEE, its employees, contractors or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of LESSOR, or its employees, contractors or agents.

10. INSURANCE. LESSEE agrees that at its own cost and expense, it will continuously maintain commercial general liability insurance covering LESSEE's work and operations upon the Property with limits not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$1,000,000 for damage or destruction to property in any one occurrence. LESSEE will include LESSOR as an additional insured.

LESSOR shall maintain general liability insurance insuring against liability for bodily injury, death or damage to personal property with combined single limits of One Million and No/100 Dollars (\$1,000,000) as well as all risk property insurance covering all LESSOR fixtures, improvements, and personal property at full replacement value with commercially reasonable deductibles.

Nothing contained in this Agreement shall be deemed to be a waiver of sovereign immunity by LESSOR.

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11. LIMITATION OF LIABILITY. Except for indemnification pursuant to paragraphs 9 and 27, neither Party shall be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

12. ACCESS TO TOWER. Subject to the provisions of paragraph 35, LESSOR agrees the LESSEE shall have free access to the Premises at all times for the purpose of maintaining the said equipment. LESSOR shall furnish LESSEE with necessary means of access for the purpose of ingress and egress to the Premises. It is agreed, however, that only authorized engineers, employees or properly authorized contractors of LESSEE or persons under their direct supervision will be permitted to enter said premises. Upon request by LESSOR, LESSEE shall provide LESSOR with a list of the names and contact information of all such persons authorized to enter the Premises, and shall update such list as changes occur.

13. TOWER COMPLIANCE. LESSOR covenants that it will keep the Tower in good repair as required by all Laws (as defined in Paragraph 31 below). The LESSOR shall also comply with all rules and regulations enforced by the Federal Communications Commission (FCC) with regard to the lighting, marking and painting of towers.

No materials may be used by LESSEE that will cause corrosion or rust or deterioration of the Tower structure or its appurtenances. LESSEE shall not place or store any equipment or materials on the Tower, in the equipment compound or the Property that are not actively in use exclusively for radio communications services as contemplated at this site by this Lease.

All antenna(s) on the Tower must be identified by a marking fastened securely to its bracket on the Tower and all transmission lines are to be tagged at the conduit opening where such lines enter any user's equipment space.

LESSOR hereby agrees that, if because of LESSEE's operations on the Premises, any laws or regulations of the Federal Aviation Administration ("FAA"), FCC or any other relevant governmental agency or body require or recommend that LESSEE's antennas be lit and/or marked, LESSEE shall install and maintain any required lighting and markings. LESSOR will permit LESSEE access to all portions of the Premises that LESSEE may need in order to check and replace such required or recommended lighting or markings.

Not later than fifteen (15) days following the execution of this Agreement, LESSOR shall supply to LESSEE copies of any received structural analysis reports with respect to the Tower and throughout the Term, LESSOR shall supply to LESSEE copies of any future structural analysis reports received with respect to the Tower promptly after the receipt of the same.

14. INTERFERENCE. LESSEE agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing

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industry standards to any equipment of LESSOR or other users of the Property which existed on the Property prior to the date this Agreement is executed by the Parties and lessees which are co-locating on the Tower simultaneous with LESSEE. LESSEE acknowledges that AT&T Wireless is already co-located on the Tower with LESSEE. In the event any after-installed LESSEE's equipment causes such interference to previously installed equipment of any user of the Property, and after LESSOR has notified LESSEE in writing of such interference, LESSEE will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at LESSEE's option, powering down such equipment and later powering up such equipment for intermittent testing. In no event will LESSOR be entitled to terminate this Agreement or relocate the equipment as long as LESSEE is making a good faith effort to remedy the interference issue. LESSOR agrees that LESSOR (except for any public safety equipment of LESSOR) and/or any other tenants of the Property who currently have or in the future take possession of the Property will be permitted to install only such after-installed equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to the then existing equipment of LESSEE. The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance. LESSEE further agrees to install FCC type accepted or approved equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to any public safety equipment of LESSOR, either existing or later installed on or adjacent to the Property. In the event of such interference to such public safety equipment, LESSEE shall immediately remedy such interference upon notice from LESSOR utilizing the FCC's "Best Practices Guide".

15. REMOVAL AT END OF TERM. LESSEE shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of the Agreement, remove its building(s), antenna(s), equipment, conduits, fixtures and all personal property and restore the Premises to its original condition, reasonable wear and tear and casualty damage not caused by LESSEE'S activities excepted. LESSOR agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of LESSEE shall remain the personal property of LESSEE and LESSEE shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable Laws. If such time for removal causes LESSEE to remain on the Premises after termination of this Agreement, LESSEE shall pay rent at the then existing monthly rate or on the then existing monthly pro-rata basis if based upon a longer payment term, until such time as the removal of the building, antenna structure, fixtures and all personal property are completed. In the event LESSOR requires building space upon expiration or earlier termination of this Agreement, LESSEE shall furnish at no cost to LESSOR, upon request, an 11' x 9' building of comparable construction to the LESSEE's Building (according to then current industry standards), on the Premises, with the exact specifications for such building to be agreed upon by the parties at that time.



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16. HOLDOVER. LESSEE has no right to retain possession of the Premises or any part thereof beyond the expiration of that removal period set forth in Paragraph 15 herein, unless the Parties are negotiating a new lease or lease extension in good faith. In the event that the Parties are not in the process of negotiating a new lease or lease extension in good faith, and LESSEE holds over in violation of Paragraph 15 and this Paragraph 16, then LESSEE shall be liable to LESSOR for rent at the rate of one hundred-fifty percent (150%) of the rent applicable during the month immediately preceding such expiration or earlier termination or the actual damages suffered by LESSOR as a result of such holdover, whichever is greater.

17. QUIET ENJOYMENT. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises, subject to the terms of this Agreement.

18. TITLE. LESSOR represents and warrants to LESSEE as of the execution date of this Agreement, and covenants during the Term that LESSOR is seized of good and sufficient title and interest to the Property and has full authority to enter into and execute this Agreement and that there are no liens or judgments affecting LESSOR's title to the same.

19. INTEGRATION. It is agreed and understood that this Agreement contains all agreements, promises and understandings between LESSOR and LESSEE and that no verbal or oral agreements, promises or understandings shall be binding upon either LESSOR or LESSEE in any dispute, controversy or proceeding at law, and any addition, variation or modification to this Agreement shall be void and ineffective unless made in writing signed by the Parties or in a written acknowledgment in the case provided in Paragraph 3. In the event any provision of the Agreement is found to be invalid or unenforceable, such finding shall not affect the validity and enforceability of the remaining provisions of this Agreement. The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights under the Agreement shall not waive such rights and such Party shall have the right to enforce such rights at any time and take such action as may be lawful and authorized under this Agreement, in law or in equity.

20. GOVERNING LAW. This Agreement and the performance thereof shall be governed, interpreted, construed and regulated by the Laws of the State in which the Property is located. Exclusive jurisdiction and venue of any dispute or matters involving litigation between the Parties shall be in the courts of Fluvanna County, Virginia.

21. ASSIGNMENT. This Agreement may be sold, assigned or transferred by the LESSEE without any approval or consent of the LESSOR to the LESSEE's principal, affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition or other business reorganization. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of the LESSOR, which such consent will not be unreasonably withheld, delayed or conditioned. No

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USC Site #: 768307

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change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of LESSEE shall constitute an assignment hereunder. No such sale, assignment or transfer of this Agreement shall release the selling, assigning or transferring LESSEE from the obligations of this Agreement. LESSEE shall not sublet or otherwise allow any third party to occupy any of the Premises without the express written consent of LESSOR, at its sole discretion.

22. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LESSOR: Board of Supervisors of Fluvanna County, Virginia  
ATTENTION: County Administrator  
P.O. Box 540  
132 Main Street  
Palmyra, Virginia 22963

LESSEE: USCOC of Virginia RSA #3, Inc.  
Attention: Real Estate  
8410 West Bryn Mawr, Avenue  
Chicago, IL 60631  
RE: 768307 Palmyra

Notice shall be effective three (3) days following deposit postage prepaid in the U.S. Mail, if sent by certified mail, return receipt requested, or upon actual receipt or refusal as shown on the courier's receipt obtained pursuant to the foregoing.

23. SUCCESSORS. This Agreement shall extend to and bind the heirs, personal representatives, successors and assigns of the Parties hereto.

24. RECORDING. LESSOR and LESSEE agree to execute a Memorandum of this Agreement acceptable in form to LESSOR, which LESSEE shall record with the appropriate recording officer. In the event the Memorandum of this Agreement is executed prior to the Commencement Date, the date set forth in the Memorandum of Lease shall be for recording purposes only and bears no reference to commencement of either the Term or rent payments. In such event, LESSEE and LESSOR shall execute and LESSEE shall thereafter record an amendment to the Memorandum reflecting the Commencement Date and the date on which the initial term expires.

USC Site Name: Palmyra

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## 25. DEFAULT.

a. In the event there is a breach by LESSEE with respect to any of the provisions of this Agreement or its obligations under it, including the payment of rent, LESSOR shall give LESSEE written notice of such breach. After receipt of such written notice, LESSEE shall have fifteen (15) days in which to cure any monetary breach and thirty (30) days in which to cure any non-monetary breach, provided LESSEE shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSEE commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSOR may not maintain any action or effect any remedies for default against LESSEE unless and until LESSEE has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement if LESSEE fails, within five (5) days after receipt of written notice of such breach, to perform an obligation required to be performed by LESSEE if the failure to perform such an obligation interferes with the ability of LESSOR or any other tenant of the Property to conduct its business on the Property, violates any applicable environmental law, or would increase the cost of any fire and extended coverage insurance of Lessor; provided, however, that if the nature of LESSEE's obligation is such that more than five (5) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such five (5) day period and thereafter diligently pursued to completion.

b. In the event there is a breach by LESSOR with respect to any of the provisions of this Agreement or its obligations under it, LESSEE shall give LESSOR written notice of such breach. After receipt of such written notice, LESSOR shall have thirty (30) days in which to cure any such breach, provided LESSOR shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSOR commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSEE may not maintain any action or effect any remedies for default against LESSOR unless and until LESSOR has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement if LESSOR fails, within five (5) days after receipt of written notice of such breach, to perform an obligation required to be performed by LESSOR if the failure to perform such an obligation interferes with LESSEE's ability to conduct its business on the Property; provided, however, that if the nature of LESSOR's obligation is such that more than five (5) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such five (5) day period and thereafter diligently pursued to completion.

26. REMEDIES. Upon a default, the non-defaulting Party may at its option (but without obligation to do so), perform the defaulting Party's duty or obligation on the defaulting Party's behalf, including but not limited to the obtaining of reasonably required insurance policies. The costs and expenses of any such performance by the non-defaulting Party shall be due and payable

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by the defaulting Party upon invoice therefor. In the event of a default by either Party with respect to a material provision of this Agreement, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate the Agreement and/or pursue any remedy now or hereafter available to the non-defaulting Party under the Laws or judicial decisions of the state in which the Premises are located; provided, however, each Party shall use reasonable efforts to mitigate its damages in connection with a default by the other Party.

## 27. ENVIRONMENTAL.

a. LESSOR will be responsible for all obligations of compliance with any and all environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene conditions or concerns as may now or at any time hereafter be in effect, that are or were in any way related to activity now conducted in, on, or in any way related to the Tower or Property, unless such conditions or concerns are caused in whole or in part by the activities of LESSEE at the Premises.

b. Both LESSOR and LESSEE shall hold the other harmless and indemnify the other from and assume all duties, responsibility and liability, at each party's sole cost and expense, for all duties, responsibilities, and liability (for payment of penalties, sanctions, forfeitures, losses, costs, or damages) and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding which is in any way related to: a) failure to comply with any environmental or industrial hygiene law relating to the Tower or Property, including without limitation any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene concerns or conditions as may now or at any time hereafter be in effect, except to the extent that such non-compliance results from concerns or conditions caused in whole or in part by the other party; and (b) any environmental or industrial hygiene conditions arising out of or in any way related to the condition of the Tower or Property or activities conducted thereon by each respective party, except to the extent that such conditions are caused in whole or in part by the other party's activities at Tower or Property. Notwithstanding anything to the contrary contained in this Section, LESSEE shall have no responsibility, duty or obligation hereunder with respect to or by reason of any environmental or industrial hygiene conditions present or located at or on or upon or the Tower or Property (or any part thereof) as of the date of this Lease

28. CASUALTY. In the event of damage by fire or other casualty to the Tower or Premises not the fault of LESSEE that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, then LESSEE may, at any time following such fire or other casualty, provided LESSOR has not completed the restoration required to permit LESSEE to resume its

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operation at the Premises, terminate this Agreement upon fifteen (15) days prior written notice to LESSOR. Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Agreement. Notwithstanding the foregoing, the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which LESSEE's use of the Premises is impaired. In addition, in the event of damage to the Tower or Property by fire or other casualty, if LESSOR determines that the Tower is no longer needed as a public safety facility or that repair or restoration of the Tower or Property is impracticable, LESSOR may, at any time following such fire or other casualty, terminate this Agreement upon fifteen (15) days prior written notice to LESSEE. Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Agreement.

29. CONDEMNATION. In the event of any condemnation of all or any portion of the Premises, this Agreement shall terminate as to the part so taken as of the date the condemning authority takes title or possession, whichever occurs first. If as a result of a partial condemnation of the Premises or Tower, LESSEE, in LESSEE's sole discretion, is unable to use the Premises for the purposes intended hereunder, or if such condemnation may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, LESSEE may, at LESSEE's option, to be exercised in writing within fifteen (15) days after LESSOR shall have given LESSEE written notice of such taking (or in the absence of such notice, within fifteen (15) days after the condemning authority shall have taken possession) terminate this Agreement as of the date the condemning authority takes such possession. LESSEE may on its own behalf make a claim in any condemnation proceeding involving the Premises for losses related to the equipment, conduits, fixtures, its relocation costs and its damages and losses (but not for the loss of its leasehold interest). Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment as of such termination date with respect to payments due to the other under this Agreement. If LESSEE does not terminate this Agreement in accordance with the foregoing, this Agreement shall remain in full force and effect as to the portion of the Premises remaining, except that the rent shall be reduced in the same proportion as the rentable area of the Premises taken bears to the total rentable area of the Premises.

30. SUBMISSION OF AGREEMENT/PARTIAL INVALIDITY/AUTHORITY. The submission of this Agreement for examination does not constitute an offer to lease the Premises and this Agreement becomes effective only upon the full execution of this Agreement by the Parties. If any provision herein is invalid or unenforceable, it shall be considered deleted from this Agreement and shall not invalidate the remaining provisions of this Agreement. Each of the Parties hereto warrants to the other that the person or persons executing this Agreement on behalf

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of such Party has the full right, power and authority to enter into and execute this Agreement on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

31. APPLICABLE LAWS. During the Term, LESSOR shall maintain the Property and all structural elements of the Tower in compliance with all applicable laws, rules, regulations, ordinances, directives, covenants, easements, zoning and land use regulations, and restrictions of record, permits, building codes, and the requirements of any applicable fire insurance underwriter or rating bureau, now in effect or which may hereafter come into effect (including, without limitation, the Americans with Disabilities Act and laws regulating hazardous substances) (collectively "Laws"). Provided, however, that LESSEE shall at all times, at LESSEE's sole cost and expense, comply with (a) all Laws applicable to LESSEE's use of the Premises; and (b) all building codes requiring modifications to the Tower or Premises due to the improvements being made by LESSEE in the Premises.

32. SURVIVAL. The provisions of the Agreement relating to indemnification from one Party to the other Party shall survive any termination or expiration of this Agreement. Additionally, any provisions of this Agreement which require performance subsequent to the termination or expiration of this Agreement shall also survive such termination or expiration.

33. CAPTIONS. The captions contained in this Agreement are inserted for convenience only and are not intended to be part of the Agreement. They shall not affect or be utilized in the construction or interpretation of the Agreement.

34. COMMUNICATIONS FACILITIES OF LESSOR AND OTHER TENANTS. LESSOR may from time to time operate governmental communications facilities, including but not limited to public safety equipment, on the Tower. In addition, LESSOR may permit operations on the Tower from time to time by one or more other tenants. LESSEE's use of the Tower Space and the Land Space shall be non-exclusive of the use of the Tower and the Property by LESSOR and/or other tenants, whether commercial or non-commercial, whose use may include but shall not be limited to, attachment of antennas to the Tower at any unoccupied attachment locations not inconsistent with the specifications set forth in Exhibits B and C hereto, installation of any and all lines, anchors, connections, devices, equipment and line bridge facilities for operation of the antennas and connection to ground equipment, and construction of one or more equipment shelters for use in connection with such antennas and equipment. LESSEE's lines, conduits, connections, devices, and equipment between the Tower Space and the Land Space shall be located so as to accommodate the possibility of such operations by the LESSOR and one or more other tenants, (including AT&T Wireless) and so as not to unreasonably disturb or prevent such operations. LESSEE agrees to cooperate with LESSOR in connection with the addition or installation of equipment for other communications facilities on the Tower.

35. PUBLIC SAFETY FACILITY; PROTECTION OF PUBLIC. LESSEE acknowledges that LESSOR is a political subdivision of the Commonwealth of Virginia and that

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the Property and Tower are first and foremost a public safety facility, supporting activities including but not limited to LESSOR's public safety communications installation and a fire station, serving citizens of the County of Fluvanna. The Property and Tower are currently subject to certain security measures, including security fencing. Notwithstanding any other provision of this Agreement, at no time shall LESSEE's activities at the Premises interfere with such operation of the Property and Tower or violate any Laws relating to such operation. LESSOR reserves the right to construct, repair, maintain, modify, improve, replace and operate the Tower as part of LESSOR's public safety facility as LESSOR sees fit, in LESSOR's sole discretion, provided however, that LESSOR will endeavor to minimize the impact, interference or interruption to LESSEE of any such activity. LESSEE specifically acknowledges that the Property and Tower may be included in LESSOR's public safety program and that LESSOR may be required by Laws or may determine in its sole discretion that it is necessary for LESSOR to institute increased security measures for the Property and/or Tower at a later time and from time to time in order to protect against actual or potential threats. Such measures may include but shall not be limited to requiring that the Property, the Tower and any easements be secured in a manner permitting the access to be opened only by LESSOR's designee and/or requiring that any person accessing the Premises by or on behalf of LESSEE be accompanied by LESSOR's designee. LESSOR shall promptly notify LESSEE of any change in security measures that would affect LESSEE's free access to the Premises, shall provide LESSEE with instructions as to how access to the Premises shall be provided to LESSEE, and shall to the extent reasonably possible and upon reasonable notice, provide LESSEE with access to the Premises seven (7) days a week, twenty-four (24) hours a day in the event of emergency and during normal business hours for routine operations.

36. ATTORNEY'S FEES. In the event of any litigation arising under this Agreement, the substantially-prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney's fees, incurred from time to time and at all levels of proceedings, including but not limited to appeals, collections and bankruptcy.

37. DUPLICATE ORIGINALS. This Agreement is executed in duplicate originals, either of which shall be equally authentic.

SIGNATURE PAGE IMMEDIATELY FOLLOWING

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IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year first above written.

**LESSOR:****BOARD OF SUPERVISORS OF FLUVANNA  
COUNTY, VIRGINIA**By: Print Name: **Steven M. Nichols**  
~~County Administrator~~  
Fluvanna County

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

Date: 11/26/2012**LESSEE: USCOC of Virginia RSA #3, Inc.**By: Print Name: Jeff HoerschTitle: Vice PresidentDate: 11/12/2012

APPROVED AS TO FORM:

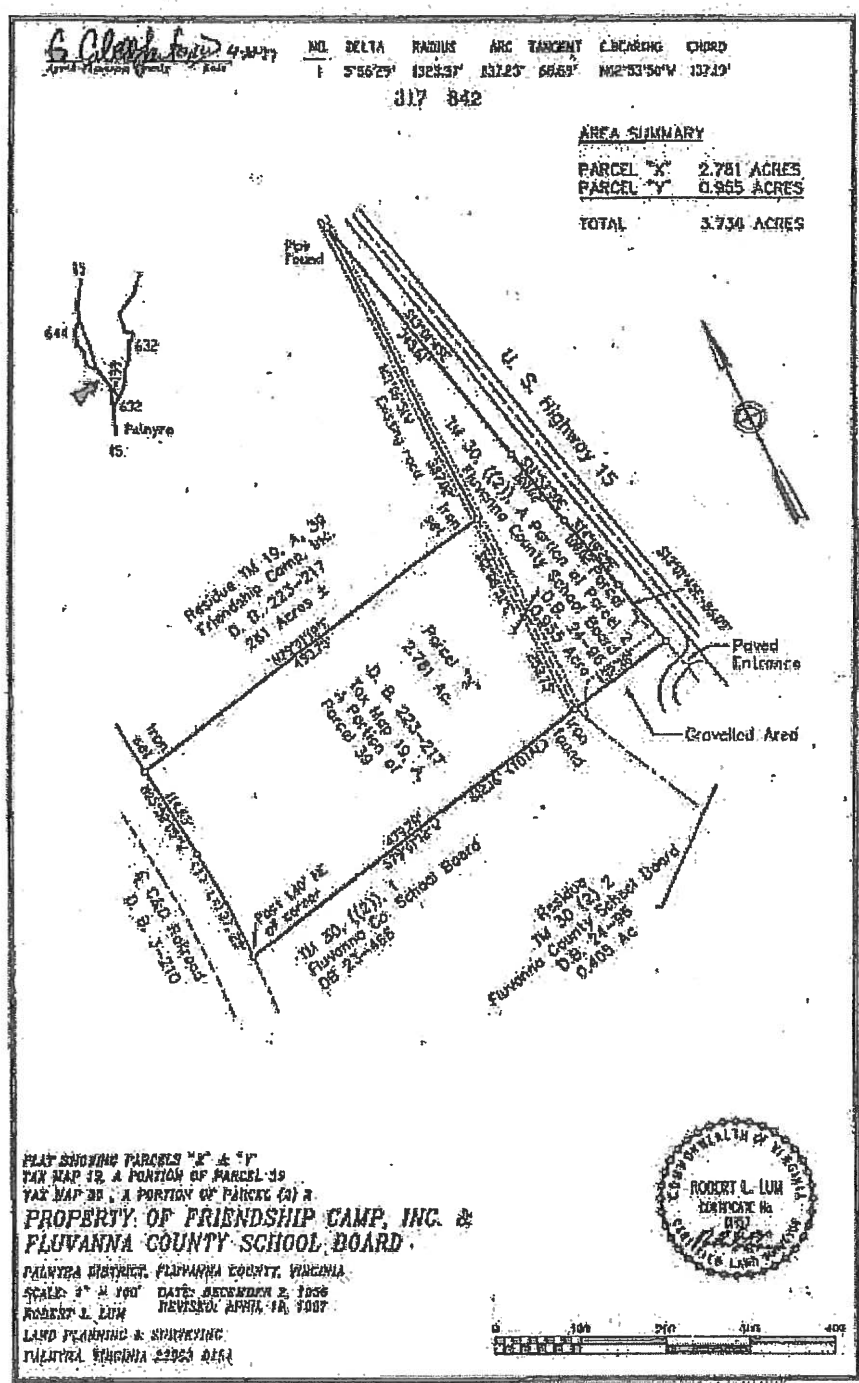
Form approved at  
USCell by AS  
FLUVANNA COUNTY ATTORNEY



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EXHIBIT "A"  
Plat of "Property"

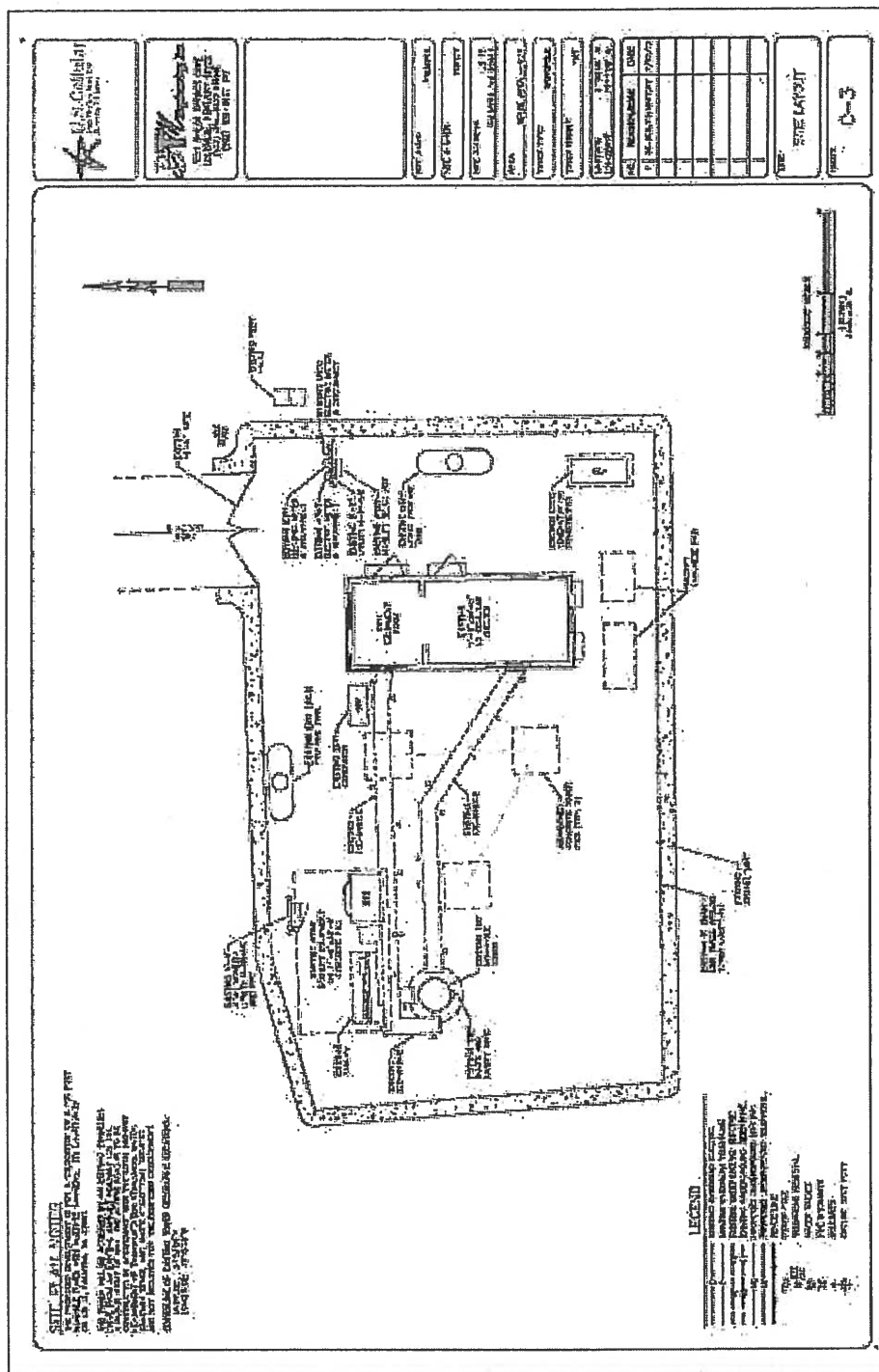


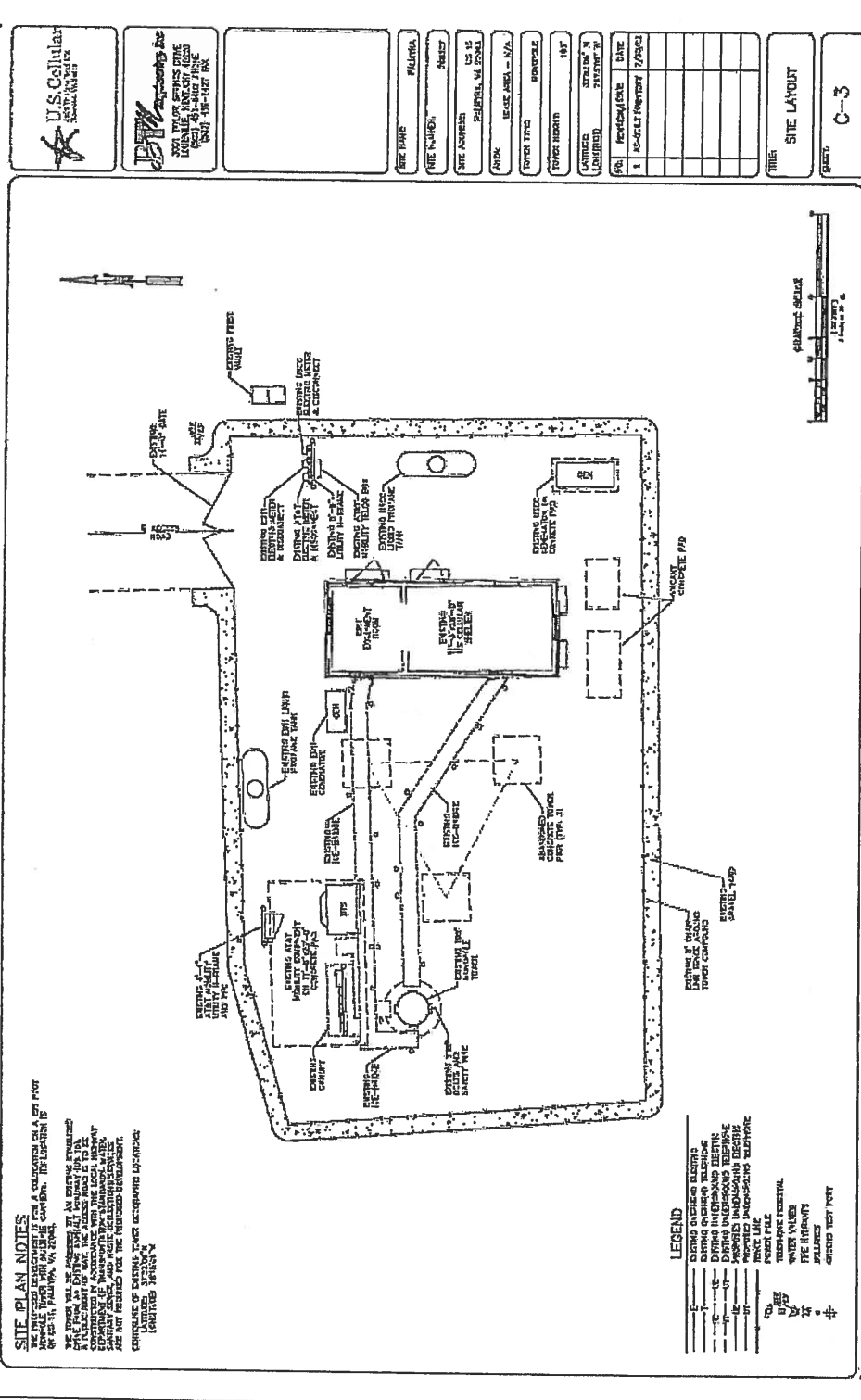
USC Site Name: Palmyra

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**EXHIBIT "B"**  
**LESSEE's Site Plan**





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EXHIBIT "C"

Equipment List installed by LESSEE  
within LESSEE Premises

- (1) 11' 3" x 28' 0" Equipment Shelter
- (2) Backup Emergency Generator
- (3) Propane Fuel Tank
- (4) Ice Bridge
- (5) Twelve (12) Amphenol Panel Antennas 94.6 x 11.2 x 5.1 in @ 24 lbs  
Operating frequency: 800 cellular A band
- (6) One (1) Commscope PAR6-6' Dish with Radome Weight 679 lbs  
Operating frequency: 6785 MHz Transmit, 6625 MHz Receive
- (6) Three (3) 15' T-Frames with suspended work platforms
- (7) Twelve runs of 1 5/8" coax

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EXHIBIT "D"  
Floor Space Lease

1. **Demise of Lessor's Floor Space.** Lessee hereby lets and demises unto Lessor, and Lessor hereby receives and accepts from Lessee, the following described Premises shown on the attached sketch as "E911 Equipment Room": approximately 10 foot 6 inches by eight foot 4 inches area of partitioned floor space, with a separately keyed entrance, to serve as Lessor's radio room inside Lessee's Building ("Lessor's Floor Space").

2. **Use of Lessor's Floor Space.** Lessor shall be entitled to use the Premises as a radio room housing the ground equipment used for the operation of governmental communications facilities. Lessor shall be entitled to install its lines and other equipment related to its antennas in Lessee's Building to connect the equipment housed in Lessor's Floor Space with Lessor's antennas. Lessor shall be entitled to change or add to its equipment and installed appurtenances, as desired by Lessor in connection with its uses of the Tower. Lessor's use of the Lessor's Floor Space shall at all times comply with and conform to all governmental laws and regulations applicable thereto.

3. **Assignment.** Lessor shall neither assign the Lessor's Floor Space rights and obligations nor sublet any portion thereof.

4. **Taxes.** Lessee shall be responsible for any and all taxes levied against its personal property. Lessor is a political subdivision of the Commonwealth of Virginia and exempt from taxation.

5. **Maintenance and Repairs.** Lessor shall be responsible for the maintenance of Lessor's equipment within the Lessor's Floor Space. Lessee shall be responsible for maintenance and repair of Lessee's Building, including that portion included in the Lessor's Floor Space.

6. **Security.** Lessee shall provide Lessor with a separate key to Lessor's Floor Space. Lessor covenants and agrees that only Lessor's authorized personnel and agents shall be permitted to enter Lessor's Floor Space on Lessor's behalf, and only in furtherance of a specific business purpose which avoids physical contact with the operating equipment of the Lessee.

7. **Identification of Personnel.** Lessor and Lessee shall each keep the other party currently advised in writing of the names and telephone numbers of at least two persons who may be contacted regarding their respective operations at the Site.

8. **Compliance with Law.** Lessor agrees to comply with all applicable laws and regulations, and to obtain and keep in force all authorizations required for its operations.

USC Site Name: Palmyra

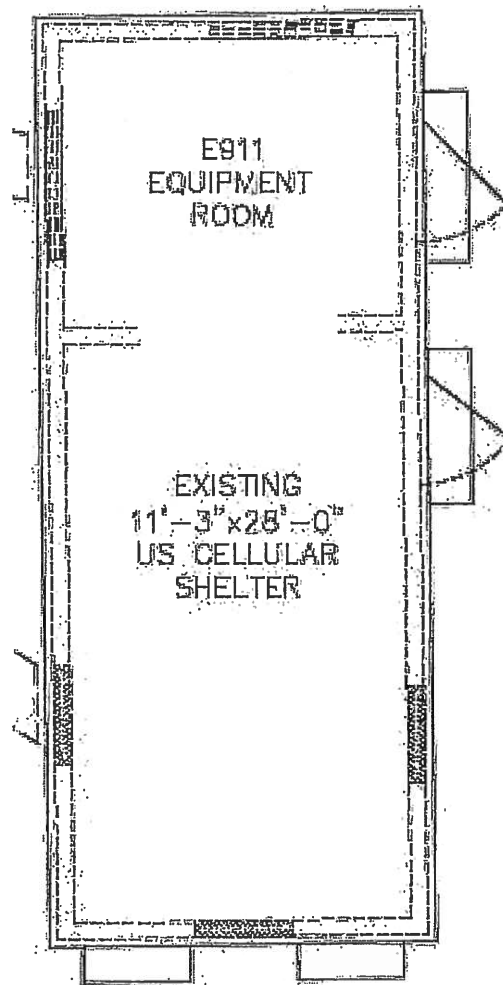
USC Site #: 768307

Lease USCOC 5-10 draft  
6519-2012

9. **Insurance.** Lessor shall deliver to Lessee and continuously maintain current a certificate of insurance naming Lessee as an additional insured and evidencing that Lessor possesses statutory and commercially prudent limits of coverage against workers' compensation, public liability, and property damage claims and losses.

10. **Lessee's Building Destruction.** In the event that the Lessee's Building is destroyed or substantially damaged by casualty, unless the Tower and Ground Space Lease between Lessee and Lessor is otherwise terminated in accordance with its terms, Lessee shall promptly undertake all necessary work to repair and restore the Building, and upon completion thereof, Lessor shall reoccupy the Building under the terms and conditions contained herein.

11. **Surrender.** Lessor's equipment is agreed to be Lessor's personal property, and Lessor shall at all times be authorized to remove the same from the Premises. Within thirty (30) days following the expiration or earlier termination of the Tower and Ground Space Lease, Lessor shall peaceably remove all of Lessor's property from Lessee's Building and surrender the same to Lessee in substantially the same condition as existed prior to Lessor's occupancy thereof, reasonable wear and tear excepted.



AT&T Cell Site Information:  
Market: Virginia – West Virginia  
Cell Site Name/Number: Palmyra/CV366  
Fixed Asset Number: 10103205

Exhibit 3  
Structural Analysis for AT&T 194' Monopole Tower



## Structural Analysis for AT&T

### 194' Monopole Tower

Site Name: Palmyra

USID: 81330-A

Site FA: 10103205

Site Address: 14591 JAMES MADISON HIGHWAY, Palmyra, VA 22963

FDH Velocitel Project Number 17QDXS1400

### Analysis Results

Tower Components	95.2%	Sufficient
Foundation	89.1%	Sufficient

Prepared By:

Sergio J. Magallon  
Project Engineer I

Reviewed By:

Dennis D. Abel, PE  
Director  
VA License No. 0402 035020

Velocitel, Inc., d.b.a. FDH Velocitel

6521 Meridien Drive  
Raleigh, NC, 27616  
(919) 755-1012



May 17, 2017

Prepared pursuant to the ANSI/TIA-222-G Structural Standard for Antenna Supporting Structures and Antennas and the 2012 Virginia Construction Code



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## Structural Analysis Report

AT&amp;T

USID: 81330-A

May 17, 2017

## EXECUTIVE SUMMARY

At the request of AT&T, FDH Velocitel performed a structural analysis of the existing Monopole Tower located in Palmyra, VA to determine whether the tower is structurally adequate to support the antenna configuration in place per **Table 1** pursuant to the *ANSI/TIA-222-G Structural Standard for Antenna Supporting Structures and Antennas* and the *2012 Virginia Construction Code*. Information pertaining to the antenna loading, current tower geometry, member sizes, and below grade parameters was obtained from:

Source	Document Type	Reference	Date
Sabre Towers & Poles	Tower & Foundation Drawings	Job No. 10-04183	April 28, 2010
Geo-Terrain Organization, Inc.	Geotechnical Report	Project No. 10G-091-012	February 12, 2010
FDH Velocitel	Previous Structural Analysis	Project No. 17PWHS1400	February 22, 2017
FDH Velocitel	Mount Mapping	Project No. 16BFIU1500	March 31, 2016
FDH Velocitel	Modification Drawings	Project No. 17QDXS1400	May 17, 2017
AT&T			

The *ultimate design wind speed* per the *2012 Virginia Construction Code* is 115 mph and 30 mph with 3/4" radial ice. This is converted to a *basic design wind speed* per the *ANSI/TIA-222-G* standard and the *2012 Virginia Construction Code Section 1609.3.1* of 89 mph. Ice is considered to increase in thickness with height. Furthermore, this structure was analyzed as a Class II structure in Exposure Category C with a topographical factor of 1 and a Spectral Response Accelerations of  $S_s = 0.235$  and  $S_1 = 0.071$ .

**Note:** Per *Section 2.7.3* of the *ANSI/TIA-222-G* Standard, the seismic/earthquake loading effects can be ignored if the spectral response acceleration at short periods ( $S_s$ ) is less than or equal to 1.00. The tower's location mandates a design  $S_s$  of less than 1.00, thus seismic loading was not considered as part of the analysis of this structure.

## Conclusions

With the antenna configuration in place per **Table 1** we have determined the tower stress level to be sufficient and the foundation(s) to be sufficient pursuant to the requirements stipulated by *ANSI/TIA-222-G Structural Standard for Antenna Supporting Structures and Antennas* and the *2012 Virginia Construction Code* provided the **Recommendations** listed below are satisfied. For a more detailed description of the analysis of the tower, see the **Results** section of this report.

Our structural analysis has been performed assuming all information provided to FDH Velocitel is accurate (i.e., the structure member information, tower layout, existing antenna loading, and proposed antenna loading) and that the tower has been properly erected and maintained per the original design drawings.

## Recommendations

To ensure the requirements of the current analysis standards are met with the antenna configuration in place per **Table 1**, we have the following recommendations:

1. Feed lines must be installed inside the monopole shaft.
2. The existing TMAs should be installed directly behind the proposed/existing panel antennas.
3. RRU/RRH Stipulation: The equipment may be installed in any arrangement as determined by the client.
4. The modifications listed in FDH Velocitel (see Project No. 17QDXS1400) Modification Drawings For A 194' Monopole dated May 17, 2017 must be installed as specified in order for this analysis to be valid.

## Structural Analysis Report

AT&amp;T

USID: 81330-A

May 17, 2017

## APPURTENANCE LISTING

The antennas and equipment, with their corresponding feed lines, considered for this analysis are shown in **Table 1**. *If the actual layout determined in the field deviates from the layout, FDH Velocitel should be contacted to perform a revised analysis.*

Table 1 - Appurtenance Loading

## Existing Loading:

Antenna Elevation (ft.)	Description	Feed Lines	Carrier	Mount Elevation (ft.)	Mount Type
194	(3) Kathrein 800 10891 (3) Kathrein 741 989 (3) Ericsson RRUS-11 (6) Andrew ETW190VS12UB (1) Raycap DC648-60-18-8F	(12) 1-5/8" (1) 1/4" (3) 3/8"	Future	194	(1) Low Profile Platform (Assumed CaAa=28.47 ft <sup>2</sup> )
182	(6) Kathrein 741 989	(12) 1-5/8"	AT&T	181.5	(3) T-Arms w/ Walkways
180.5	(6) Andrew ETW190VS12UB	(1) 1/4" RET			
162	(3) 20' 4 Element Dipole	(3) 7/8"	Unknown	152	(3) Standoffs
144	(3) KMW AM-X-CW-18-65-00T-RET (6) Antel WPA-80080/8CF (3) KMW Smart Bias T	(12) 1-5/8"	US Cellular	144	(3) T-Arms w/ Walkways
138	(1) 10' Dipole	(1) 1/2"	Unknown	133	(1) Standoff
128	(1) 6' Dish	(1) EW63	US Cellular	128	(1) Pipe Mount
126	(1) 20' 4 Element Dipole	(1) 1/2"	Unknown	116	(2) Standoffs
121	(1) 10' Dipole				
100	(3) Kathrein 800 10891 (3) Kathrein 741 989 (3) Ericsson RRUS-11 (6) Andrew ETW190VS12UB (1) Raycap DC648-60-18-8F	(12) 1-5/8" (1) 1/4" (3) 3/8"	Future	100	(1) Low Profile Platform (Assumed CaAa=28.47 ft <sup>2</sup> )
77	(1) 20' 4 Element Dipole	(1) 7/8"	Unknown	67	(1) Standoff

## Proposed Carrier Final Loading:

Antenna Elevation (ft.)	Description	Feed Lines	Carrier	Mount Elevation (ft.)	Mount Type
182	(3) Kathrein 741 989 (3) Kathrein 800 10891 (3) Ericsson RRUS 11 (1) Raycap DC6-48-60-18-8F	(12) 1-5/8" (1) 1/4" RET (2) DC (1) Fiber	AT&T	181.5	(3) T-Arms w/ Walkways
180.5	(6) Andrew ETW190VS12UB				

## RESULTS

The following material grades for individual members were used for analysis:

**Table 2 - Material Grade**

Member Type	Material Grade
Shaft	A572-65
Base Plate	A572-50
Anchor Rods	A615-75 & A193 B7

**Table 3** and **Table 4** display the summary of capacities for the analyzed structure and its additional components. Values greater than 100% indicate locations where the maximum force in the member exceeds its capacity. *Note: Capacities up to 105% are considered acceptable (except foundation soil interaction, up to 110% is considered acceptable).* **Table 5** displays the maximum dish rotations at service winds speeds.

If the assumptions outlined in this report differ from actual field conditions, FDH Velocitel should be contacted to perform a revised analysis. Furthermore, as no information pertaining to the allowable twist and sway requirements for the appurtenances was provided, deflection and rotation were not taken into consideration when performing this analysis.

See the **Appendix** for detailed modeling information.

**Table 3 - Structure Member Capacities**

Elevation (ft)	Component Type	Size	Critical Element	% Capacity	Pass / Fail
194 - 188.75	Pole	TP18.529x17.5x0.1875	Pole	7.3%	Pass
188.75 - 183.5	Pole	TP19.557x18.529x0.1875	Pole	13.4%	Pass
183.5 - 178.25	Pole	TP20.586x19.557x0.1875	Pole	22.6%	Pass
178.25 - 173	Pole	TP21.614x20.586x0.1875	Pole	32.1%	Pass
173 - 167.75	Pole	TP22.643x21.614x0.1875	Pole	40.6%	Pass
167.75 - 162.5	Pole	TP23.671x22.643x0.1875	Pole	48.2%	Pass
162.5 - 157.25	Pole	TP24.7x23.671x0.1875	Pole	55.0%	Pass
157.25 - 152	Pole	TP25.729x24.7x0.1875	Pole	61.3%	Pass
152 - 148.75	Pole	TP27.1x25.729x0.1875	Pole	66.2%	Pass
148.75 - 143.5	Pole	TP27.02x25.99x0.25	Pole	51.0%	Pass
143.5 - 138.25	Pole	TP28.049x27.02x0.25	Pole	57.3%	Pass
138.25 - 133	Pole	TP29.078x28.049x0.25	Pole	63.0%	Pass
133 - 127.75	Pole	TP30.108x29.078x0.25	Pole	68.3%	Pass
127.75 - 122.5	Pole	TP31.137x30.108x0.25	Pole	73.5%	Pass
122.5 - 117.25	Pole	TP32.166x31.137x0.25	Pole	78.5%	Pass
117.25 - 112	Pole	TP33.196x32.166x0.25	Pole	83.4%	Pass
112 - 106.75	Pole	TP34.225x33.196x0.25	Pole	87.9%	Pass
106.75 - 101.5	Pole	TP35.255x34.225x0.25	Pole	92.0%	Pass
101.5 - 100.5	Pole	TP36.48x35.255x0.25	Pole	92.7%	Pass
100.5 - 94.25	Pole	TP36.176x34.951x0.3125	Pole	75.0%	Pass
94.25 - 89	Pole	TP37.205x36.176x0.3125	Pole	78.2%	Pass
89 - 83.75	Pole	TP38.235x37.205x0.3125	Pole	81.2%	Pass
83.75 - 78.5	Pole	TP39.264x38.235x0.3125	Pole	83.9%	Pass
78.5 - 73.25	Pole	TP40.293x39.264x0.3125	Pole	86.5%	Pass
73.25 - 68	Pole	TP41.323x40.293x0.3125	Pole	89.0%	Pass
68 - 62.75	Pole	TP42.352x41.323x0.3125	Pole	91.3%	Pass
62.75 - 57.5	Pole	TP43.381x42.352x0.3125	Pole	93.5%	Pass
57.5 - 53.25	Pole	TP45.44x43.381x0.3125	Pole	95.2%	Pass
53.25 - 46	Pole + Reinf.	TP45.01x43.59x0.5625	Reinf. 2 Tension Rupture	77.5%	Pass
46 - 40.75	Pole + Reinf.	TP46.038x45.01x0.55	Reinf. 2 Tension Rupture	79.0%	Pass

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40.75 - 35.5	Pole + Reinf.	TP47.066x46.038x0.55	Reinf. 2 Tension Rupture	80.5%	Pass
35.5 - 30.25	Pole + Reinf.	TP48.095x47.066x0.5375	Reinf. 2 Tension Rupture	81.8%	Pass
30.25 - 25	Pole + Reinf.	TP49.123x48.095x0.5375	Reinf. 2 Tension Rupture	83.1%	Pass
25 - 20.5	Pole + Reinf.	TP50.005x49.123x0.5313	Reinf. 2 Tension Rupture	84.1%	Pass
20.5 - 20.25	Pole + Reinf.	TP50.054x50.005x0.6	Reinf. 1 Compression	70.9%	Pass
20.25 - 15	Pole + Reinf.	TP51.082x50.054x0.6	Reinf. 1 Compression	71.9%	Pass
15 - 9.75	Pole + Reinf.	TP52.11x51.082x0.5875	Reinf. 1 Compression	72.9%	Pass
9.75 - 4.5	Pole + Reinf.	TP53.139x52.11x0.5875	Reinf. 1 Compression	73.9%	Pass
4.5 - 0	Pole + Reinf.	TP54.02x53.139x0.575	Reinf. 1 Compression	74.6%	Pass

**Table 4 - Additional Structure Component Capacities**

Elevation (ft.)	Component	% Capacity	Pass / Fail	Notes
0	Base Transfer Stiffeners	89.6	Pass	-
0	Base Plate	82.6	Pass	-
0	Anchor Rods	86.4	Pass	-
0	Base Foundation (Structural)	89.1	Pass	-
0	Base Foundation (Soil Interaction)	58.9	Pass	-

**Table 5 - Maximum Dish Rotations at Service Wind Speeds**

Centerline Elevation (ft.)	Dish	Tilt (deg)*	Twist (deg)*
128	(1) 6' Dish	1.7817	0.0023

\*Allowable tilt and twist to be reviewed by the carrier.

## **GENERAL COMMENTS**

This engineering analysis is based upon the theoretical capacity of the structure. It is not a condition assessment of the tower and its foundation. It is the responsibility of AT&T to verify that the tower modeled and analyzed is the correct structure (with accurate antenna loading information) modeled. If there are substantial modifications to be made or the assumptions made in this analysis are not accurate, FDH Velocitel should be notified immediately to perform a revised analysis.

## **LIMITATIONS**

All opinions and conclusions are considered accurate to a reasonable degree of engineering certainty based upon the evidence available at the time of this report. All opinions and conclusions are subject to revision based upon receipt of new or additional/updated information. All services are provided exercising a level of care and diligence equivalent to the standard and care of our profession. No other warranty or guarantee, expressed or implied, is offered. Our services are confidential in nature and we will not release this report to any other party without the client's consent. The use of this engineering work is limited to the express purpose for which it was commissioned and it may not be reused, copied, or distributed for any other purpose without the written consent of FDH Velocitel.

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## APPENDIX









per TIA-222- G



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Site BU: \_\_\_\_\_

Work Order: \_\_\_\_\_

### Pole Geometry

	Pole Height Above Base (ft)	Section Length (ft)	Lap Splice Length (ft)	Number of Sides	Top Diameter (in)	Bottom Diameter (in)	Wall Thickness (in)	Bend Radius (in)	Pole Material
1	194	49	3.75	18	17.5	27.1	0.1875	0.75	A572-65
2	148.75	53.5	5.25	18	25.99	36.48	0.25	1	A572-65
3	100.5	53.5	6.25	18	34.95	45.44	0.3125	1.25	A572-65
4	53.25	53.25	0	18	43.59	54.02	0.3125	1.25	A572-65

### Reinforcement Configuration

	Bottom Effective Elevation (ft)	Top Effective Elevation (ft)	Type	Model	Pole Flat Width (in)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	0	20.5	plate	*CCI-WSFP-085125	8.82			X					X				X					X	
2	20.5	52.833	plate	CCI-SFP-065125	7.81			X					X				X					X	
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							

### Reinforcement Details

	B (in)	H (in)	Gross Area (in <sup>2</sup> )	Pole Face to Centroid (in)	Bottom Termination Length (in)	Top Termination Length (in)	L <sub>w</sub> (in)	Net Area (in <sup>2</sup> )	Bolt Hole Size (in)	Reinforcement Material
1	8.5	1.25	10.625	0.625	n/a	45.000	17.000	9.063	1.1875	A572-65
2	6.5	1.25	8.125	0.625	33.000	33.000	19.000	6.563	1.1875	A572-65

# TNX Geometry Input

Increment (ft): 5.3

	Section Height (ft)	Section Length (ft)	Lap Splice Length (ft)	Number of Sides	Top Diameter (in)	Bottom Diameter (in)	Wall Thickness (in)	Tapered Pole Grade	Weight Multiplier
1	194 - 188.75	5.25		18	17.500	18.529	0.1875	A572-65	1.000
2	188.75 - 183.5	5.25		18	18.529	19.557	0.1875	A572-65	1.000
3	183.5 - 178.25	5.25		18	19.557	20.586	0.1875	A572-65	1.000
4	178.25 - 173	5.25		18	20.586	21.614	0.1875	A572-65	1.000
5	173 - 167.75	5.25		18	21.614	22.643	0.1875	A572-65	1.000
6	167.75 - 162.5	5.25		18	22.643	23.671	0.1875	A572-65	1.000
7	162.5 - 157.25	5.25		18	23.671	24.700	0.1875	A572-65	1.000
8	157.25 - 152	5.25		18	24.700	25.729	0.1875	A572-65	1.000
9	152 - 148.75	7	3.75	18	25.729	27.100	0.1875	A572-65	1.000
10	148.75 - 143.5	5.25		18	25.990	27.020	0.25	A572-65	1.000
11	143.5 - 138.25	5.25		18	27.020	28.049	0.25	A572-65	1.000
12	138.25 - 133	5.25		18	28.049	29.078	0.25	A572-65	1.000
13	133 - 127.75	5.25		18	29.078	30.108	0.25	A572-65	1.000
14	127.75 - 122.5	5.25		18	30.108	31.137	0.25	A572-65	1.000
15	122.5 - 117.25	5.25		18	31.137	32.166	0.25	A572-65	1.000
16	117.25 - 112	5.25		18	32.166	33.196	0.25	A572-65	1.000
17	112 - 106.75	5.25		18	33.196	34.225	0.25	A572-65	1.000
18	106.75 - 101.5	5.25		18	34.225	35.255	0.25	A572-65	1.000
19	101.5 - 100.5	6.25	5.25	18	35.255	36.480	0.25	A572-65	1.000
20	100.5 - 94.25	6.25		18	34.951	36.176	0.3125	A572-65	1.000
21	94.25 - 89	5.25		18	36.176	37.205	0.3125	A572-65	1.000
22	89 - 83.75	5.25		18	37.205	38.235	0.3125	A572-65	1.000
23	83.75 - 78.5	5.25		18	38.235	39.264	0.3125	A572-65	1.000
24	78.5 - 73.25	5.25		18	39.264	40.293	0.3125	A572-65	1.000
25	73.25 - 68	5.25		18	40.293	41.323	0.3125	A572-65	1.000
26	68 - 62.75	5.25		18	41.323	42.352	0.3125	A572-65	1.000
27	62.75 - 57.5	5.25		18	42.352	43.381	0.3125	A572-65	1.000
28	57.5 - 53.25	10.5	6.25	18	43.381	45.440	0.3125	A572-65	1.000
29	53.25 - 46	7.25		18	43.590	45.010	0.5625	A572-65	0.968
30	46 - 40.75	5.25		18	45.010	46.038	0.55	A572-65	0.980
31	40.75 - 35.5	5.25		18	46.038	47.066	0.55	A572-65	0.971
32	35.5 - 30.25	5.25		18	47.066	48.095	0.5375	A572-65	0.985
33	30.25 - 25	5.25		18	48.095	49.123	0.5375	A572-65	0.976
34	25 - 20.5	4.5		18	49.123	50.005	0.53125	A572-65	0.980
35	20.5 - 20.25	0.25		18	50.005	50.054	0.6	A572-65	0.975
36	20.25 - 15	5.25		18	50.054	51.082	0.6	A572-65	0.966
37	15 - 9.75	5.25		18	51.082	52.110	0.5875	A572-65	0.977
38	9.75 - 4.5	5.25		18	52.110	53.139	0.5875	A572-65	0.968
39	4.5 - 0	4.5		18	53.139	54.020	0.575	A572-65	0.982

## **TNX Section Forces**

Increment (ft): 5.3		TNX Output		
	Section Height (ft)	P <sub>u</sub> (K)	M <sub>ux</sub> (kip-ft)	V <sub>u</sub> (K)
1	194 - 188.75	1.7424	21.528	4.2172
2	188.75 - 183.5	2.0087	44.493	4.5349
3	183.5 - 178.25	3.8304	81.776	8.4808
4	178.25 - 173	4.2159	127.19	8.8264
5	173 - 167.75	4.6243	174.44	9.1789
6	167.75 - 162.5	5.0546	223.56	9.5378
7	162.5 - 157.25	5.5057	274.57	9.9029
8	157.25 - 152	5.9772	327.51	10.274
9	152 - 148.75	6.5723	367.89	11.143
10	148.75 - 143.5	8.8115	429.84	16.121
11	143.5 - 138.25	9.532	515.49	16.52
12	138.25 - 133	10.276	603.24	16.922
13	133 - 127.75	11.33	694.45	18.072
14	127.75 - 122.5	12.082	791.94	18.792
15	122.5 - 117.25	12.865	893.16	19.504
16	117.25 - 112	13.939	1000.6	20.299
17	112 - 106.75	14.829	1108.2	20.695
18	106.75 - 101.5	15.742	1217.8	21.088
19	101.5 - 100.5	15.93	1238.9	21.162
20	100.5 - 94.25	19.699	1390.6	24.82
21	94.25 - 89	20.878	1521.9	25.222
22	89 - 83.75	22.085	1655.3	25.616
23	83.75 - 78.5	23.32	1790.7	26.004
24	78.5 - 73.25	24.581	1928.2	26.385
25	73.25 - 68	25.869	2067.6	26.758
26	68 - 62.75	27.302	2210.8	27.31
27	62.75 - 57.5	28.645	2355	27.664
28	57.5 - 53.25	29.751	2473.1	27.937
29	53.25 - 46	33.595	2678	28.607
30	46 - 40.75	35.623	2829.2	29.01
31	40.75 - 35.5	37.675	2982.4	29.398
32	35.5 - 30.25	39.753	3137.7	29.768
33	30.25 - 25	41.856	3294.8	30.118
34	25 - 20.5	43.677	3430.9	30.4
35	20.5 - 20.25	43.798	3438.5	30.403
36	20.25 - 15	46.139	3598.9	30.734
37	15 - 9.75	48.512	3761	31.036
38	9.75 - 4.5	50.908	3924.7	31.333
39	4.5 - 0	53.0	4066.2	31.6

## Analysis Results

Elevation (ft)	Component Type	Size	Critical Element	% Capacity	Pass / Fail
194 - 188.75	Pole	TP18.529x17.5x0.1875	Pole	7.3%	Pass
188.75 - 183.5	Pole	TP19.557x18.529x0.1875	Pole	13.4%	Pass
183.5 - 178.25	Pole	TP20.586x19.557x0.1875	Pole	22.6%	Pass
178.25 - 173	Pole	TP21.614x20.586x0.1875	Pole	32.1%	Pass
173 - 167.75	Pole	TP22.643x21.614x0.1875	Pole	40.6%	Pass
167.75 - 162.5	Pole	TP23.671x22.643x0.1875	Pole	48.2%	Pass
162.5 - 157.25	Pole	TP24.7x23.671x0.1875	Pole	55.0%	Pass
157.25 - 152	Pole	TP25.729x24.7x0.1875	Pole	61.3%	Pass
152 - 148.75	Pole	TP27.1x25.729x0.1875	Pole	66.2%	Pass
148.75 - 143.5	Pole	TP27.02x25.99x0.25	Pole	51.0%	Pass
143.5 - 138.25	Pole	TP28.049x27.02x0.25	Pole	57.3%	Pass
138.25 - 133	Pole	TP29.078x28.049x0.25	Pole	63.0%	Pass
133 - 127.75	Pole	TP30.108x29.078x0.25	Pole	68.3%	Pass
127.75 - 122.5	Pole	TP31.137x30.108x0.25	Pole	73.5%	Pass
122.5 - 117.25	Pole	TP32.166x31.137x0.25	Pole	78.5%	Pass
117.25 - 112	Pole	TP33.196x32.166x0.25	Pole	83.4%	Pass
112 - 106.75	Pole	TP34.225x33.196x0.25	Pole	87.9%	Pass
106.75 - 101.5	Pole	TP35.255x34.225x0.25	Pole	92.0%	Pass
101.5 - 100.5	Pole	TP36.48x35.255x0.25	Pole	92.7%	Pass
100.5 - 94.25	Pole	TP36.176x34.951x0.3125	Pole	75.0%	Pass
94.25 - 89	Pole	TP37.205x36.176x0.3125	Pole	78.2%	Pass
89 - 83.75	Pole	TP38.235x37.205x0.3125	Pole	81.2%	Pass
83.75 - 78.5	Pole	TP39.264x38.235x0.3125	Pole	83.9%	Pass
78.5 - 73.25	Pole	TP40.293x39.264x0.3125	Pole	86.5%	Pass
73.25 - 68	Pole	TP41.323x40.293x0.3125	Pole	89.0%	Pass
68 - 62.75	Pole	TP42.352x41.323x0.3125	Pole	91.3%	Pass
62.75 - 57.5	Pole	TP43.381x42.352x0.3125	Pole	93.5%	Pass
57.5 - 53.25	Pole	TP45.44x43.381x0.3125	Pole	95.2%	Pass
53.25 - 46	Pole + Reinf.	TP45.01x43.59x0.5625	Reinf. 2 Tension Rupture	77.5%	Pass
46 - 40.75	Pole + Reinf.	TP46.038x45.01x0.55	Reinf. 2 Tension Rupture	79.0%	Pass
40.75 - 35.5	Pole + Reinf.	TP47.066x46.038x0.55	Reinf. 2 Tension Rupture	80.5%	Pass
35.5 - 30.25	Pole + Reinf.	TP48.095x47.066x0.5375	Reinf. 2 Tension Rupture	81.8%	Pass
30.25 - 25	Pole + Reinf.	TP49.123x48.095x0.5375	Reinf. 2 Tension Rupture	83.1%	Pass
25 - 20.5	Pole + Reinf.	TP50.005x49.123x0.5313	Reinf. 2 Tension Rupture	84.1%	Pass
20.5 - 20.25	Pole + Reinf.	TP50.054x50.005x0.6	Reinf. 1 Compression	70.9%	Pass
20.25 - 15	Pole + Reinf.	TP51.082x50.054x0.6	Reinf. 1 Compression	71.9%	Pass
15 - 9.75	Pole + Reinf.	TP52.11x51.082x0.5875	Reinf. 1 Compression	72.9%	Pass
9.75 - 4.5	Pole + Reinf.	TP53.139x52.11x0.5875	Reinf. 1 Compression	73.9%	Pass
4.5 - 0	Pole + Reinf.	TP54.02x53.139x0.575	Reinf. 1 Compression	74.6%	Pass
				Summary	
			Pole	95.2%	Pass
			Reinforcement	84.1%	Pass
			Overall	95.2%	Pass

## Additional Calculations

Section Elevation (ft)	Moment of Inertia (in <sup>4</sup> )			Area (in <sup>2</sup> )			% Capacity	Axial (kips)	
	Pole	Reinf.	Total	Pole	Reinf.	Total	Pole	R1	R2
194 - 188.75	464	n/a	464	10.91	n/a	10.91	7.3%		
188.75 - 183.5	546	n/a	546	11.53	n/a	11.53	13.4%		
183.5 - 178.25	638	n/a	638	12.14	n/a	12.14	22.6%		
178.25 - 173	739	n/a	739	12.75	n/a	12.75	32.1%		
173 - 167.75	851	n/a	851	13.36	n/a	13.36	40.6%		
167.75 - 162.5	973	n/a	973	13.98	n/a	13.98	48.2%		
162.5 - 157.25	1107	n/a	1107	14.59	n/a	14.59	55.0%		
157.25 - 152	1252	n/a	1252	15.20	n/a	15.20	61.3%		
152 - 148.75	1348	n/a	1348	15.58	n/a	15.58	66.2%		
148.75 - 143.5	1922	n/a	1922	21.24	n/a	21.24	51.0%		
143.5 - 138.25	2153	n/a	2153	22.06	n/a	22.06	57.3%		
138.25 - 133	2401	n/a	2401	22.87	n/a	22.87	63.0%		
133 - 127.75	2667	n/a	2667	23.69	n/a	23.69	68.3%		
127.75 - 122.5	2953	n/a	2953	24.51	n/a	24.51	73.5%		
122.5 - 117.25	3258	n/a	3258	25.32	n/a	25.32	78.5%		
117.25 - 112	3584	n/a	3584	26.14	n/a	26.14	83.4%		
112 - 106.75	3930	n/a	3930	26.96	n/a	26.96	87.9%		
106.75 - 101.5	4298	n/a	4298	27.78	n/a	27.78	92.0%		
101.5 - 100.5	4371	n/a	4371	27.93	n/a	27.93	92.7%		
100.5 - 94.25	5778	n/a	5778	35.57	n/a	35.57	75.0%		
94.25 - 89	6290	n/a	6290	36.59	n/a	36.59	78.2%		
89 - 83.75	6832	n/a	6832	37.61	n/a	37.61	81.2%		
83.75 - 78.5	7403	n/a	7403	38.63	n/a	38.63	83.9%		
78.5 - 73.25	8006	n/a	8006	39.65	n/a	39.65	86.5%		
73.25 - 68	8640	n/a	8640	40.68	n/a	40.68	89.0%		
68 - 62.75	9307	n/a	9307	41.70	n/a	41.70	91.3%		
62.75 - 57.5	10008	n/a	10008	42.72	n/a	42.72	93.5%		
57.5 - 53.25	10600	n/a	10600	43.54	n/a	43.54	95.2%		
53.25 - 46	11186	8492	19679	44.33	32.50	76.83	57.1%		305.8
46 - 40.75	11976	8871	20847	45.35	32.50	77.85	58.8%		311.8
40.75 - 35.5	12802	9259	22061	46.37	32.50	78.87	60.4%		317.5
35.5 - 30.25	13666	9655	23320	47.39	32.50	79.89	62.1%		322.8
30.25 - 25	14567	10059	24626	48.41	32.50	80.91	63.7%		327.8
25 - 20.5	15371	10411	25782	49.29	32.50	81.79	65.0%		331.8
20.5 - 20.25	15416	13696	29112	49.34	42.50	91.84	57.8%	385.5	
20.25 - 15	16392	14245	30637	50.36	42.50	92.86	59.3%	391.2	
15 - 9.75	17409	14805	32213	51.38	42.50	93.88	60.7%	396.6	
9.75 - 4.5	18466	15376	33842	52.39	42.50	94.89	62.1%	401.7	
4.5 - 0	19406	15874	35280	53.27	42.50	95.77	63.3%	405.8	

Note: Section capacity checked in 5 degree increments.





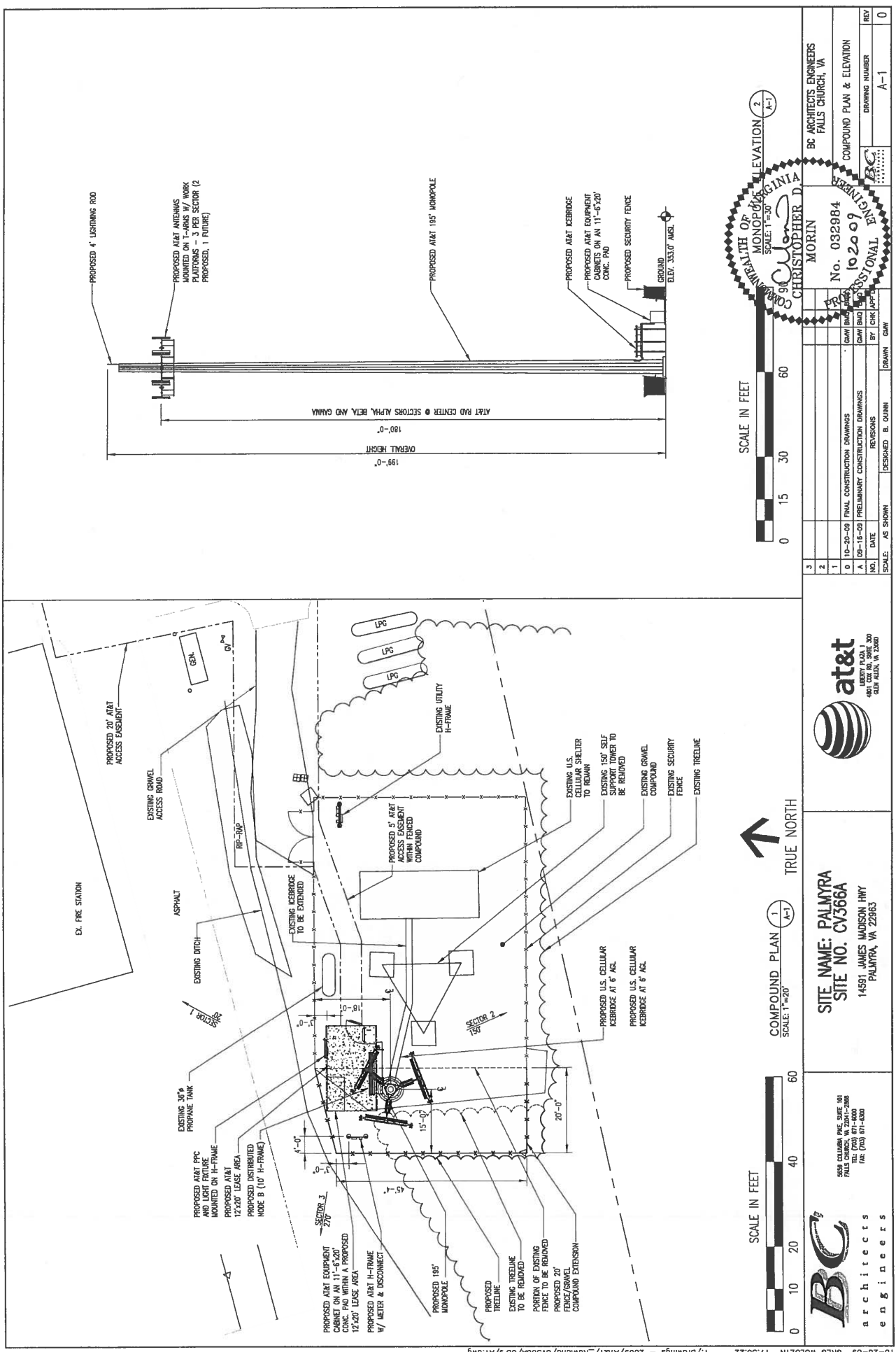
AT&T Cell Site Information:  
Market: Virginia – West Virginia  
Cell Site Name/Number: Palmyra/CV366  
Fixed Asset Number: 10103205

Exhibit 4  
Construction Drawings

<p><b>PROJECT INFORMATION</b></p> <p>PROPOSED (6) SECTOR ANTENNAS MOUNTED ON A PROPOSED TOWER. EQUIPMENT CABINETS WILL BE LOCATED AT THE BASE OF THE TOWER ON A SUB SITE IS AN UNMANNED TELECOMMUNICATIONS FACILITY.</p> <p>SITE ADDRESS: 14591 JAMES MADISON HWY PALMYRA, VA 22963 N 37° 52' 39.309" W 78° 15' 43.9771"</p> <p>GROUND ELEVATION: 353.0' AMSL JURISDICTION: FLUWANA COUNTY, VIRGINIA</p> <p>ZONING DISTRICT CLASSIFICATION: A-1 TAX ID NO: 19-A-389 PARCEL SIZE: 2.871 ACRES DEED REF: D.B. 317 PG. 84 TELECOMMUNICATIONS FACILITY FLUWANA COUNTY PALMYRA, VIRGINIA OWNER: NEW CINGULAR WIRELESS PCS, LLC NAME OF APPLICANT:</p>		<p><b>UTILITY INFORMATION</b></p> <p>POWER: (877) 373-4688 TELECOM: (800) 672-6242</p>		<p><b>at&amp;t</b></p> <p>SITE NUMBER: CV366A SITE NAME: PALMYRA</p>	
<p><b>NOTES</b></p> <p>MAGNETIC DECLINATION - 8° 21'W CHANGING BY 0° 1" PER YEAR AS OF 9/14/09</p>		<p><b>at&amp;t</b></p> <p>SITE NAME: PALMYRA SITE NO: CV366A 14591 JAMES MADISON HWY PALMYRA, VA 22963</p>		<p><b>BC architects engineers</b></p> <p>5640 COLUMBIA PKWY, SUITE 401 FALLS CHURCH, VA 22044 TEL: (703) 871-4300 FAX: (703) 871-4300</p>	
<p><b>DRAWING INDEX</b></p> <p>T-1 TITLE SHEET</p> <p>C-1 SURVEY</p> <p>A-1 COMPOUND PLAN &amp; ELEVATION</p> <p>A-2 FOUNDATION DETAILS</p> <p>A-3 EQUIPMENT SPECS</p> <p>A-4 EQUIPMENT SPECS</p> <p>A-5 ANTENNA DETAILS</p> <p>A-6 ANTENNA DETAILS</p> <p>A-7 ANTENNA DETAILS</p> <p>A-8 FENCE DETAILS</p> <p>A-9 NOTES</p> <p>E-1 ELECTRICAL PLAN</p> <p>E-2 ELECTRICAL DETAILS</p> <p>E-3 ELECTRICAL DETAILS</p> <p>E-4 ELECTRICAL DETAILS</p> <p>E-5 ELECTRICAL DETAILS &amp; NOTES</p> <p>SP-1 SPECIFICATIONS</p> <p>SP-2 SPECIFICATIONS</p> <p>SP-3 SPECIFICATIONS</p>		<p><b>VICINITY MAP</b></p> <p><b>DIRECTION:</b> FROM I-64 (EAST) TAKE EXIT 136, TURN RIGHT ONTO RAMP 0.3 MI. TURN RIGHT (SOUTH-WEST) ONTO US-15 (JAMES MADISON HWY) 7.7 MI. TURN RIGHT (WEST) ONTO LOCAL ROAD(S) 54 YDS. ARRIVE AT SITE</p> <p>SCALE: 1"=2000'</p>		<p><b>APPLICABLE BUILDING CODES AND STANDARDS</b></p> <p>SUBCONTRACTOR'S WORK SHALL COMPLY WITH ALL APPLICABLE NATIONAL, STATE, AND LOCAL CODES AS ADOPTED BY THE LOCAL AUTHORITY HAVING JURISDICTION (LAW) FOR THE LOCATION OF THE AND ADOPTED CODES AND STANDARDS IN EFFECT ON THE DATE OF CONTRACT AWARD SHALL GOVERN THE DESIGN.</p> <p>BUILDING CODE: INTERNATIONAL BUILDING CODE (IBC 2006)</p> <p>ELECTRICAL CODE: NATIONAL ELECTRICAL CODE (NEC 2005)</p> <p>SUBCONTRACTOR'S WORK SHALL COMPLY WITH THE LATEST EDITION OF THE FOLLOWING STANDARDS: AMERICAN CONCRETE INSTITUTE (ACI) 318, BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC), MANUAL OF STEEL CONSTRUCTION, 13TH EDITION TELECOMMUNICATIONS INDUSTRY ASSOCIATION (TIA) 222-F, STRUCTURAL STANDARDS FOR STEEL ANTENNA TOWER AND ANTENNA SUPPORTING STRUCTURES TIA 607, COMMERCIAL BUILDING GRADING AND BONDING REQUIREMENTS FOR TELECOMMUNICATIONS INSTITUTE FOR ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE) 81, GUIDE FOR MEASURING EARTH RESISTIVITY, GROUND IMPEDANCE, AND EARTH SURFACE POTENTIALS OF A GROUND SYSTEM IEEE 1100 (1996) RECOMMENDED PRACTICE FOR POWERING AND GROUNDING OF ELECTRONIC EQUIPMENT IEEE C92.41, RECOMMENDED PRACTICES ON SURGE VOLTAGES IN LOW VOLTAGE AC POWER CIRCUITS (FOR LOCATION CATEGORY "C" AND "HIGH SYSTEM EXPOSURE") TELECOM 08-1275, GENERAL INSTALLATION REQUIREMENTS TELECOM 08-1503, CABLE CABLE CONNECTIONS ANSI T1.311, FOR TELECOM - DC POWER SYSTEMS - TELECOM ENVIRONMENTAL PROTECTION FOR ANY CONFLICTS BETWEEN SECTIONS OF LISTED CODES AND STANDARDS REGARDING MATERIAL, METHODS OF CONSTRUCTION, OR OTHER REQUIREMENTS, THE MOST RESTRICTIVE REQUIREMENT SHALL GOVERN. WHERE THERE IS CONFLICT BETWEEN A GENERAL REQUIREMENT AND A SPECIFIC REQUIREMENT, THE SPECIFIC REQUIREMENT SHALL GOVERN.</p>	
<p><b>REV</b></p> <p>0</p>		<p><b>at&amp;t</b></p> <p>SITE NAME: PALMYRA SITE NO: CV366A 14591 JAMES MADISON HWY PALMYRA, VA 22963</p>		<p><b>BC architects engineers</b></p> <p>5640 COLUMBIA PKWY, SUITE 401 FALLS CHURCH, VA 22044 TEL: (703) 871-4300 FAX: (703) 871-4300</p>	
<p><b>REVISIONS</b></p> <p>NO. DATE BY CHK APPR</p> <p>1 10-20-09 FINAL CONSTRUCTION DRAWINGS</p> <p>2 10-20-09 PRELIMINARY CONSTRUCTION DRAWINGS</p> <p>3 10-20-09 PRELIMINARY CONSTRUCTION DRAWINGS</p> <p>4 10-20-09 PRELIMINARY CONSTRUCTION DRAWINGS</p> <p>5 10-20-09 PRELIMINARY CONSTRUCTION DRAWINGS</p> <p>6 10-20-09 PRELIMINARY CONSTRUCTION DRAWINGS</p> <p>7 10-20-09 PRELIMINARY CONSTRUCTION DRAWINGS</p> <p>8 10-20-09 PRELIMINARY CONSTRUCTION DRAWINGS</p> <p>9 10-20-09 PRELIMINARY CONSTRUCTION DRAWINGS</p> <p>10 10-20-09 PRELIMINARY CONSTRUCTION DRAWINGS</p>		<p><b>at&amp;t</b></p> <p>SITE NAME: PALMYRA SITE NO: CV366A 14591 JAMES MADISON HWY PALMYRA, VA 22963</p>		<p><b>BC architects engineers</b></p> <p>5640 COLUMBIA PKWY, SUITE 401 FALLS CHURCH, VA 22044 TEL: (703) 871-4300 FAX: (703) 871-4300</p>	
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<p><b>at&amp;t</b></p> <p>SITE NAME: PALMYRA SITE NO: CV366A 14591 JAMES MADISON HWY PALMYRA, VA 22963</p>		<p><b>at&amp;t</b></p>			







SCALE IN FEET  
0 15 30 60

TRUE NORTH  
↑

SCALE IN FEET  
0 10 20 40 60

COMPOUND PLAN 1  
SCALE: 1"=20'

COMPOUND PLAN 2  
SCALE: 1"=30'

COMPOUND PLAN 3  
SCALE: 1"=40'

COMPOUND PLAN 4  
SCALE: 1"=50'

COMPOUND PLAN 5  
SCALE: 1"=60'

COMPOUND PLAN 6  
SCALE: 1"=70'

COMPOUND PLAN 7  
SCALE: 1"=80'

COMPOUND PLAN 8  
SCALE: 1"=90'

COMPOUND PLAN 9  
SCALE: 1"=100'

COMPOUND PLAN 10  
SCALE: 1"=110'

COMPOUND PLAN 11  
SCALE: 1"=120'

COMPOUND PLAN 12  
SCALE: 1"=130'

COMPOUND PLAN 13  
SCALE: 1"=140'

COMPOUND PLAN 14  
SCALE: 1"=150'

COMPOUND PLAN 15  
SCALE: 1"=160'

COMPOUND PLAN 16  
SCALE: 1"=170'

COMPOUND PLAN 17  
SCALE: 1"=180'

COMPOUND PLAN 18  
SCALE: 1"=190'

BC ARCHITECTS 14591 JAMES MADISON HWY PALMYRA, VA 22963 TEL: (703) 871-4300 FAX: (703) 871-4300		SITE NAME: PALMYRA SITE NO. CV366A 14591 JAMES MADISON HWY PALMYRA, VA 22963		at&t LIBERTY PLAN 1-20 14591 JAMES MADISON HWY PALMYRA, VA 22963		COMMONWEALTH OF VIRGINIA STATE: 1-20 SCALE: 1"=30'		COMPOUND PLAN 1 & ELEVATION BC ARCHITECTS ENGINEERS FALLS CHURCH, VA	
10-20-09		10-20-09		10-20-09		10-20-09		10-20-09	
REV		REV		REV		REV		REV	
BY		BY		BY		BY		BY	
DATE		DATE		DATE		DATE		DATE	
DESIGNED		DESIGNED		DESIGNED		DESIGNED		DESIGNED	
DRAWN		DRAWN		DRAWN		DRAWN		DRAWN	
SCALE		SCALE		SCALE		SCALE		SCALE	
AS SHOWN		AS SHOWN		AS SHOWN		AS SHOWN		AS SHOWN	
0		0		0		0		0	
1		1		1		1		1	
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75		75		75		75		75	

9. ALL SURFACES ARE TO BE CLEANED OF ANY RESIDUAL CONCRETE FROM SPLASHING OR SPILLS.

SOIL COMPACTION NOTES FOR SLAB ON GRADE



10-20-09 GREG W



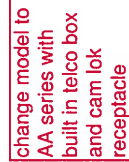
CABINET SIDE ELEVATION 1  
A-3



CABLE TRANSITION TO CABINET 2  
A-3



CABINET FRONT ELEVATION



AC PANELBOARD AND UTILITY RACK LIGHTING 4

5859 COLUMBIA PKWY, SUITE 101  
FALLS CHURCH, VA 22041-2868  
TEL: (703) 671-8000  
FAX: (703) 671-8300

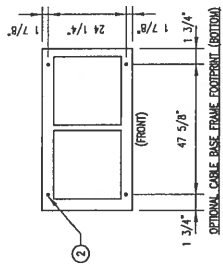
**SITE NAME: PALMYRA**  
**SITE NO. CV366A**  
**14591 JAMES MADISON HWY**  
**PALMYRA, VA 22963**

[illegible]

 $\frac{1}{A-4}$ 

5859 COLUMBA PKC, SUITE 101  
FALLS CHURCH, VA 22041-2868  
TEL: (703) 671-6000  
FAX: (703) 671-8300

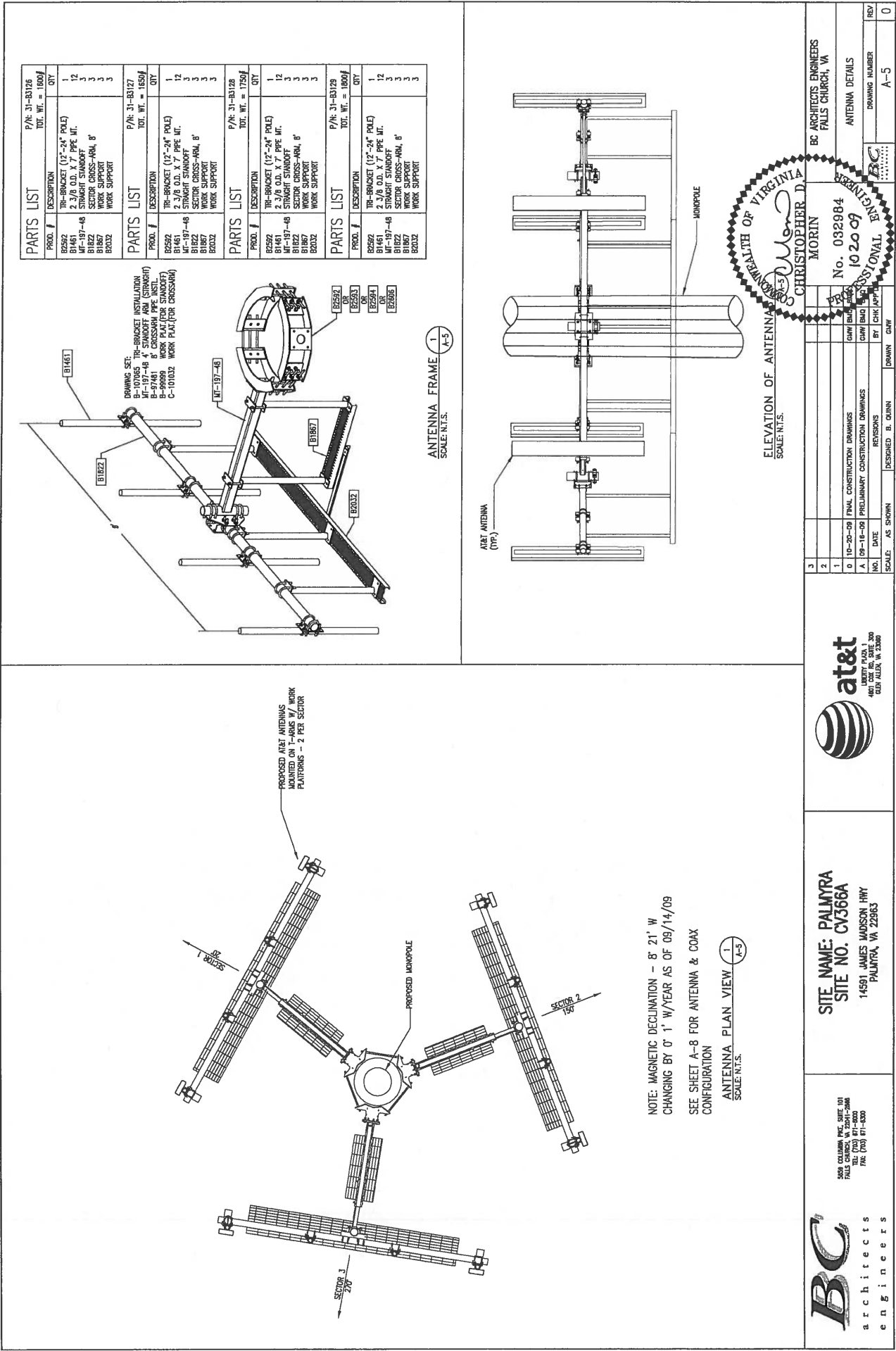
**BC** architects  
engineers

[illegible]

NOTE: THE RBS 3106 CABINET IS THE SAME AS THE GSM RBS 2106.  
(REF. PRODUCT DESCRIPTION 22101-FGC 101 749 Uen Rev A)

ERGSSON RIS 2106/2106 MINIMUM CLEARANCES		
DIRECTION	MINIMUM CLEARANCE	
CABINET FRONT	55"	
CABINET REAR	2"	
CABINET LEFT	0" (3" MIN. FOR 135° DOOR SWING)	
CABINET RIGHT	0"	
ABOVE THE CABINET	-	

EQUIPMENT DESIGN AND INSTALLATION DETAILS 2  
A-4



10-20-09 GREG WOLOZYN 12:56:51 Y:\Drawings - 2008\AT&T\Rowland\CV366A\CD's\AS.dwg



5608 COLLIERIA PKWY, SUITE 101  
FALLS CHURCH, VA 22046  
TEL: (703) 871-8200  
FAX: (703) 871-8300

**SITE NAME: PALMYRA**  
**SITE NO. CV366A**  
14591 JAMES MADSON HWY  
PALMYRA, VA 22963



3	
2	
1	

0	10-20-09	FINAL CONSTRUCTION DRAWINGS
A	09-16-09	PRELIMINARY CONSTRUCTION DRAWINGS
NO.	DATE	REVISIONS

BY	CHK	APP
DATE	DATE	DATE
SCALE	AS SHOWN	DESIGNED BY: QUINN

BC ARCHITECTS ENGINEERS  
FALLS CHURCH, VA  
ANTENNA DETAILS  
No. 092984  
10/20/09  
ENGINEER  
PROFESSIONAL

REV	DRAWING NUMBER	REV
A-5	0	







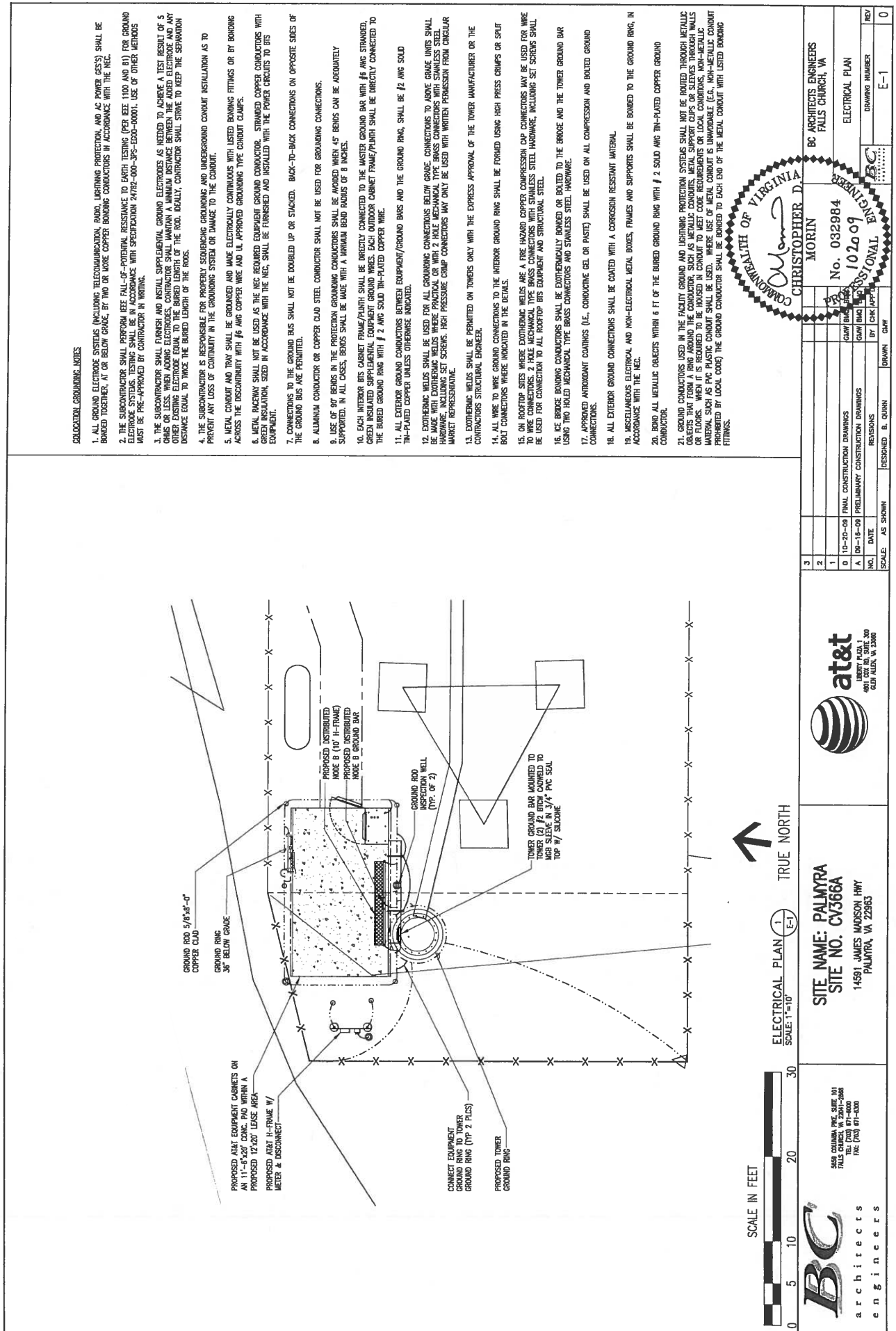


**FENCE DETAIL**  
**SCALE: N.T.S.**

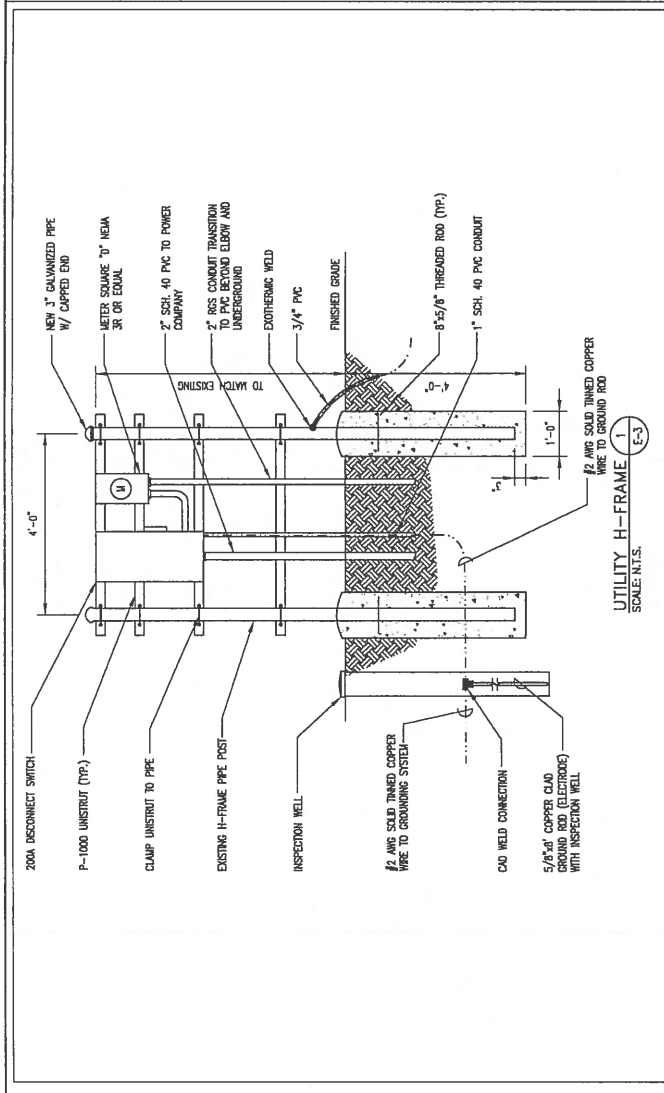
BC ARCHITECTS ENGINEERS FALLS CHURCH, VA	MORIN	No. 032984	FENCE DETAILS	REV	0
		102009	DRAWING NUMBER	A-8	

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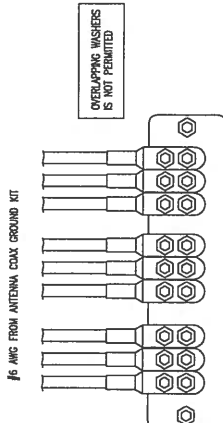
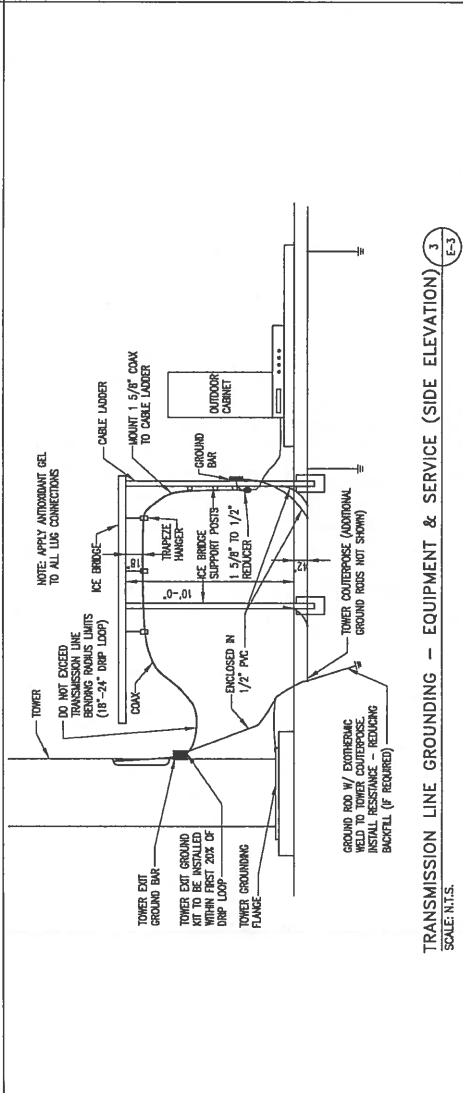
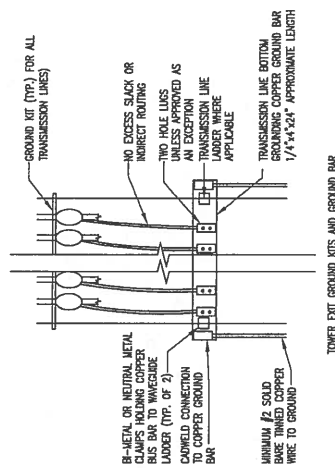








TOWER EXIT GROUND KITS AND GROUND BAR (2) E-3  
SCALE: N.T.S.



TOWER GROUND BARS (TOP OF TOWER) (MIDDLE OF TOWER-IF REQUIRED) (SCALE: N.T.S.)

**BC architects engineers**

5608 COLUMBIA PIKE, SUITE 101  
FALLS CHURCH, VA 22041  
TEL: (703) 871-4000  
FAX: (703) 871-4000

**SITE NAME: PALMIRA**  
**SITE NO. CV366A**  
14591 JAMES MADISON HWY  
PALMIRA, VA 22963

**at&t**  
LIBERTY PLUS 1  
40011 COT RD, SUITE 300  
CENT ARLIN, VA 22026

**BC ARCHITECTS ENGINEERS**  
FALLS CHURCH, VA

**NO. 032984**  
**PROJ. 10209**  
**ENGINEER: CHRISTOPHER D. MORIN**

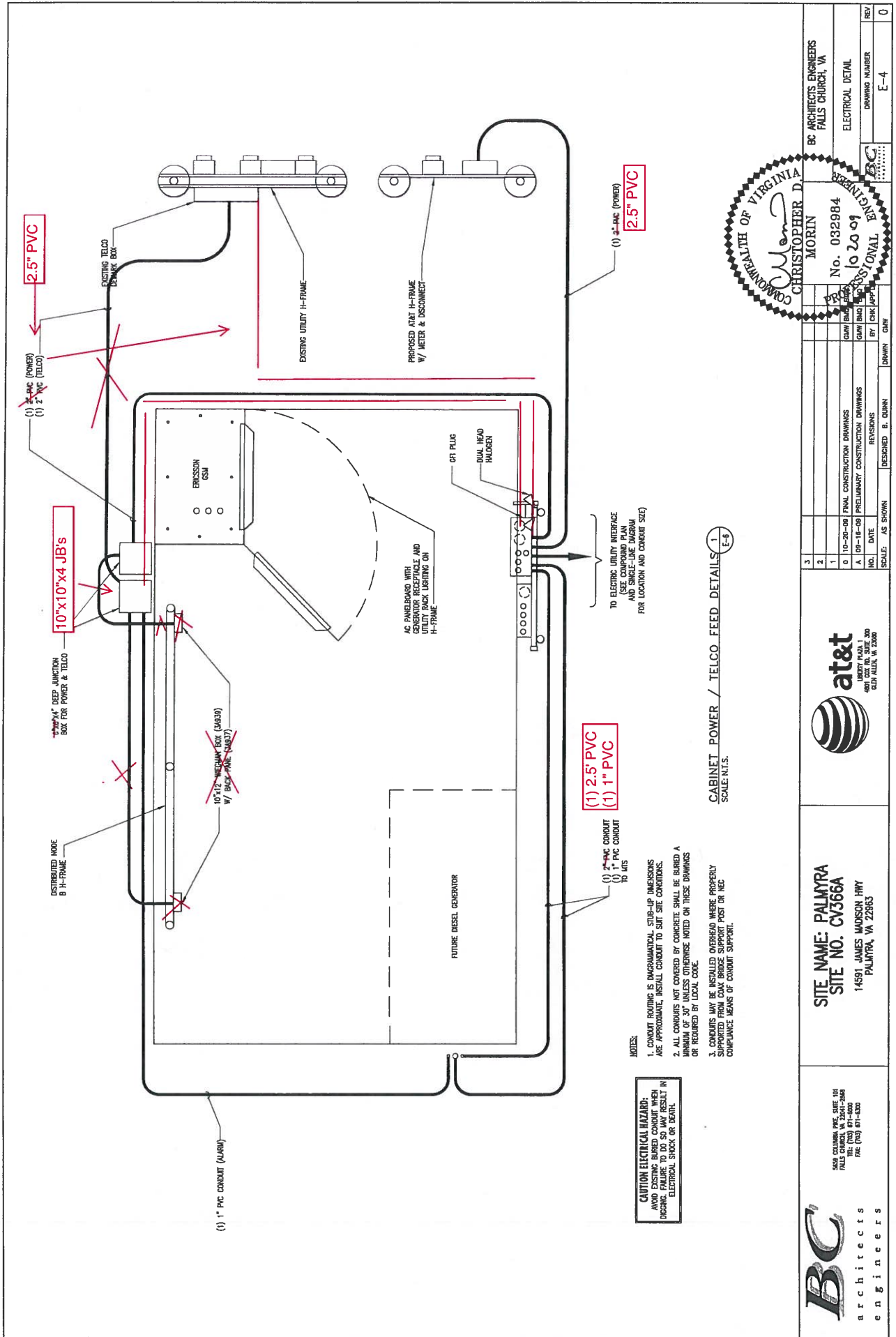
NO.	DATE	REVISIONS	DESIGNED BY	DRAWN BY	SCALE
1	10-20-09	FINAL CONSTRUCTION DRAWINGS	BY: CHK	CHK	AS SHOWN
2	10-20-09	PRELIMINARY CONSTRUCTION DRAWINGS	BY: CHK	CHK	AS SHOWN
3	10-20-09	FINAL CONSTRUCTION DRAWINGS	BY: CHK	CHK	AS SHOWN

**ELECTRICAL DETAILS**

BC ARCHITECTS ENGINEERS  
FALLS CHURCH, VA

**REVISIONS**

1. 10-20-09  
2. 10-20-09  
3. 10-20-09



1. SUBCONTRACTOR SHALL PROVIDE 200AMP, SINGLE PHASE, 120/240 VAC, 60HZ SERVICE FOR SITE.

2. SUBCONTRACTOR SHALL COORDINATE WITH UTILITY COMPANY BEFORE THE START OF CONSTRUCTION. POWER AND TELEPHONE CONDUIT SHALL BE PROVIDED AND INSTALLED PER UTILITY REQUIREMENTS.

3. FOR COMPLETE INTERNAL WIRING AND ARRANGEMENT REFER TO DRAWINGS PROVIDED BY PANEL MANUFACTURER.

1. ALL ELECTRICAL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS, NEC AND ALL APPLICABLE LOCAL CODES.
2. CONDUIT ROUTINGS ARE SCHEMATIC. SUBCONTRACTOR SHALL INSTALL CONDUITS SO THAT ACCESS TO EQUIPMENT IS NOT BLOCKED.
3. WIRING, RACEWAY AND SUPPORT METHODS AND MATERIALS SHALL COMPLY WITH THE REQUIREMENTS OF THE NEC AND TELCORDIA.
4. ALL CIRCUITS SHALL BE SEGREGATED AND MAINTAIN MINIMUM CABLE SEPARATION AS REQUIRED BY THE NEC AND TELCORDIA.

4. SUBCONTRACTOR SHALL INSTALL SUFFICIENT LENGTHS OF LFMC INCLUDING ALL CONDUIT FITTINGS (NUTS, REDUCING BUSHINGS, ELBOWS, COUPLINGS, ETC) NECESSARY FOR CONNECTION FROM IMC CONDUIT TO THE INTERIOR OF THE ITS CABINET.

5. SUBCONTRACTOR SHALL PROVIDE ELECTRICAL SERVICE EQUIPMENT WITH FAULT CURRENT RATINGS GREATER THAN THE AVAILABLE FAULT CURRENT FROM THE POWER UTILITY.

COLOR-CODED INSULATION OR ELECTRICAL TAPE (3M BRAND, 1/2 INCH PLASTIC ELECTRICAL TAPE WITH UV PROTECTION, OR EQUIV.), THE IDENTIFICATION METHOD SHALL CONFORM WITH NEC & OSHA.

7. ALL ELECTRICAL COMPONENTS SHALL BE CLEARLY LABELED WITH ENGRAVED LAMACORD PLASTIC LABELS. ALL EQUIPMENT SHALL BE LABELED WITH THEIR VOLTAGE RATING, PHASE CONFIGURATION, WIRE CONFIGURATION, POWER OR AMPACITY RATING, AND BRANCH CIRCUIT ID NUMBERS (E.G., PANELBOARD AND CIRCUIT ID'S).

8. PANELBOARDS (IO NUMBERS) AND INTERNAL CIRCUIT BREAKERS (CIRCUIT IO NUMBERS) SHALL BE CLEARLY LABELED WITH ENGRAVED LAMACROD PLASTIC LABELS.

9. ALL THE WRAPS SHALL BE CUT FLUSH WITH APPROVED CUTTING TOOL TO REMOVE SHARP EDGES.

10. POWER, CONTROL, AND EQUIPMENT GROUND WIRING IN TUBING OR CONDUIT SHALL BE SINGLE CONDUCTOR (#14 AWG OR LARGER), 600 V, OIL RESISTANT THHN OR THWN-2, CLASS B STRANDED COPPER CABLE RATED FOR 90 °C (WET AND DRY) OPERATION; LISTED OR LABELED FOR THE LOCATION AND RACEWAY SYSTEM USED, UNLESS OTHERWISE SPECIFIED.

11. SUPPLEMENTAL EQUIPMENT GROUND WIRING LOCATED INDORS SHALL BE SINGLE CONDUCTOR (#6 AWG OR LARGER), 600 V. OIL RESISTANT THHN OR THWN-2 GREEN INSULATION, CLASS B STRANDED COPPER CABLE RATED FOR 90 °C (WET AND DRY) OPERATION; LISTED OR LABELED FOR THE LOCATION AND RACEWAY SYSTEM USED, UNLESS OTHERWISE SPECIFIED.

12. POWER AND CONTROL WIRING, NOT IN TUBING OR CONDUIT, SHALL BE MULTI-CONDUCTOR, TYPE TC CABLE (#14 AWG OR LARGER), 600 V, OIL RESISTANT THIN OR THW-2, CLASS B STRANDED COPPER CABLE RATED FOR 90 °C (WET AND DRY) OPERATION; WITH OUTER JACKET:

LISTED OR LABELED FOR THE LOCATION USED, UNLESS OTHERWISE SPECIFIED.

14. RACEWAY AND CABLE TRAY SHALL BE LISTED OR LABELED FOR ELECTRICAL USE IN ACCORDANCE WITH NEMA, UL, ANS/IEEE, AND NEC.

15. ELECTRICAL METALLIC TUBING (EMT) OR RIGID NONMETALLIC CONDUIT (I.E., RIGID PVC SCHEDULE 40, OR RIGID PVC SCHEDULE 80 FOR LOCATIONS SUBJECT TO PHYSICAL DAMAGE) SHALL BE USED FOR EXPOSED INDOOR LOCATIONS.

16. ELECTRICAL METALLIC TUBING (EMT), ELECTRICAL NONMETALLIC TUBING (ENT), OR RIGID NONMETALLIC CONDUIT (RIGID PVC, SCHEDULE 40) SHALL BE USED FOR CONCEALED INDOOR LOCATIONS.

17. GALVANIZED STEEL INTERMEDIATE METALLIC CONDUIT (IMC) SHALL BE USED FOR OUTDOOR LOCATIONS ABOVE GRADE.

18. RIGID NONMETALLIC CONDUIT (I.E., RIGID PVC SCHEDULE 40 OR RIGID PVC SCHEDULE 80) SHALL BE USED UNDERGROUND; DIRECT BURIED, IN AREAS OF OCCASIONAL LIGHT VEHICLE TRAFFIC OR ENCASED IN REINFORCED CONCRETE IN AREAS OF HEAVY VEHICLE TRAFFIC.

19. LIQUID-TIGHT FLEXIBLE METALLIC CONDUIT (LIQUID-TITE FLEX) SHALL BE USED INDOORS AND OUTDOORS, WHERE VIBRATION OCCURS OR FLEXIBILITY IS NEEDED.

20. CONDUIT AND TUBING FITTINGS SHALL BE THREADED OR COMPRESSION-TYPE AND APPROVED FOR THE LOCATION USED. SETSCREW FITTINGS ARE NOT ACCEPTABLE.

21. CABINETS, BOXES, AND WIREWAYS SHALL BE LISTED OR LABELED FOR ELECTRICAL USE IN ACCORDANCE WITH NEMA, UL, ANSI/IEEE, AND NEC.

22. WIREMANS SHALL BE EPOXY-COATED (GRAY) AND INCLUDE A HINGED COVER, DESIGNED TO SWING OPEN DOWNWARD; SHALL BE PAINTED TYPE E (OR EQUAL); AND RATED NEMA 1 (OR BETTER) INDOORS, OR NEMA 3R (OR BETTER) OUTDOORS.

## ELECTRICAL NOTES CONT.:

23. EQUIPMENT CABINETS, TERMINAL BOXES, JUNCTION BOXES, AND PULL BOXES SHALL BE GALVANIZED OR EPOXY-COATED SHEET STEEL, SHALL MEET OR EXCEED UL 50, AND RATED NEMA 1 (OR BETTER) INDOORS, OR NEMA 3R (OR BETTER) OUTDOORS.

24. METAL RECEPTACLE, SWITCH, AND DEVICE BOXES SHALL BE GALVANIZED, EPOXY-COATED, OR NON-CORRODING; SHALL MEET OR EXCEED UL 5174A AND NEMA OS 1; AND RATED NEMA 1 (OR BETTER) INDOORS, OR WEATHER PROTECTED (WP OR BETTER) OUTDOORS.

25. NONMETALLIC RECEPTACLE, SWITCH, AND DEVICE BOXES SHALL MEET OR EXCEED NEMA 1 (OR BETTER) INDOORS, OR WEATHER PROTECTED (NP OR BETTER) OUTDOORS.

26. THE SUBCONTRACTOR SHALL NOTIFY AND OBTAIN NECESSARY PERMISSION FROM THE CONTRACTOR BEFORE COMMENCING WORK ON THE AC POWER DISTRIBUTION PANELS.

27. THE SUBCONTRACTOR SHALL PROVIDE NECESSARY TAPPING ON THE BREAKERS, CABLES AND DISTRIBUTION PANELS IN ACCORDANCE WITH THE APPLICABLE CODES AND STANDARDS TO SAFEGUARD AGAINST LIFE AND PROPERTY.



**at&t**  
LIBERTY PLAZA 1  
4001 COX RD. SUITE 300  
SCARLETT, N.C. 27586

SITE NAME: PALMYRA  
SITE NO. CV366A  
14591 JAMES MADISON HWY  
PALMYRA, VA 22963

[illegible]

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1.0	GENERAL REQUIREMENTS
1.1	PURPOSE AND INTENT
1.2	GENERAL REQUIREMENTS
1.3	PURPOSE AND INTENT
1.4	CONTRACTS
1.5	CLEARING AND GRUBBING
1.6	COSES
1.7	LICENSING
1.8	OSHA
1.9	PHOTOS
1.10	BUILDING PERMITS
1.11	TRAILING REQUIREMENTS AND CONSTRUCTION DOCUMENTS
1.12	FAM PERMIT AND TOWER LIGHTING
2.0	TOWER SECURITY
2.1	SITE CONTROL
2.2	SITE PREPARATION
2.3	SCOPE OF WORK
2.4	PRODUCT AND MATERIALS
2.5	EXHIBITS
2.6	SCOPE OF WORK
2.7	QUALITY ASSURANCE
2.8	PRODUCTS AND MATERIALS
2.9	CLEARING AND GRUBBING
2.10	STRIPPING
2.11	COMMON EXCAVATION
2.12	EMBANKMENT
2.13	SITE GRADING
2.14	SURFACE PREPARATION
2.15	GEOTEXTILE FABRIC
2.16	GRAVEL SURFACING
2.17	DEMOLITION
2.18	INTERIORS
2.19	PIPE DETECTION AND RECONSTRUCTION
2.20	TRENCH EXCAVATION
2.21	TRENCH PROTECTION
2.22	BACKFILLING
2.23	COMPACTION
2.24	SHIELDING, FENCES AND GATES
2.25	GENERAL
2.26	PRODUCTS AND MATERIALS
2.27	LANDSCAPING
2.28	CONCRETE FORMWORK
2.29	CONCRETE REINFORCEMENT
2.30	CAST-IN-PLACE CONCRETE
2.31	STRUCTURAL STEEL
2.32	GROUNDING
2.33	GROUNDING
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2.99	GROUNDING
3.0	GENERAL REQUIREMENTS
3.1	PURPOSE AND INTENT
3.2	GENERAL REQUIREMENTS
3.3	PURPOSE AND INTENT
3.4	CONTRACTS
3.5	CLEARING AND GRUBBING
3.6	COSES
3.7	LICENSING
3.8	OSHA
3.9	PHOTOS
3.10	BUILDING PERMITS
3.11	TRAILING REQUIREMENTS AND CONSTRUCTION DOCUMENTS
3.12	FAM PERMIT AND TOWER LIGHTING
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3.15	SITE PREPARATION
3.16	SCOPE OF WORK
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3.35	BACKFILLING
3.36	COMPACTION
3.37	SHIELDING, FENCES AND GATES
3.38	GENERAL
3.39	PRODUCTS AND MATERIALS
3.40	LANDSCAPING
3.41	CONCRE





**BC**  
architects  
engineers

CLEAN SET OF CONTRACT DRAWINGS WHICH SHALL BE TURNED OVER TO THE CONSTRUCTION MANAGER UPON COMPLETION OF THE PROJECT.

15. ENSURE POSITIVE DRAINAGE DURING AND AFTER COMPLETION OF CONSTRUCTION.
16. ASPHALT SHALL BE CLEAN, HARD, SOUND, DURABLE, UNIFORM IN QUALITY, AND FREE OF ANY DETRIMENTAL QUANTITY OF SOFT, FRAGILE, THIN, ELONGATED OR LAMINATED PIECES, DESINTEGRATED MATERIAL, ORGANIC MATTER, OIL, ALKALI, OR OTHER DELETERIOUS SUBSTANCE.

1. ALL UTILITY POLES SHALL BE 35 FT., CLASS 4 OR AS DIRECTED BY THE UTILITY PROVIDER. THE CONTRACTOR SHALL COORDINATE WITH THE UTILITY COMPANY PRIOR TO EXCAVATING OR INSTALLING ANY UTILITY POLES.

ABBREVIATION KEY	
#	DIAMETER
&	AND
BTM.	BOTTOM
¢	CENTER LINE
CONC.	CONCRETE
C.J.	CONTROL JOINT
DN.	DIAMETER
EL.	ELEVATION
E.S.	EACH SIDE
E.W.	EACH WAY
FTI	FLANGE FACING INSIDE
FTO	FLANGE FACING OUTSIDE
FEET	FEET
F.V.	FIELD VERIFY
GAUV.	GALVANIZED
HORIZ.	HORIZONTAL
IN.	INCH
LFO	LEGS FACING OUTSIDE
LLVO	LONG LEGS VERTICAL DOWN
LLVO	LONG LEGS VERTICAL UP
MAX.	MAXIMUM
MFR.	MANUFACTURER
MIN.	MINIMUM
MPH	MILES PER HOUR
O.C.	ON CENTER
P.	PLATE
REINF.	REINFORCE
REQ'D	REQUIRED
SHA	SHALL
STD.	STANDARD
STL.	STEEL
TYP.	TYPICAL
UNO.	UNLESS NOTED OTHERWISE
VERT.	VERTICAL
VD	VERTICAL LEGS DOWN
VU	VERTICAL LEGS UP
W/	WITH



**at&t**  
LIBERTY PLAZA 1  
4801 COX RD, SUITE 300  
GLEN ALLEN, VA 22060

COMMONWEALTH OF VIRGINIA  
CHRISTOPHER D. MORIN  
No. 032984  
PROFESSIONAL ENGINEER  
License No. 102069

BC ARCHITECTS ENGINEERS FALLS CHURCH, VA	SPECIFICATIONS		REV	0
			DRAWING NUMBER	SP-3

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB U

<b>MEETING DATE:</b>	August 16, 2017				
<b>AGENDA TITLE:</b>	Deed of Conveyance for CVEC Communications Tower Property				
<b>MOTION(s):</b>	I move the Board of Supervisors approve the resolution entitled, "A RESOLUTION TO APPROVE AND ACCEPT THE DEED CONVEYING AN APPROXIMATELY 100' X 100' PORTION OF FLUVANNA COUNTY TAX MAP PARCEL 10-A-32 FOR A COMMUNICATION TOWER."				
<b>STRATEGIC INITIATIVE?</b>	Yes XX	No	If yes, list initiative(s):		C8
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter XX	Presentation	Consent Agenda	Other
<b>STAFF CONTACT(S):</b>	Cheryl J. Elliott, Emergency Services Coordinator				
<b>PRESENTER(S):</b>	Cheryl J. Elliott, Emergency Services Coordinator				
<b>RECOMMENDATION:</b>	APPROVAL				
<b>TIMING:</b>	IMMEDIATE				
<b>DISCUSSION:</b>	CVEC and the County signed a Contract of Sale dated November 17, 2016, amended by Amendment #1 to Contract of Sale dated May 5, 2017, to purchase an approximately 100' x 100' portion of tax map parcel 10-A-32 owned by CVEC for a public safety communications tower on the CVEC property. Under the agreement and deed, among other things: the County will construct a not less than 300' tower; CVEC may place certain equipment on the tower; CVEC will pay for certain additional engineering to accommodate their equipment load; CVEC will provide electricity at no charge for the county equipment; both the County's and CVEC's equipment will be backed up through the County's generator; additional facilities, including but not limited to facilities of third parties, may be allowed on the tower as the County deems appropriate; and if the County ever stops using this tower as a communications site, the property will revert to CVEC.				
<b>FISCAL IMPACT:</b>	NONE				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	Contract of Sale dated November 17, 2016; Amendment #1 dated May 5, 2017				
<b>ENCLOSURES:</b>	Resolution to Accept the Deed; Deed of Conveyance				
<b>REVIEWS COMPLETED:</b>	Legal XX	Finance	Purchasing	HR	Other





# BOARD OF SUPERVISORS

County of Fluvanna  
Palmyra, Virginia

## RESOLUTION No. \_\_\_\_-2017

### **A RESOLUTION TO APPROVE AND ACCEPT THE DEED CONVEYING AN APPROXIMATELY 100' X 100' PORTION OF FLUVANNA COUNTY TAX MAP PARCEL 10-A-32 FOR A COMMUNICATION TOWER**

**WHEREAS**, as approved by action of the Board of Supervisors of Fluvanna County on November 16, 2016, the County entered into a Contract of Sale dated November 17, 2016 (together with all amendments, the "Contract"), with Central Virginia Electric Cooperative ("CVEC"), for the purchase of a parcel to be agreed upon and consisting of an approximately 100' x 100' portion of Fluvanna County Tax Map Parcel 10-A-32 (the "Property"), in order to secure a location for a communication tower; and

**WHEREAS**, a copy of the proposed deed of conveyance of the Property is attached hereto and sets forth the terms of certain easements and agreements between the County and CVEC, as contemplated by the Contract;

**NOW THEREFORE, BE IT HEREBY RESOLVED**, by the Fluvanna County Board of Supervisors, that the conveyance, easements and agreements are approved, substantially as set forth in the proposed deed of conveyance, subject to such revisions or technical corrections as may be deemed necessary or appropriate by the County Administrator in consultation with the County Attorney; that the deed of conveyance delivered pursuant to the Contract is accepted, subject to approval as to form by the County Attorney; that the County Administrator is authorized to execute the County's acceptance of the deed of conveyance delivered pursuant to the Contract in accordance with Virginia Code Section 15.2-1803, and to execute and deliver such other documents as he deems necessary or appropriate to complete the transaction contemplated hereby; and the County Administrator and County Attorney are hereby directed to take such other and further actions as may be necessary or appropriate on behalf of the County to complete the transaction contemplated hereby.

**THE FOREGOING RESOLUTION WAS ADOPTED** at a regular meeting of the Board of Supervisors of Fluvanna County held \_\_\_\_\_ by the following vote:

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

A COPY, teste:

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

This instrument is exempt from recording tax pursuant to Virginia Code Section 58.1-811.A.3 (1950, as amended).

Prepared by and return to:  
Donna R. DeLoria, Deputy  
Fluvanna County Attorney's Office  
414 East Jefferson Street  
Charlottesville, VA 22902

Tax Map: 10-A-32 (portion)

Consideration/Value: \$2,687.50

Tax Assessment: N/A (not separately assessed)

Title Insurance Underwriter for this Instrument: Chicago Title Insurance Company

THIS DEED made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between **CENTRAL VIRGINIA ELECTRIC COOPERATIVE**, a non-stock corporation organized under the laws of the Commonwealth of Virginia ("CVEC"), as Grantor; and **THE COUNTY OF FLUVANNA**, a political subdivision of the Commonwealth of Virginia (the "County"), as Grantee, whose address is P.O. Box 540, Palmyra, VA 22963;

#### W I T N E S S E T H :

THAT, FOR AND IN CONSIDERATION of TEN DOLLARS, cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, CVEC does hereby GRANT, BARGAIN, SELL, and CONVEY, with GENERAL WARRANTY and ENGLISH COVENANTS OF TITLE, unto the County, the following described property, to-wit:

All that certain tract or parcel of land situated in the County of Fluvanna, Virginia, off State Route 644 (Salem Church Road), containing 0.230 acre, more or less, and more particularly described on a plat by Saunders' Surveys, Inc., dated January 4, 2017, revised February 1, 2017, entitled "Plat Showing a Portion of the Property of Central Virginia Electric Cooperative Palmyra District Fluvanna County, Virginia Comm. #216098 Date: January 4, 2017 File #2747-C", attached hereto and recorded herewith (the "Property"); being a portion of the property conveyed to Central Virginia Electric Cooperative by deed from Walter A. Pace, Jr. and Jean M. Pace, his wife, dated October 17, 1957, recorded October 22, 1957, in the Clerk's Office of the Circuit Court of Fluvanna County, Virginia, in Deed Book 53, page 132; TOGETHER WITH a perpetual, non-exclusive easement under, over, across and along the remaining property of Central Virginia Electric Cooperative identified as "Residue Tax Map #10-A-32 East of Rt. #644" on said plat attached hereto (the "Residue"), for ingress and egress and utilities, in the location shown on said plat as "Entrance Road", "Proposed 20' R/W", "Variable Width R/W", and the associated curb return (the "Access and Utility Easement"); and additionally TOGETHER WITH a perpetual, non-exclusive easement under, over, across and

along the Residue, for the installation, addition, repair, replacement, and maintenance of underground electric lines and related facilities, extending in a generally northeasterly direction from said 0.230 acre parcel and located in part along and adjacent to the Access and Utility Easement.

The County at its expense will construct on the Property a communications tower not less than 300 feet in height (the "Tower"). The design of the Tower shall be sufficient to support the radio communications facilities of the County, together with communications facilities of CVEC as agreed between the parties pursuant to the Easement (defined below), and such additional facilities, including but not limited to facilities of third parties (hereinafter "Users", each a "User") as the County deems appropriate in its sole discretion. The County will be responsible for reasonable and necessary maintenance of the Tower and surface of the Property, including but not limited to, fencing and other security measures. CVEC and the County shall each be solely responsible for the construction, installation and maintenance of its own communications facilities and equipment, including reasonable ground station facilities. Construction, maintenance and operation of all communications facilities shall comply with all applicable federal, state and local law.

CVEC reserves an easement over the Property (the "Easement"), for the benefit of the Residue for access to, and the installation, maintenance and operation of, CVEC's equipment for SCADA communications, two future microwave dishes for wireless network expansion, future use of 220 MHz for distribution automation, and a microwave dish for WAN connectivity to the division office, such equipment to be installed in the locations shown on **Exhibit A** attached hereto and incorporated herein by reference, and ground station facilities to be installed in the location shown on **Exhibit B** attached hereto and incorporated herein by reference. The foregoing specifications may be modified, both initially and from time to time, by agreement between the parties, to accommodate detailed engineering design studies; provided that the operation of CVEC's communications equipment shall at all times be done in accordance with good engineering practice, including compliance with all applicable state and federal standards, and without causing interference as more particularly set forth hereinafter; otherwise the County shall ensure that no other communication devices will interfere with CVEC's communications devices, and provided further that the installation, maintenance and operation of CVEC's communications equipment shall be subject to the prior approval of the County, which approval shall not be unreasonably denied or delayed. CVEC shall not install any equipment on the Tower prior to September 2, 2017, and shall provide the County at all times with a list of CVEC's approved antennas, frequencies, and other equipment in use on the Property. The communications equipment and ground station facilities constructed or installed by CVEC shall be and remain the sole property of CVEC even if attached to the real estate.

In the event CVEC should cease using the Easement for CVEC's communications for a continuous period of two (2) years, the County shall have the right, upon one hundred twenty (120)

days written notice to CVEC, to declare the Easement terminated and of no further effect. CVEC and the County agree that CVEC's ground station facilities, including but not limited to equipment shelter, fuel tank and generator, and communications equipment are personal property owned by CVEC that may be removed by CVEC, or any person holding a security interest therein, notwithstanding that the same may be attached to the real estate. CVEC's use of the Easement for CVEC's communications shall not be deemed to have ceased during any period in which: (1) CVEC is planning for or procuring the addition, replacement or repair of equipment, including related financing; (2) CVEC is planning for or procuring construction, repair or replacement of CVEC's ground station facilities, including related financing; (3) CVEC is planning for or seeking governmental or regulatory approvals or permits, or addressing a violation of any approval or permit; or (4) CVEC is negotiating or litigating any dispute in connection with the Easement, CVEC's ground station facilities, CVEC's equipment, CVEC's communications use, or any governmental or regulatory approval or permit. In the event CVEC should cease using the Easement pursuant to this paragraph, CVEC, if requested to do so by the County, shall remove all of its communications equipment from the Property within 120 days of such request at CVEC's sole expense. In the event the requested removal is not completed in accordance with this paragraph the County may take all actions necessary for completion and CVEC shall pay all related necessary costs within thirty days of the date of written invoice. In the event that CVEC removes CVEC's ground station facilities, CVEC shall have no obligation to restore any land that is disturbed by such removal.

Nothing contained in this deed shall be deemed to require the County to issue any governmental certificate, permit or other governmental approval that may be required. CVEC shall have no right to assign any right of access to the Tower to any third party without the prior written approval of the County, which may be granted or withheld in the County's sole discretion.

CVEC shall provide the County, without cost, with the alternating current (AC) electric power the County shall require to operate its communications equipment. The County will provide a backup power generator, including fuel, for the shared use of the County and CVEC, at no cost to CVEC. CVEC agrees that the public safety equipment of the County shall have priority over all other communications facilities and equipment.

All provisions of this deed which require agreement between the parties shall require that CVEC and the County undertake to negotiate the same in good faith and that agreement shall not be unreasonably withheld or delayed.

In the event the County should cease using the Property for the County's communications for a continuous period of two (2) years, CVEC shall have the right, upon one hundred twenty (120) days written notice to the County, to declare the interest of the County terminated and to enter into possession of the Property as CVEC's sole estate in fee simple absolute, subject to any outstanding security interests and further subject to any and all licenses or leases to any User,



which shall be thereupon deemed assigned to CVEC. CVEC and the County agree that the County's or any User's ground station facilities, including but not limited to equipment shelters, fuel tanks and generators, and communications equipment are personal property owned by the County or such User that may be removed by the County, such User, or any person holding a security interest therein, notwithstanding that the same may be attached to the real estate. The County's use of the Property for the County's communications shall not be deemed to have ceased during any period in which: (1) the County is planning for or procuring the addition, replacement or repair of equipment, including related financing; (2) the County is planning for or procuring construction, repair or replacement of the Tower or other of the County's improvements, including related financing; (3) the County is planning for or seeking governmental or regulatory approvals or permits, or addressing a violation of any approval or permit; or (4) the County is negotiating or litigating any dispute in connection with the Property, the Tower, other of the County's improvements, the County's equipment, the County's communications use, or any governmental or regulatory approval or permit. In the event the County should cease using the Property pursuant to this paragraph, the County, if requested to do so by CVEC, shall remove all of its communications equipment from the Property within 120 days of such request at the County's sole expense. In the event the requested removal is not completed in accordance with this paragraph CVEC may take all actions necessary for completion and the County shall pay all related necessary costs within thirty days of the date of written invoice. In the event that the County removes any of the County's ground station facilities, including but not limited to the County's equipment shelter, generator or fuel tank, the County shall have no obligation to restore any land that is disturbed by such removal.

CVEC and the County agree that each will continuously maintain commercial general liability insurance covering work and operations upon the Property performed by it, its employees, agents or subcontractors, with limits not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$2,000,000 for injury to or death of one or more persons in the aggregate; and \$1,000,000 for damage or destruction to property in any one occurrence as well as all risk property insurance covering such party's fixtures, improvements, and personal property at full replacement value with commercially reasonable deductibles. Each party will name the other, its employees and agents as an additional insured on such insurance. Nothing contained herein shall be deemed to be a waiver of sovereign immunity by the County. The County shall furnish CVEC with necessary means of access to the Property, provided that such shall not obligate the County to maintain the driveway to the Property. It is agreed that CVEC shall permit only authorized engineers, employees, properly authorized contractors, or persons under their direct supervision to enter the Property. Upon request by the County, CVEC shall provide the County with a list of the names and contact information of all such persons authorized to enter the Property on behalf of CVEC, and shall update such list as changes occur.

CVEC agrees that no materials will be used that will cause corrosion or rust or deterioration of the Tower structure or its appurtenances. CVEC shall not place or store any equipment or materials on the Property that are not actively in use for CVEC's communications purposes. CVEC agrees that no toxic or hazardous materials (as said terms are defined in any applicable federal or state laws) will be generated, treated, used, discharged, disposed of, deposited in or on, or stored on or about the Property and to indemnify and hold harmless the County from and against all costs, liabilities and damages, including, without limitation, court costs and reasonable attorneys' fees, resulting from any such toxic or hazardous materials or release or threatened release of any petroleum product. The County agrees that no such toxic or hazardous materials will be generated, treated, used, discharged, disposed of, deposited in or on, or stored on or about the Property. This paragraph shall not be deemed to prohibit the use and storage of materials in the ordinary course of operation of the Tower for communications purposes, including but not limited to propane fuel for generators, provided the same are used and stored only in accordance with good industry practice and applicable law.

All antenna(s) on the Tower must be identified by a marking fastened securely to its bracket on the Tower and all transmission lines are to be tagged at the conduit opening where such lines enter the County's, CVEC's or any User's equipment space.

In addition to any other provision of this deed, CVEC agrees to install FCC type accepted or approved equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to any public safety equipment of the County, either existing or later installed on or adjacent to the Property. In the event any after-installed equipment of CVEC causes such interference to previously installed equipment of the County or any User, and after the County has notified CVEC in writing of such interference, CVEC will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at CVEC's option, powering down such equipment and later powering up such equipment for intermittent testing. The County agrees that, except for any public safety equipment of the County, the County and/or any Users who in the future take possession of the Property will be permitted to install only such after-installed equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to then existing equipment of CVEC. The parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this paragraph and therefore, either party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance. In the event of such interference to the County's public safety equipment, CVEC shall immediately remedy such interference upon notice from the County utilizing the FCC's "Best Practices Guide" or any replacement thereof. The County shall include provisions which are substantially similar to those of this section in all future leases or licenses relating to use of the Property by third parties for purposes of telecommunications.

All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

THE COUNTY:       The County of Fluvanna, Virginia  
                           ATTENTION: County Administrator  
                           P.O. Box 540  
                           Palmyra, Virginia 22963  
                           [street address: 132 Main Street, Palmyra, Virginia 22963]

CVEC:                Central Virginia Electric Cooperative  
                           ATTENTION: President and Chief Executive Officer  
                           Post Office Box 247  
                           Lovingston, Virginia 22949  
                           [street address: 800 Cooperative Way, Arrington, VA 22922]

Notice shall be effective five (5) days following deposit postage prepaid in the U.S. Mail, if sent by certified mail, return receipt requested, or upon actual receipt or refusal as shown on the courier's receipt obtained pursuant to the foregoing.

The provisions of this deed shall be binding on and inure to the benefit of CVEC, the County and their respective successors and assigns.

CVEC's easement shall be non-exclusive of the use of the Tower and the Property by the County and/or any Users, whether commercial or non-commercial, whose use may include but shall not be limited to, attachment of antennas to the Tower at any unoccupied attachment locations not inconsistent with the specifications set forth in this deed, or such modified specifications as may be agreed upon by the parties from time to time, installation of any and all lines, anchors, connections, devices, equipment and line bridge facilities for operation of the antennas and connection to ground equipment, and construction of one or more equipment shelters for use in connection with such antennas and equipment. CVEC's lines, conduits, connections, devices, and equipment between the attachment location on the Tower and CVEC's ground station facilities shall be located so as to accommodate the operations of the County and the possibility of such operations by one or more Users and so as not to unreasonably disturb or prevent such operations.

CVEC acknowledges that the County is a political subdivision of the Commonwealth of Virginia and that the Property and Tower are first and foremost a public safety facility that supports activities including but not limited to the County's public safety communications installation, serving citizens of the County of Fluvanna. The Property and Tower will be subject to security measures, which may include but shall not be limited to security fencing. CVEC specifically

acknowledges that the Property and Tower may be included in the County's public safety program and that the County may institute increased security measures for the Property and/or Tower at a later time and from time to time in order to protect against actual or potential threats. The County shall promptly notify CVEC of any change in security measures that would affect CVEC's free access to the Property and Tower, shall provide CVEC with instructions as to how access to the Property shall be provided to CVEC, and shall to the extent reasonably possible and upon reasonable notice, provide CVEC with access to the Property seven (7) days a week, twenty-four (24) hours a day in the event of emergency and during normal business hours for routine operations.

The property hereby conveyed is subject to the provisions of this deed and to any and all easements, restrictions, reservations, and conditions contained in duly recorded deeds, plats and other instruments constituting constructive notice in the chain of title to the above described property which have not expired by a time limitation contained therein or have not otherwise become ineffective.

This deed is made by CVEC pursuant to resolutions duly adopted by the Board of Directors of CVEC, and the signature of Gary E. Wood, President of CVEC, is affixed hereto on behalf of CVEC as authorized thereby.

This deed is accepted by the County pursuant to a resolution duly adopted by the Board of Supervisors of the County, and the signature of Steven M. Nichols, County Administrator, is affixed hereto on behalf of the County as authorized thereby, in accordance with Virginia Code Section 15.2-1803 (1950, as amended).

WITNESS the following duly authorized signatures and seals:

[Signature pages follow.]

CENTRAL VIRGINIA ELECTRIC COOPERATIVE

By: \_\_\_\_\_(SEAL)  
Gary E. Wood, President

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2017, by Gary E. Wood, President of Central Virginia Electric Cooperative, a non-stock corporation organized under the laws of the Commonwealth of Virginia, on behalf of the corporation.

\_\_\_\_\_  
Notary Public

My commission expires:  
Notary registration number:

THE COUNTY OF FLUVANNA

By: \_\_\_\_\_(SEAL)  
Steven M. Nichols, County Administrator

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2017, by Steven M. Nichols, County Administrator, on behalf of The County of Fluvanna, a political subdivision of the Commonwealth of Virginia.

\_\_\_\_\_  
Notary Public

My commission expires:  
Notary registration number:

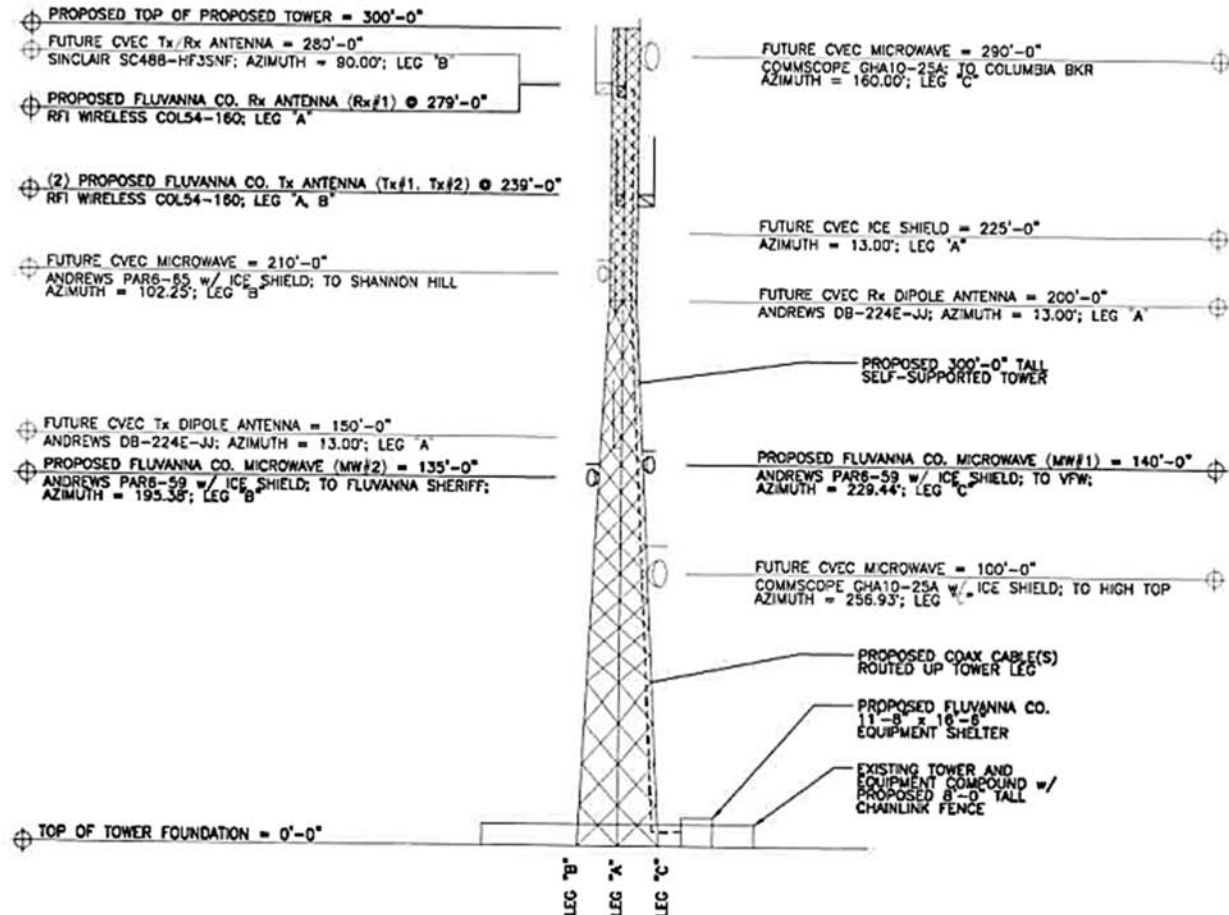
Approved as to form:

\_\_\_\_\_  
FLUVANNA COUNTY ATTORNEY

## EXHIBIT A

**NOTE:**

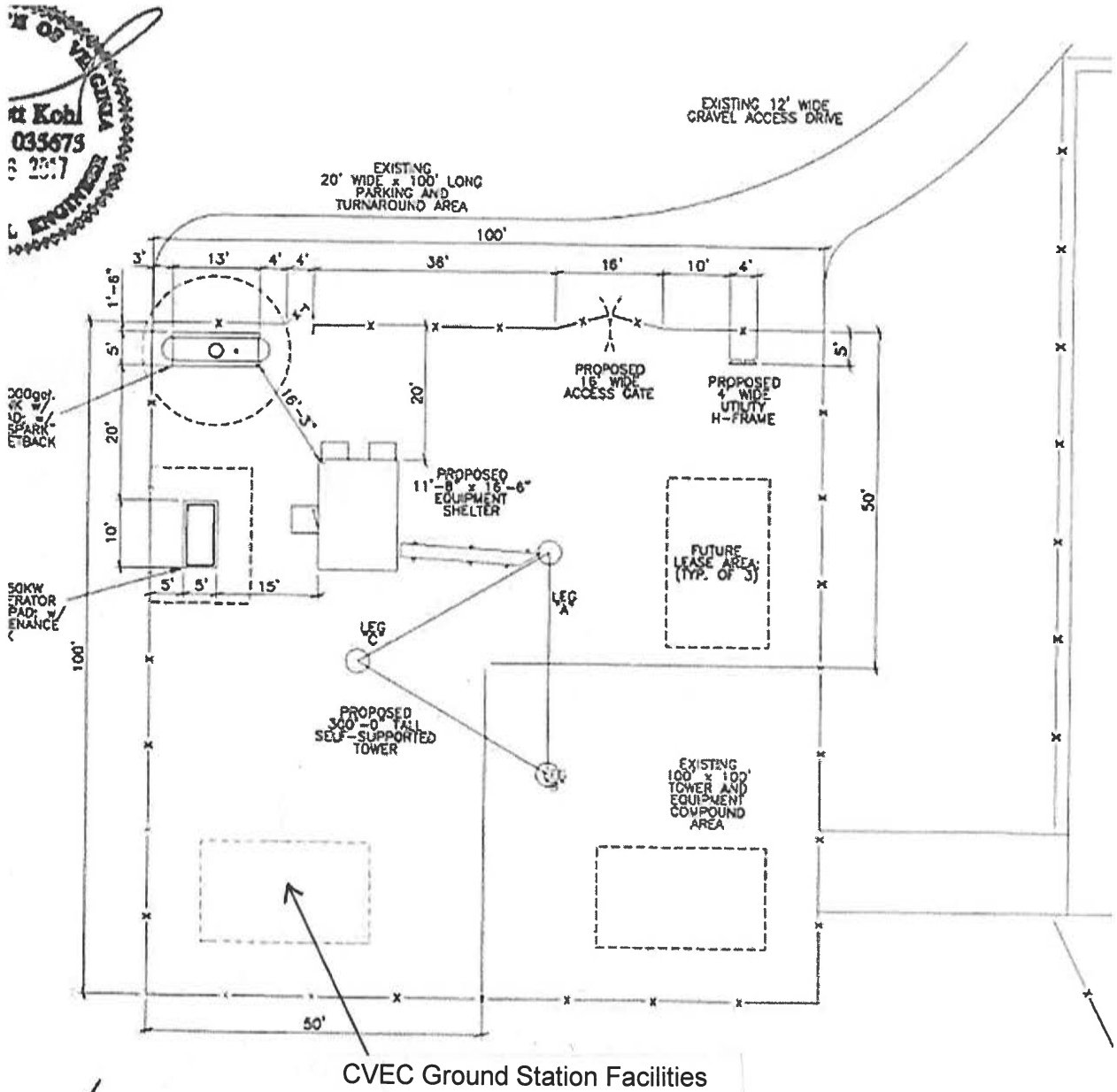
TOWER IS DESIGNED FOR FLUVANNA  
COUNTY AND THREE (3) FUTURE  
CO-LOCATORS.



**1** **TOWER ELEVATION**  
C-3 11x17 SCALE: 1" = 30'-0"  
24x36 SCALE: 1" = 15'-0"

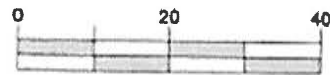
[illegible]

# **EXHIBIT B**



CVEC Ground Station Facilities

1  
C-2  
11x17 SCALE: 1" = 20'-0"  
24x36 SCALE: 1" = 10'-0"





# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB V

<b>MEETING DATE:</b>	August 16, 2017				
<b>AGENDA TITLE:</b>	Computer Aided Dispatch/Public Safety Software Solution				
<b>MOTION(s):</b>	I move the Board of Supervisors approve the contract between the County of Fluvanna, Virginia, and Spillman Technologies Inc., a Motorola Solutions Company, for the Computer Aided Dispatch/Public Safety Software Solution and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		XX			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer; Eric Hess, Sheriff				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• \$500,000 has been allocated as part of the FY2017 CIP Budget to the purchase, installation, and implementation of a new COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION.</li> <li>• In November 2016 an RFP was issued and then closed in December 2016.</li> <li>• 3 firms were chosen to come in for interviews with the committee. Spillman Tech, Alert Public Safety, and Zuercher.</li> <li>• Following months of demonstrations, interviews, and reference checks a decision was made to move forward with Spillman Technologies.</li> </ul> <p>About Spillman</p> <ul style="list-style-type: none"> <li>• Spillman Technologies began operations in 1982.</li> <li>• Wholly owned subsidiary of Motorola Solutions.</li> <li>• 1,700+ customers in 44 states</li> <li>• 35 years of experience serving the public safety software industry</li> <li>• 100% dedication to public safety software</li> </ul> <p>About the System</p> <ul style="list-style-type: none"> <li>• Improves data accuracy, streamlines information gathering, and helps optimize daily operations.</li> <li>• Product upgrades and enhancements included with ongoing support agreement</li> <li>• Fully integrated system to minimize redundant entry; Unified, single-source database</li> <li>• Site licensing structure for all system modules and users; No price increases for extra licenses</li> </ul>				

FISCAL IMPACT:	One Time Costs				
	Software:	\$144,290			
	Interfaces/3rd Party:	\$98,722			
	Data Conversion:	\$49,940			
	Professional Services:	\$126,333			
	First Year Maintenance:	\$40,696			
	Total:	\$459,981			
	Annual Maintenance after 1 <sup>st</sup> year= \$44,932				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Contract				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X	X		X- Sheriff



Fluvanna County  
**Sheriff's Office, VA**



**Computer Aided Dispatch/Public Safety Software Solution Contract (also referred to as the  
Purchase and License Agreement)**

## Purchase and License Agreement

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<b>Exhibit L</b> Intentionally Omitted	
<b>Exhibit M</b> Agreement in Lieu of Business Associate, Non-Disclosure and Confidentiality Agreement and	
<b>Exhibit N</b> Spillman Technologies, Inc. Functional Proposal dated December 20, 2016, as modified by the parties (ATTACHMENTS 2, 4, 5, 6, 7, 8, 9, AND 10 INTENTIONALLY OMITTED)	
<b>Exhibit O</b> Fluvanna County's RFP #2017-03 Request for Proposal: Computer Aided	

Dispatch/Public Safety System issued November 14, 2016, Addendum #1 and  
Addendum #2 thereto

**Exhibit P** Shared Agency Arrangement Agreement

**Exhibit Q** Performance Schedule

**Exhibit R** Motorola Guaranty Agreement

**Exhibit S** System Acceptance Certificate

**Computer Aided Dispatch/Public Safety Software Solution Contract  
(also known as Purchase and License Agreement)**

Motorola Solutions, Inc. (“Motorola”), a Delaware corporation authorized to transact business in Virginia, Spillman Technologies, Inc. (“Spillman Technologies”), a Utah corporation authorized to transact business in Virginia (hereinafter Motorola and Spillman Technologies are collectively referred to as either “Contractor” or “Spillman”, and where there are obligations required under this Agreement Spillman Technologies shall be primarily responsible and Motorola agrees to warrant, guarantee and fulfill any and all obligations of Spillman under this Agreement not satisfied by Spillman Technologies, as more specifically described in Exhibit R hereto); the Fluvanna County Sheriff’s Office and Fluvanna County (referred to as collectively “Customer”), a political subdivision of the Commonwealth of Virginia, enter into this Computer Aided Dispatch/Public Safety Software Solution Contract (collectively with all Exhibits hereto the “Agreement” or the “Purchase and License Agreement” or the “License Agreement”) pursuant to which Customer will purchase from Spillman and Spillman will provide certain licenses for Spillman software, professional services, maintenance services, and third party hardware (if applicable), software and services as more specifically described in Exhibit B hereinafter. . Motorola, Spillman Technologies, Fluvanna County and the Fluvanna County Sheriff’s Office may be referred to individually as a “Party” and collectively as the “Parties.” For good and valuable consideration, the Parties agree as follows:

**Section 1A: Exhibits**

The exhibits listed below are attached hereto and incorporated herein by reference into and made a material part of this Agreement. In interpreting this Agreement and resolving any conflicts, the main body of this Agreement takes precedence over the exhibits and any inconsistency between Exhibits A through R will be resolved in their listed order, with Exhibit A taking precedence over Exhibit B, and so forth. Notwithstanding the foregoing, this Agreement and the exhibits shall be read together whenever such interpretation is reasonably practicable.

**EXHIBITS to this Agreement include the following:**

**Exhibit A** Maintenance and Support Agreement

**Exhibit B** Purchased Products and Services

**Exhibit C** Existing Interfaces – Technical Product Documents

**Exhibit D** Payment Schedule

**Exhibit E** Data Conversion – Scope of Work

**Exhibit F** Acceptance Test Plan

**Exhibit G** System Performance Standards

**Exhibit H** Statement of Work and Functional Specifications Compliance Chart

**Exhibit I** Training Plan

**Exhibit J** Planned Enhancement

**Exhibit M** Agreement in Lieu of Business Associate, Non-Disclosure and Confidentiality Agreement

**Exhibit N** Spillman Technologies, Inc. Functional Proposal dated December 20, 2016, as modified by the parties (ATTACHMENTS 2, 4, 5, 6, 7, 8, 9, AND 10 INTENTIONALLY OMITTED) (hereinafter also referred to as the “Proposal”)

**Exhibit K** Appendix I the County of Fluvanna's General Terms, Conditions and

Instructions to Bidders and Contractors

**Exhibit L** Intentionally Omitted

**Exhibit O** Fluvanna County's RFP #2017-03 Request for Proposal: Computer Aided Dispatch/Public Safety System issued November 14, 2016, Addendum #1 and Addendum #2 thereto (hereinafter also collectively referred to as the "RFP")

**Exhibit P** Shared Agency Arrangement Agreement Form

**Exhibit Q** Performance Schedule

**Exhibit R** Motorola Guaranty Agreement

**Exhibit S** System Acceptance Certificate

Hereinafter the Exhibits will be referred to collectively as "Exhibits" (whether capitalized or not) and individually by either the name of the Exhibit as shown above, by their alphabetical Exhibit identifier or by such other name so defined above. Any terms defined in this Agreement (whether such are defined in Section 1 or another section of this Agreement) appearing in the exhibits shall be defined as stated herein unless the context requires otherwise.

Where any compliance exceptions of Exhibit H reference the provisions of the RFP and requirements of the RFP, the RFP and requirements of the RFP shall control except to the extent that the RFP or its requirements are expressly and specifically limited or modified by language in the Exhibit H. Therefore stating "No" in the "Compliant" field of Exhibit H shall not indicate non-compliance of the entire provision(s) of the requirement unless expressly and specifically provided for when reading at Exhibit H as a whole. Notwithstanding the foregoing, Exhibit H applies to what Customer purchased under Exhibit B.

Exhibit K is modified as follows:

1. The following language is added to the end of Section 35 of Exhibit K:  
 "Notwithstanding the foregoing, Contractor licenses any documents as set forth in this Agreement and any documents created based on pre-existing copyrighted materials shall retain Contractor's copyright and remain the property of Contractor, but this statement shall not limit the County's rights and obligations to disclose any such documents under Section 21 or the Virginia Freedom of Information Act."
2. Section 36 Documents is hereby replaced in its entirety with the following language:  
**"36. DOCUMENTS:** All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Contractor pursuant to any Contract shall be the sole property of the County, excluding pre-existing forms and materials (such as software documentation and training materials). At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties, excluding software documentation and training materials, which may be copied and made available only to authorized users of the Contractor's software. The County shall be entitled to delivery of possession of all such documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents. Notwithstanding the foregoing, nothing herein shall limit the County's rights and obligations under Section 21 hereof, the Freedom of Information Act or applicable law. Notwithstanding the foregoing,

Contractor licenses any documents as set forth in this Agreement and any documents created based on pre-existing copyrighted materials shall retain Contractor's copyright and remain the property of Contractor, but this statement shall not limit the County's rights and obligations to disclose any such documents under Section 21 or the Virginia Freedom of Information Act."

3. Insurance: Section 39 is deleted and replaced with the following:

The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage upon execution of the contract) the following amounts of insurance:

Automobile	\$1,000,000, combined single limit Liability Medical Payment Comprehensive Collision
Commercial General Liability	\$3,000,000 each occurrence/aggregate
Professional Liability	\$1,000,000 per claim and aggregate
Worker's Compensation	Amount required by Virginia law

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

4. Section 54 of Exhibit K, Indemnification, is hereby deleted and replaced with Sections 11.6 and 11.7 of this Agreement.
5. Section 56 of Exhibit K, Termination, is hereby deleted and is replaced with Section 12 of this Agreement.
6. Section 60 "AUDIT" is hereby replaced in its entirety with the following language:  
**"60. AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period, subject to fifteen (15) days prior written notice, and at a mutually agreeable time. Any audit shall not be unduly disruptive of the Contractor's business. Notwithstanding the foregoing, (i) Contractor shall not be required to provide information that is proprietary or confidential (such as Contractor's product cost data), (ii) to create any records that it does not maintain in the ordinary course of its business, (iii) and books, records, and other documents subject to audit by the County shall be those books, records and other documents that are directly pertinent to the performance obligations under this Agreement."



7. Section 61 (b) of Exhibit K is deleted and replaced with Section 11.1 through 11.4 of this Agreement.
8. Section 61 (g)(i) is hereby replaced in its entirety with the following language:  
 “i. Enter upon the performance of Services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein at least an industry-standard degree of skill and competence;”.
9. Section 61 (g)(iii) is hereby replaced in its entirety with the following language:  
 “iii. Acknowledges that the County shall be under no obligation to compensate Contractor for any Services not rendered in all material respects in conformity with the Contract; and”.
10. Section 62 of Exhibit K is deleted.
11. The following additional language is inserted at the end of Section 69 “INSPECTIONS”:  
 “Notwithstanding the foregoing all inspections shall be done in accordance with the Acceptance Test Plan attached to the Contract as Exhibit F.”

**Exhibit 1B: Definitions:** The following terms shall have the meanings set forth below when used in this Agreement:

- 1.1 **“Confidential Information”** means any non-public information provided by either party to the other in connection with this Agreement, including the Software, Spillman’s pricing, future product plans, trade secrets; know-how; a party’s non-public business and financial information; customer lists; and any written materials marked as confidential and any other information, including visual or oral information, which reasonably should be understood to be confidential. Confidential Information does not include information that a party can prove: (a) is now or later becomes generally available to the public without fault of the party who received such information; (b) was rightfully in the receiving party’s possession prior to its disclosure by the disclosing party; (c) is independently developed by the receiving party without the use of any Confidential Information of the disclosing party; or (d) is obtained by the receiving party without obligation of confidentiality from a third party who has the right to disclose it. Additionally, the receiving party may disclose Confidential Information to the extent required by a judicial or legislative order or proceeding, or by any applicable federal or state open records act or freedom of information act requirements provided that it gives the disclosing party prompt prior notice of the intended disclosure and a reasonable opportunity to respond or object to the disclosure, if permissible under applicable law.
- 1.2 **“Contract Price”** means the price for the Purchase Product and Services and the Initial Support Term (as defined in Section 2.4.1 below).
- 1.3 **“Documentation”** means all written or electronic user documentation for the Software provided by Contractor to Customer. Documentation does not include Contractor marketing materials.

- 1.4 **“Software” or “Spillman Software”** means the package of computer program(s), interfaces and/or data, in machine-readable form only, as well as related materials, including Documentation, identified in Exhibit B (a part of the Purchased Products and Services) and Exhibit C (Existing Interfaces – Technical Product Documents) or subsequently licensed by Customer pursuant to the terms of this Agreement. Software also includes all Utilities, modifications, new Releases and Enhancements (as defined in Exhibit A, the “Maintenance and Support Agreement”. “Software” excludes Third Party Software, except to the extent otherwise expressly stated in Exhibit B of this Agreement.
- 1.5 **“Third Party Software”** means software owned by third parties, (i) if licensed by the third party to Contractor for distribution to Contractor’s customers with the Software, such as mapping software, database software, paging software or open source software, or (ii) otherwise provided to Customer as a part of the Purchased Product and Services under this Agreement.
- 1.6 **“Spillman Application Administrator” or “SAA”** means an agent of Customer appointed by Customer, who has been certified on the Software by Contractor, pursuant to the procedures set forth in Section 6 of Exhibit A (Maintenance and Support Agreement), and who will be able to communicate effectively with Contractor support personnel in the description and resolution of problems associated with the Software after being trained by Spillman as required under this Agreement. Notwithstanding any other provision hereof, one (1) Customer employee SAA certification and training is included as a part of the Services provided by Spillman under this Agreement at no additional cost.
- 1.7 **“Utilities”** means the software utilities and tools provided by Contractor as part of the Software, including Contractor’s XML Query, ODBC interface and implementation code, ctpperl, dbdump, and dbload, as well as any other software utilities provided by Contractor in connection with the Software.
- 1.8 **“Non-Spillman Software”** means third party software separately acquired by Customer not under this Agreement or ancillary equipment purchased from third parties not under this Agreement as necessary or appropriate for use in conjunction with the Software, such as word processors, spreadsheets, terminal emulators, etc.
- 1.9 **“Effective Date”** means the date that the County of Fluvanna signs this Agreement.
- 1.10 **“Lake Monticello PD”** means the Lake Monticello Police Department located in Fluvanna County, Virginia being a part of the Lake Monticello Owners’ Association and authorized to provide law enforcement functions in Fluvanna County under a Memorandum of Agreement with the Fluvanna County Sheriff.
- 1.11 **“Fire and Rescue Agencies”** means all those persons and entities, volunteer and/or departments of Fluvanna County, including without limitation all members of the Fluvanna County Fire and Rescue Association (FRA), in conjunction with the Fluvanna County Emergency Services Coordinator, or any other current or future entities, departments, agencies or persons who provide fire, rescue or emergency medical services in Fluvanna County, Virginia. As of the Effective date the Fire and Rescue Agencies include without

limitation the Lake Monticello Volunteer Fire Department and Rescue Squad, Inc., Fluvanna County Volunteer Fire Department Incorporated, and the Fluvanna Rescue Squad, Incorporated. Notwithstanding the foregoing with respect to future entities, Customer agrees to notify and obtain Spillman's consent to add future entities, and Spillman reserved the right to charge for additional Services to accommodate such future entities.

- 1.12 **"Customer"** means the Fluvanna County Sheriff's Office and the County of Fluvanna, including its offices, agencies, divisions, and departments, and the officers, officials, members, agents, employees, authorized users, and board members thereof.
- 1.13 **"Customer and Affiliates"** means the Fluvanna County Sheriff's Office, Fluvanna County, the Fire and Rescue Agencies and the Lake Monticello PD and, including their offices, agencies, divisions, and departments, and the officers, officials, members, agents, employees, authorized users, and board members thereof
- 1.14 **"System"** means the Purchased Products and Services described in Exhibit B and incidental hardware and materials combined together into an integrated computer aided dispatch/public safety software solution as specifically described this Agreement including without limitation all those items, materials, software, hardware and accessories making up such system described in Exhibits A, B, C, E, F, G, H, I, J, N and O hereto.
- 1.15 **"Services"** means the labor, work, and related professional services or installation, warranty, maintenance, training, and other services related to the System as specifically described this Agreement including without limitation all those services relating to the System described in Exhibits A, B, C, E, F, G, H, I, J, N and O hereto.
- 1.16 **"Purchased Products and Services"** means the Software, System and the Services, each as defined above, and all other work, parts, equipment, labor or other services as specifically set forth in Exhibit B attached to this Agreement.
- 1.17 **"Applicable Law"** is as defined in Section 34 of Exhibit K.
- 1.18 **"Product Specifications"** means any and all requirements and functionalities of the Purchased Products and Services that are described in the Documentation.
- 1.19 **"Warranty Period"** shall be 12 months following System Acceptance as detailed in the Acceptance Test Plan in Exhibit F. Notwithstanding the foregoing, the Warranty Period shall be automatically extended to include the Maintenance Period, including any annual renewal terms exercised by the Customer of the Maintenance Services as described herein (see 2.4.1) and Exhibit A hereto.

## **Section 2: Purchases of Purchased Products and Professional Services and Third Party Products**

- 2.1 **Professional Services.** Customer agrees to purchase and Contractor agrees to provide all those Services being non-professional and professional services described in the Agreement, including without limitation those listed in Exhibit B (the Services being a part of the

Purchased Products and Services). For clarification, any reference to “purchase” (including purchased, purchasing, etc.) in connection with Software or Third Party Software means only the purchase of a license to such software, not a purchase of any title or ownership rights thereto.

**2.2 Third Party Products.** Customer agrees to purchase from and Contractor agrees to provide the third party products identified in Exhibit B (the third party products being a part of the Purchased Products and Services). If Third Party Software is provided to Customer by Contractor and is not subject to a separate third party license agreement, then Contractor sublicenses such Third Party Software to Customer pursuant to the terms of this Agreement that are applicable to the Software, Third Party Software may be used only in conjunction with Contractor’s Software and, where applicable, the hardware with which such Third Party Software is intended to be used. Contractor does not make any warranties to Customer or agree to indemnify Customer for any claims resulting from or arising out of unauthorized use of the Third Party Products.

**2.3 Scope of Work.** Customer agrees to purchase the Purchased Products and Services from Contractor and Contractor agrees to provide the Purchased Products and Services for Customer and Affiliate’s use. Contractor will provide, install and test the Purchased Products and Services, System, including all the equipment, software hardware, and subsystems, and Software and will provide Customer with a fully functional System and Contractor will perform such other Services being labor, work, maintenance, warranty repair, training, other professional, non-professional and ancillary services relating to the System as described in this Agreement, and perform its other contractual responsibilities, all in accordance with this Agreement and all exhibits hereto. . Customer will perform its contractual responsibilities in accordance with this Agreement.

**2.3.1 Change Orders.** Either Party may request changes within the general scope of this Agreement by written notice to the other which shall be approved or denied in the sole discretion of each party. Any modification to this Agreement shall be made in accordance with Section 53 of Exhibit K.

**2.3.2 Data Conversion.** Customer has purchased and Contractor agrees to provide data conversion services (the “Data Conversion Services”) for a seamless transition from the current system to the new System of all data, information, reports and other documentation as described in Exhibit A, Exhibit B, Exhibit E, Exhibit N, Exhibit O (with specific reference to Article IV, Section “Data Migration Services”) and this Agreement and its exhibits.

**2.3.3 Subcontractors.** Without Customer’s consent, which shall not be unreasonably withheld, only those subcontractors specifically identified in this Agreement may be used by Contractor. Subcontracting work will not relieve Contractor of its duties under this Agreement.

## **2.4 Services.**

**2.4.1 Maintenance Services.** During the Maintenance Period, as defined below, in addition to warranty services, Contractor will provide the maintenance services for the System and

support for the Software pursuant to the Maintenance and Support Agreement (Exhibit A), the Proposal (Exhibit N), Statement of Work and Functional Specifications (Exhibit H) and this Agreement including all exhibits hereto (the "Maintenance Services"). The Maintenance Services are included in the Contract Price during the Warranty Period (the "Initial Support Term"). The fee for the Initial Support Term Maintenance Services is \$40,696.00 and is included in the Contract Price. The Customer at its election may renew the Maintenance Services annually thereafter for a Maintenance Services fee of \$44,932.00 for four (4) additional one (1) year extension terms. Such renewal shall be automatic. Should the Customer elect not to continue the Maintenance Services then it shall notify the Contractor prior to the termination of the current Maintenance Services term. If Customer wishes to purchase extended Maintenance services for Software and the System consistent with this Agreement after such renewals are exhausted, it may do so by separate written agreement signed by authorized agents of the parties. The Maintenance Period shall be the Initial Support Term plus all renewals and extensions thereof.

**2.4.2 Training Services.** Contractor will provide all of the training services for the Purchased Product and Services pursuant to the Training Plan (Exhibit I) the Proposal (Exhibit N), Statement of Work and Functional Specifications (Exhibit H) and this Agreement including all exhibits hereto (the "Training Services"). Customer and Affiliates will be required to have its employees attend training sessions consistent with the Training Plan (Exhibit I). Training Services include without limitation training Customer and Affiliates, holding classes, training the system administrators and being available at times convenient to the Customer on-site for such training sessions, as needed or requested by the Customer until all agents, representatives, officers and employees of Customer and Affiliates needing such training have completed the same, all of which will be described in the Training Plan. The Training Services identified in Exhibit I and certification/training for one (1) SAA are included in the Contract Price.

**2.5 Substitutions.** Contractor may substitute any or all portions of the Purchased Products and Services to be provided by Contractor, if the substitute meets or exceeds the scope of work as described in Section 2.3 above and so long as it is of equivalent or better quality. Any substitution will be reflected in a written change order consistent with Section 2.3.1 hereof executed by the parties.

**2.6 Performance Schedule.** The Parties will perform their respective responsibilities in accordance with the Performance Schedule, Exhibit Q hereto. The Parties agree the performance Schedule will be further customized after the on-site project implementation meeting which takes into account the specific scheduling needs of both parties. A revised Performance Schedule will be included with Exhibit Q in the form of a written amendment signed by the parties. By executing this Agreement, Customer authorizes Motorola to proceed with contract performance. Time is of the essence for this Agreement with respect dates in the Performance Schedule. Notwithstanding the foregoing, the Go-Live date must be on or before July 1, 2018 unless as otherwise mutually agreed upon in writing via Change Order or Amendment to this Agreement. The Customer's reasonable refusal to approve Final System Acceptance (including the System Standards) or Final Project Acceptance, shall not be an excuse for any delay in the performance schedule.

### Section 3: License

- 3.1 **Grant of License.** In consideration of the payment of the license fees set forth in Exhibit B for the Purchased Products and Services, Contractor grants Customer and Affiliates a limited, nonexclusive, and non-transferable license under Contractor's copyrights and Confidential Information embodied in the Software to use the Software, in object code form, and Documentation solely in connection with Customer's use of the Purchased Products and Services subject to the terms of this Agreement, including without limitation the restrictions with respect to Utilities set forth in Section 10; and this license shall survive termination of this Agreement. This Agreement does not grant any rights to source code. All such licenses must be adequate to support unlimited concurrent use by all authorized users of the Customer and Affiliates excepting only where the number of concurrent users or number of users is specifically limited by clear language in this Agreement.
- 3.2 **Ownership.** The Software and all related documentation and materials provided by Contractor are licensed (not sold) to Customer for use by Customer and Affiliates. Contractor, its licensors and suppliers retains sole and exclusive ownership of all rights, title, and interest in and to the Software, its Documentation and all related materials, and all modifications and enhancements thereof (including ownership of all trade secrets, copyrights and other intellectual property rights pertaining thereto), subject only to the licenses expressly granted to Customer herein by Contractor for use by Customer and Affiliates, regardless of whether Customer, its employees, or contractors may have contributed to the conception or development of any part of the Software, including enhancements or customized Software. Any Third Party Software distributed by Contractor is separately licensed to Contractor from third party licensors. Such Third Party Software is sublicensed to Customer for use by Customer and Affiliates and protected pursuant to the terms of this Agreement, and may be used only in conjunction with the Software. This Agreement does not provide Customer with title or ownership of the Software or any component thereof, but only a limited license, which license shall survive termination of this Agreement. Spillman and its licensors specifically reserve all rights not expressly granted to Customer in this Agreement. Customer must keep the Software free and clear of all claims, liens, and encumbrances.
- 3.3 Customer and Affiliates will not allow or enable any third party to: (i) reverse engineer, disassemble, peel components, decompile, reprogram or otherwise reduce the Software or any portion to a human perceptible form or otherwise attempt to recreate the source code; (ii) modify, adapt, create derivative works of, or merge the Software; (iii) copy, reproduce, distribute, lend, or lease the Software or Documentation to any third party, grant any sublicense or other rights in the Software or Documentation to any third party, or take any action that would cause the Software or Documentation to be placed in the public domain; (iv) remove, or in any way alter or obscure, any copyright notice or other notice of Motorola's proprietary rights; (v) provide, copy, transmit, disclose, divulge or make the Software or Documentation available to, or permit the use of the Software by any third party or on any machine except as expressly authorized by this Agreement; or (vi) use, or permit the use of, the Software in a manner that would result in the production of a copy of the Software solely by activating a machine containing the Software.

## Section 4: Scope of Rights

- 4.1 **Location of Software.** Customer may install and use the Software only in Customer's or Affiliate's own facilities, including any authorized mobile sites of any of the Customer and Affiliates. Customer shall give Contractor two (2) weeks prior written notice of any change in the location of Customer's primary facility where the server-based Software is installed. If an immediate change in location is required due to an emergency or disaster recovery, Customer may do so provided that it notifies Contractor as soon as is feasible.
- 4.2 **Use of Software.** Customer may use and execute the Software only for purposes of serving the Customer's and Affiliate's internal business purposes and only in accordance the Documentation. Any other use of the Software is strictly prohibited. Customer's and Affiliate's internal business purposes are hereby defined to include emergency communications, public safety or any other intended purpose identified in this Agreement.
- 4.3 **Copies.** Customer and Affiliates may make two copies of the Software in machine-readable, object code form, for backup and archival purposes only, provided that Contractor's copyright notice is included. Such backup copies shall not be used for productive use, except to the extent required if the primary Software installation is not functioning. Customer and Affiliates may reproduce (photocopy or electronic copy) the Documentation as reasonably necessary and appropriate for Customer and Affiliate's authorized use of the Software. Customer and Affiliates may not distribute any Documentation for use outside of Customer's or Affiliates primary place of business or by others without Contractor's prior written consent.
- 4.5 **Shared Agency Arrangements.** If Customer and another agency (a "Shared Agency") desire to enter into an arrangement whereby Customer will act as a "Host Agency" and permit the Shared Agency to access the Software through Customer, Customer shall provide Contractor with an acknowledgement of said arrangement, at which time the Contractor will require that the Shared Agency and Spillman execute a Shared Agency Agreement with Contractor for such arrangement and such will be attached to this Agreement as an additional exhibit or an addendum hereto should such arrangement commence at any time after the Effective Date. If Contractor requires a Shared Agency Agreement to be executed by any Shared Agency it will notify the Customer in writing and the Shared Agency Agreement such must be in the form of Exhibit P hereto or a substantially similar. The Lake Monticello PD and the Fire and Rescue Agencies are each a Shared Agency under this Agreement and the Customer will act as a Host Agency and permit each Shared Agency to Access the Software; and Contractor specifically consents and authorizes such use; and Contractor will not require Shared Agency Agreements for such Shared Agencies as they are considered Customer Affiliates. Customer shall expect a Shared Agency to comply with the terms of this Agreement. Customer will cooperate as reasonably requested by Spillman in the event of any non-compliance by the Shared Agency upon notice of such non-compliance

## Section 5: Final Acceptance, Contract Price, and Payments

- 5.1 **Fees.** The Contract Price in U.S. Dollars is a flat fee of FOUR HUNDRED FIFTY-NINE THOUSAND NINE HUNDRED EIGHTY-ONE AND NO/100 DOLLARS (\$459,981.00)

as specified in Exhibit B (Purchased Products and Services); and such shall be paid in installments based upon payment milestones as described in the Payment Schedule, attached hereto as Exhibit D. The Contractor may not submit an invoice for the Contract Price, or an installment thereof, until on or after the Payment Milestone being so invoiced has been fully completed or after Final Project Acceptance as defined in Section 5.3. below for the final installment payment. All invoices are payable within forty (45) days of receipt by Customer of a proper invoice from Contractor, unless a later payment due date is agreed to in Exhibits B or D. Customer must pay such fees directly to Spillman Technologies. The final contract payment of the Contract Price shall in no event be due and payable before all of Final Project Acceptance, Final System Acceptance, and all Performance standards are achieved, as defined in Section 5.3. below. All invoicing and payments shall be made in accordance with Section 47 of Exhibit K.

**5.2 Taxes.** Customer represents to Spillman that it is a tax-exempt organization; Customer will provide Contractor with documentation of such exemption upon request.

### **5.3 System Acceptance.**

**5.3.1.** Commencement of Acceptance Testing. Contractor will provide to Customer at least ten (10) days' notice before the Acceptance Tests pursuant to Exhibit F (the "Acceptance Tests") and tests of the System Performance Standards pursuant to Exhibit G (the "System Standards") commence. System testing will occur only in accordance with this Agreement and Exhibits F and G.

**5.3.2.** System Acceptance. System Acceptance will occur upon successful completion of all of the Acceptance Tests, when the system meets the System Standards consistent with the performance standards contained in this Agreement or any exhibit hereto, after all training and data migration services are completed in accordance with this Agreement;. Please note for determination of making that final milestone payment, System Acceptance does not include: (i) SAA training/certification competition (as it can take up to 18-months from Go-Live), (ii) Initial Support Term, since Maintenance Services are prepaid; and (iii) warrant services enhancement installation. Contractor will be responsible for notifying Customer in writing when it believes that there has been successful completion of all of the Acceptance Tests and System Standards. Upon final System Acceptance (which shall include meeting System Standards), the Parties will memorialize this event by promptly executing a system acceptance certificate, using a form substantially similar to that attached hereto as Exhibit S. If Customer believes the System has not successfully completed all of Acceptance Tests or has failed to meet any System Standards (Exhibit G), then Customer will provide a written notice to Contractor that includes the specific details of the failure or issue (the "failure notice"). If Customer does not provide to Contractor a failure notice within sixty (60) days after receipt of a notice of completion of the Acceptance Tests and System Standards from Contractor, System Acceptance will be deemed to have occurred as of such date. Contractor agrees to diligently work to correct any failures, omissions and variances in the System, even if minor, until such issues are resolved fully to the reasonable satisfaction of the Customer.



**5.3.3 Beneficial Use.** Customer may commence Beneficial Use before Final System Acceptance with Contractor's prior written authorization, which will not be unreasonably withheld. Contractor is not responsible for System performance deficiencies that occur during unauthorized Beneficial Use.

- 5.4 Performance Bond.** Contractor shall provide a performance bond in an amount equal to the Contract Price (\$459,981.00) with the County of Fluvanna, Virginia as Obligee in a form acceptable to the County of Fluvanna in its reasonable discretion. The performance bond shall be in the form as follows: (i) performance bond shall be on an approved AIA form, or be determined by the county attorney to be substantially equivalent thereto; (ii) the Contractor shall provide an original bond; (iii) the Contractor shall submit to the County a sample performance bond prior to approval of this Agreement by the governing body of Customer; (iv) the original performance bond shall be submitted by the Contractor and received by the County of Fluvanna within four (4) to seven (7) days following execution of this Agreement; (v) the performance bond shall be executed by a surety company selected by the Contractor who is authorized to do business in the Commonwealth of Virginia; (vi) the bond must identify parties and this Agreement; (vii) the performance bond shall be signed by an authorized representative of the bond company; (viii) the performance bond shall be executed and dated the same date the Contractor executes the contract; (ix) the performance bond shall have force and effect during the entire term of the contract and until it is released which shall be no sooner than Final project Acceptance; and (x) The performance bond shall be conditioned upon the faithful performance of this Agreement in strict conformity herewith.

## **Section 6: Maintenance and Support Services**

- 6.1 Support Agreement.** Contractor will provide Maintenance Services to Customer with respect to the Software pursuant to the terms of the Maintenance and Support Agreement attached as Exhibit A hereto (the "Support Agreement"), subject to Customer's payment of the applicable annual support and maintenance fees after the Initial Support Term of Maintenance Services period ends (as described in Section 2.4.1) which was prepaid as part of the Contract Price.

## **Section 7: Customer Responsibilities**

- 7.1 Spillman Application Administrator.** Customer is responsible for designating one of its employees as a Spillman Application Administrator ("SAA") who will attend applicable training provided by Contractor pursuant to Section 2.4.2 and who will thereafter be qualified to operate the Software on Customer's own equipment, will be certified as set forth in Exhibit A (Maintenance and Support Agreement), and is familiar with the information, calculations, and reports that serve as input and output of the Software.
- 7.2 Customer Support Contacts.** Customer will provide contact information for its SAA and other personnel who are authorized to contact Contractor support to Contractor's support department. Each designated SAA and Customer support contact must be qualified to address, or have other support resources to address, without the aid of Contractor, all

problems relating to hardware, software, or operating system not directly associated with the Software.

- 7.3 **Additional Components.** Other components (hardware and/or third party software) may be required for the use of the Software, including without limitation workstations, personal computers, networks, operating systems, and Internet connectivity. Spillman assumes no responsibility under this Agreement for obtaining and/or supporting such components except as expressly agreed in writing.
- 7.4 **Proper Environment.** Customer is responsible for ensuring a continued proper environment and proper utilities for the computer system on which the Software will operate, including housing and operating the server equipment in a secure environment and according to the specifications for the equipment as specified by its manufacturer.
- 7.5 **Data Conversion Services.** Contractor assumes responsibility for converting Customer's data files for use with the Software, listed in Exhibit B and detailed in a data conversion scope of work, being Exhibit E.
- 7.6 **Improper Use.** Customer shall use reasonable efforts to prevent its employees and independent contractors from making unauthorized copies of the Software, improperly using the Software, or otherwise breaching this Agreement. If Customer discovers any such problems, it will promptly notify Contractor and take commercially reasonable actions to resolve the problem as soon as reasonably possible. Customer is liable for any breach of this Agreement by any employee or agent of Customer.

## **Section 8: Proprietary Protection and Restrictions**

- 8.1 **Third Party Access and Queries.** Customer and Affiliates may not allow any other agency, entity, or individual to use or have access to the Software in any manner other than inquire-only, unless expressly authorized under this Agreement or by Contractor. Except as otherwise specifically authorized in this Agreement or by Contractor, queries may be conducted solely for Customer's and Affiliates' internal business purposes, and Customer and Affiliates may not query the Software, or permit any third party to query the Software, for a third party's business purposes.
- 8.2 **Restrictions.** Customer may not use, copy, modify, rent, share, or distribute the Software (electronically or otherwise), or any adaptation, transcription, or merged portion thereof, except as expressly authorized in writing by Contractor or permissible under the Documentation. Customer may not translate, modify, reverse assemble, reverse compile, or otherwise reverse engineer the Software unless expressly authorized in writing by Contractor.
- 8.3 **Competitive Use.** Customer may not utilize or permit a third party to access or utilize any part of the Software (including the Utilities) in any manner that competes, directly or indirectly, with any product or service provided by Contractor. This includes, without

limitation, using the Software (or its Utilities) to develop any software, interfaces, or other products that compete with Contractor's products or services, or using interfaces or other products connecting to the database of the Software in connection with a third party's competing product.

- 8.4 **Limitations on Service Bureau Work and Sharing Arrangements.** No service bureau work, multiple-user license, or time-sharing arrangement is permitted, except as expressly authorized in writing by Contractor as set forth in Section 4.4. Customer may not install the Software in any other computer system or use it at any other location without Contractor's express authorization obtained in advance (which will not be unreasonably withheld).
- 8.5 **Inspection.** To enter Customer's premises in order to inspect the Software in any reasonable manner during regular business hours, Contractor must provide at least three (3) business days' advance notice, and such shall be scheduled at a mutually agreeable time and shall be only upon the consent of the Customer, which shall not be unreasonably withheld or delayed.

## **Section 9: Confidential Information**

- 9.1 **Confidentiality Terms.** Each party shall keep confidential all Confidential Information provided to it by the other party, and shall not use such Confidential Information for any purpose other than the proper purposes contemplated by this Agreement. A party may disclose Confidential Information only to its employees and contractors who need to know such information, and who are also bound to keep such information confidential. A party may also disclose Confidential Information to the extent required by the open records act or other freedom of information laws or regulations, provided that it gives the other party reasonable prior notice of such disclosure and, if feasible, the opportunity to object to or seek to limit such disclosure. Each party shall give the other party's Confidential Information at least the same level of protection as it gives its own confidential information of similar nature, but not less than a reasonable level of protection.
- 9.2 **Restrictions on Disclosure.** Customer must not disclose the Software, its Documentation, or any other Contractor documentation, (i) to any competitor of Contractor, or (ii) to any other third party unless it has a need to know such information for the proper purposes of this Agreement, or if disclosure is permitted or required under Applicable Law, including without limitation, the Virginia Freedom of Information Act.

## **Section 10: Utilities; Restrictions on Usage**

### 10.1

**Utilities.** Contractor provides certain software Utilities as part of the Software. Spillman may add, modify, or remove Utilities from the Software during the term of this Agreement provided that such additional, modification or removal of a utility does not materially affect the functionality of the System. The Utilities contain material that is proprietary to Contractor and/or its licensors, and may be used only as permitted by this Agreement.

- 10.2 **Use of Utilities.** Customer and Affiliates are permitted to use the Utilities for read-only operations in connection with the authorized use of the Software except as agreed to by Contractor in advance, specifically authorized under this Agreement or required for any intended use of the Customer and Affiliates as identified in Section 4.2, the RFP or Proposal. Third parties may use the Utilities only if an authorized official of Contractor consents in writing. With the exception of ODBC, Customer is NOT permitted to utilize the Utilities or any other software tools to write to Contractor's database in any manner, due to the potential for data corruption and system slowdown or damage except as agreed to by Contractor in advance, specifically authorized under this Agreement or required for any intended use of the Customer as identified in Section 4.2, the RFP or Proposal. Unauthorized use of Utilities may have the potential for data corruption and system slowdown or damage. As such, Customer and Affiliates will be responsible for any damage resulting for unauthorized use of Utilities.
- 10.3 **Disclaimer.** Contractor permits Customer and Affiliates to use the Utilities as permitted under this Agreement and at Customer's and Affiliates' own risk. Contractor is NOT responsible for any breach of warranty, damages to the Software or its database, data corruption, support issues, security issues or performance issues arising out of Customer's, Affiliates', or a third authorized third party's unauthorized use of the Utilities or use of any other software not specifically licensed in this Agreement (including any third party querying or writing to the database).

## **Section 11: Limited Warranty and Limitation of Liability; Indemnification**

- 11.1 **Functionality.** During the Warranty Period, and for Customer's benefit alone, the System will conform in all material respects to Product Specifications and the requirements of this Agreement, including any Exhibits hereto. Notwithstanding the foregoing, the Contractor represents it made a commercially reasonable efforts to inspect the premises and site before the time of Proposal submission and agrees to be held responsible for all information that was commercially reasonably available through such inspections; and its submission of a Proposal is a confirmation that Spillman Technologies did make a site inspection and is aware of all conditions affecting performance and price(s) submitted and that the System will be fully operational and have all functionalities on the Customer's existing systems, equipment, hardware and software under the Agreement and Exhibits hereto.
- 11.2 **Limitations.** Contractor is not responsible for obsolescence of the Software that may result from changes in Customer's requirements. The warranty set forth in Section 11.1 shall apply only to the most current version of the Software issued by Contractor. Upgrades for the Software shall be provided to Customer at no additional cost, except additional charges for professional services may be required based on the then current rates charged by Spillman, as mutually agreed upon via Change Order, during the Warranty Period and while Customer maintains the Maintenance Services, whichever is longer. Customer must notify Contractor of any warranty issues or breaches within the Warranty Period; after the end of the Warranty Period, Software errors and defects will be handled under Exhibit A (Maintenance and Support Agreement). Issuance of updates does not result in a renewal or extension of the Warranty Period. Contractor assumes no responsibility for the use of superseded, outdated, or uncorrected versions of the Software. Such warranty also excludes

non-performance issues that result from Non-Spillman Software (not to include any Third Party Software, Software or other items being a part of the Purchased Products and Services under this Agreement) malfunction or defect; modification of the Software by any person other than Contractor (unless such modification was approved by Contractor), or defects or problems that are outside the reasonable control of Spillman. Contractor is not responsible for any problems or errors with the Software or Customer's system resulting from use of the ctpertl or dbload Utilities in any manner other than read-only except as specifically authorized under this Agreement, or approved by Contractor in advance. Customer expressly acknowledges that any other use of the "write" or "update" features of these Utilities may damage Customer's database or cause other problems with its system.

- 11.3 **Remedies.** If Customer identifies a material defect in the Purchased Products or Services, including without limitation, the System, Services, or Software, for which Spillman is responsible, Customer shall notify Contractor in writing of the claim before the expiration of the Warranty Period. Upon receipt of this notice Contractor shall use reasonable efforts repair or replace defective product, or to correct or cure any reproducible defect in Spillman Software by issuing corrected instructions, a fix or a workaround within a commercially reasonable timeframe. In the event Contractor does not repair or replace defective product, or correct or cure such a reproducible nonconformity or defect in the Spillman Software within a commercially reasonable timeframe, Contractor will refund the price of the defective product or Spillman Software. Contractor's liability shall be limited to the amount paid as the license fee for the defective or non-conforming module of the Software. Contractor shall not be obligated to correct, cure, or otherwise remedy any nonconformity or defect in the Software if Customer has made any changes whatsoever to the Software not approved by Contractor, if the Software has been misused or damaged in any respect, or if Customer has not reported to Contractor the existence and nature of such nonconformity or defect promptly upon discovery thereof.
- 11.4 **Limitation of Warranties.** EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT THESE WARRANTIES AND ANY WARRANTIES CONTAINED IN THE EXHIBITS HERETO ARE THE COMPLETE WARRANTIES FOR THE PURCHASED PRODUCTS AND SERVICES PROVIDED UNDER THIS AGREEMENT AND ARE GIVEN IN LIEU OF ALL OTHER WARRANTIES. CONTRACTOR AND ITS LICENSORS DISCLAIM ANY AND ALL PROMISES, REPRESENTATIONS, AND WARRANTIES, EXPRESS OR IMPLIED WITH RESPECT TO THE PURCHASED PRODUCTS AND SERVICES, INCLUDING ITS CONDITION, ITS CONFORMITY TO ANY REPRESENTATION OR DESCRIPTION, THE EXISTENCE OF ANY LATENT OR PATENT DEFECTS, TITLE, NON-INFRINGEMENT, AND ITS MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR USE. Customer agrees that Contractor is not responsible, and Contractor disclaims all liability, for any claims or damages arising out of or related to any unauthorized persons hacking into or accessing Customer's database or the Software. Contractor shall have no liability for the loss of data or documentation, it being understood that Customer is responsible for reasonable backup precautions. Notwithstanding the foregoing, should a loss of data occur due to the negligence, willful misconduct or sole fault of Contractor, then Contractor agrees to restore the Customer's back-up data onto the System consistent with the original use at Contractor's cost and expense.

- 11.5 **Limitation of Liability.** Except for personal injury or death, Contractor's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, indemnification, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the Contract Price of the Purchased Products and Services, Software plus any and all amounts paid by Customer under this Agreement, including any change orders, modifications or addenda with respect to which the losses or damages are claimed. In addition, with respect to annual Maintenance Services, Contractor's total liability will be limited to the direct damages recoverable under law, but not to exceed the price of twelve (12) months of Services preceding the incident giving rise to the claim. **ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT NEITHER PARTY WILL BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT, THE SALE OR USE OF THE EQUIPMENT OR SOFTWARE, OR THE PERFORMANCE OF SERVICES BY EITHER PARTY PURSUANT TO THIS AGREEMENT.** This limitation of liability provision survives the expiration or termination of the Agreement and applies notwithstanding any contrary provision. No action for contract breach or otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account.
- 11.6 **GENERAL INDEMNITY BY CONTRACTOR.** Contractor will indemnify and hold Customer harmless from any and all liability, expense, judgment, suit, cause of action, or demand for personal injury, death, or direct damage to tangible property which may accrue against Customer to the extent it is caused by the negligence or willful act of Contractor, its subcontractors, or their employees or agents while performing their duties under this Agreement. Customer shall give Contractor prompt, written notice of any claim or suit as soon as Customer has actual knowledge of the same. Customer will cooperate with Contractor in its defense or settlement of the claim or suit. This section sets forth the full extent of Contractor's general indemnification of Customer from liabilities that are in any way related to Contractor's performance under this Agreement. This Section is in addition to any indemnification provisions of Exhibit K.
- 11.7. **PATENT AND COPYRIGHT INFRINGEMENT.**
- 11.7.1 Contractor will defend at its expense any suit brought against Customer to the extent it is based on a third-party claim alleging that any of the Purchased Products or Services ("Contractor Product") directly infringes a United States patent or copyright ("Infringement Claim"). Contractor's duties to defend and indemnify are conditioned upon: Customer promptly notifying Contractor in writing of the Infringement Claim as soon as the Customer has actual knowledge of the same; Contractor having sole control of the defense of the suit and all negotiations for its settlement or compromise; and Customer providing to Contractor cooperation and, if requested by Contractor, reasonable assistance in the defense of the Infringement Claim at Contractor's sole cost and expense. In addition to Contractor's obligation to defend, and subject to the same conditions, Contractor will

pay all damages finally awarded against Customer by a court of competent jurisdiction for an Infringement Claim or agreed to, in writing, by Contractor in settlement of an Infringement Claim.

11.7.2 If an Infringement Claim occurs, or in Contractor's opinion is likely to occur, Contractor may at its option and expense: (a) procure for Customer the right to continue using the Contractor Product; (b) replace or modify the Contractor Product so that it becomes non-infringing while providing functionally equivalent performance; or (c) accept the return of the Contractor Product and grant Customer a credit for the Contractor Product, however if there is a material effect on the System or any Subsystems functionality or performance then this shall be an event of default by Contractor under this Agreement.

11.7.3 Contractor will have no duty to defend or indemnify for any Infringement Claim that is based upon: (a) the combination of the Contractor Product with any Non-Spillman software, apparatus or device not furnished or approved in advance by Contractor; (b) the use of ancillary equipment or software not furnished by or approved in advance by Contractor and that is attached to or used in connection with the Contractor Product; (c) Contractor Product designed or manufactured in accordance with Customer's designs, specifications, guidelines or instructions, if the alleged infringement would not have occurred without such designs, specifications, guidelines or instructions, (d) a modification of the Contractor Product by a party other than Contractor; (e) use of the Contractor Product in a manner inconsistent with Customer's intended use as described in the Agreement and its Exhibits and for which the Contractor Product was not designed and that is inconsistent with the terms of this Agreement except where such is the fault of Contractor; or (f) if Customer is given reasonable written notice to do so, the failure by Customer to install an enhancement release to the Contractor Software that is intended to correct the claimed infringement within a reasonable time after such enhancement release is delivered to Customer by Contractor with adequate instructions on installation of the same. Customer represents that the Contractor Product will not be used in a subscription-based business model by the Customer. In no event will Motorola's liability resulting from its indemnity obligation to Customer extend in any way to royalties payable on a per use basis or the Customer's revenues, or any royalty basis other than a reasonable royalty based upon revenue derived by Motorola from Customer from sales or license of the infringing Contractor Product.

11.7.4 This Section 11.7 provides Customer's sole and exclusive remedies and Contractor's entire liability in the event of an Infringement Claim. Customer has no right to recover and Contractor has no obligation to provide any other or further remedies, whether under another provision of this Agreement or any other legal theory or principle, in connection with an Infringement Claim. In addition, the rights and remedies provided in this Section 11 are subject to and limited by the restrictions set forth in Section 11.5.

## **Section 12: Term of Agreement; Termination**

12.1 **Term of Agreement.** Customer's license of the Software shall become effective upon the execution of this Agreement and shall continue, as provided herein.

- 12.2 **Support NOT Required.** Customer is NOT required to continue purchasing support and maintenance services from Contractor throughout the term of this Agreement, as a condition to the license of the Software under this Agreement. This Maintenance Services shall automatically terminate if Customer ceases paying the required fees for maintenance and support of the Software.
- 12.3 **Termination without Cause.** Customer may terminate this Agreement at any time upon ninety (90) days' prior written notice to Spillman, without cause, subject to any outstanding obligations and financial commitments of Customer under this Agreement (e.g., Customer's obligation to pay license fees is not rescinded by such termination).
- 12.4 **Default by a Party and Termination.** If either Party fails to perform a material obligation under this Agreement the other Party may consider the non-performing Party to be in default (unless a Force Majeure causes the failure) and may assert a default claim by giving the non-defaulting Party a written and detailed notice of default. The defaulting Party will have thirty (30) days after receipt of the notice of default to either cure the default or, if the default is not curable within thirty (30) days, provide a written cure plan. The defaulting Party will begin implementing the cure plan immediately after receipt of notice by the non-defaulting Party that it approves the plan, which approval shall be in the sole discretion of the non-defaulting Party. The non-defaulting Party shall provide written notice of its acceptance or rejection of the defaulting party's cure plan within fifteen (15) days receipt of the written cure plan. If the Customer is the non-defaulting party, then: (i) Customer may pursue any and all remedies available to it under the Contract, in law equity or otherwise as it deems appropriate in its sole discretion; and (ii) all warranty periods hereunder and any Exhibits hereto will be extended for the number of days from the date Customer notifies Motorola of the default to the date that Motorola cures the default. Items of default as provided for by Section 51 of Exhibit F are items of default hereunder.
- 12.5 **Failure to Cure.** If a defaulting Party fails to cure the default as provided above, in Section 12.4, or if the non-defaulting Party rejects the defaulting Party's cure plan, then, unless otherwise agreed to in writing, the non-defaulting Party may terminate any unfulfilled portion of this Agreement and take any other action in law, equity or otherwise it deems appropriate. In the event of termination for default, the defaulting Party will promptly return to the non-defaulting Party any of its Confidential Information. If Customer is the non-defaulting Party, terminates this Agreement as permitted by this Section, and completes the project through a third party, Customer may as its exclusive remedy recover from Motorola reasonable costs incurred to complete the project to a capability not exceeding that specified in this Agreement less the unpaid portion of the Contract Price. Customer will mitigate damages and provide Motorola with detailed invoices substantiating the charges.
- 12.6 **Termination for Loss of Funding/Appropriations.** Notwithstanding any other provision of any Contract, the payment of the County's obligations under any Contract shall be subject to annual appropriations by the Board of Supervisors of the County in each fiscal year of monies sufficient to satisfy the same. As such, Customer may terminate or suspend this Agreement for loss of funding/appropriations by providing written notice to Contractor promptly upon determination.



- 12.7 **Survival of Terms.** The following provisions will survive the expiration or termination of this Agreement for any reason: Section 3 (License), if any payment obligations exist, Subsection 5.1 (Contract price, Invoicing and Payment), Section 9 (Confidential Information), Subsection 10.3 (Utilities Disclaimer), Subsection 11.4 (Limitation of Warranties); Subsection 11.5 (Limitation of Liability), and all of the Miscellaneous provisions in Section 13.

### **Section 13: Miscellaneous**

- 13.1 **Entire Agreement.** This Agreement, including all Exhibits, constitutes the entire agreement of the Parties regarding the subject matter of the Agreement and supersedes all previous agreements, proposals, and understandings, whether written or oral, relating to this subject matter. This Agreement may be executed in multiple counterparts, and shall have the same legal force and effect as if the Parties had executed it as a single document. The Parties may sign in writing, or by electronic signature, including by email. An electronic signature, or a facsimile copy or computer image, such as a PDF or tiff image, of a signature, shall be treated as and shall have the same effect as an original signature. In addition, an electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document. This Agreement may be amended or modified only by a written instrument signed by authorized representatives of both Parties. The preprinted terms and conditions found on any Customer purchase order, acknowledgment or other form will not be considered an amendment or modification of this Agreement, even if an authorized representative of each Party signs that document unless the specific language of such acknowledgment or other form references this Section 13.1 and by its terms specifically supersedes this Section 13.1. No modification of this Agreement shall be binding unless it is in writing and is signed by an authorized representative of each party and consistent with Section 53 of Exhibit K.
- 13.2 **Assignment.** Except as provided herein, neither Party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, which consent will not be unreasonably withheld. Any attempted assignment, delegation, or transfer without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a “Separated Business”), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a “Separation Event”), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event. Contractor may only assign this Agreement to any entity authorized to transact business in the Commonwealth of Virginia.
- 13.3 **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Virginia and in accordance with Section 34 of Exhibit K.

13.4 **Waiver.** Failure or delay by either Party to exercise a right or power under this Agreement will not be a waiver of the right or power. For a waiver of a right or power to be effective, it must be in a writing signed by the waiving Party. An effective waiver of a right or power will not be construed as either a future or continuing waiver of that same right or power, or the waiver of any other right or power.

13.5 **Injunctive Relief.** In the event of Customer's breach of any of the confidentiality terms or scope of use restrictions in this Agreement, Spillman may not have an adequate remedy in money or damages. Spillman shall therefore be entitled to seek an injunction against such breach from any court of competent jurisdiction immediately upon request, without the necessity of posting bond, in addition to any other remedies that may be available at law or in equity.

13.6 Intentionally Omitted.

13.7 **Notices.** Notices required under this Agreement to be given by one Party to the other must be in writing and either personally delivered or sent to the address shown below by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt. Notices shall be delivered to:

Contractor:  
Fluvanna County Sheriff's Office  
160 Commons Boulevard  
Palmyra, VA 22963; and

Customer:  
Fluvanna County  
Ms. Cyndi Toler, Purchasing Officer  
P.O. Box 540  
Palmyra, VA 22963; with a copy to

Spillman Technologies, Inc.  
4625 Lake Park Boulevard  
Salt Lake City, UT 84120  
Attn: Director of Client Services

Mr. Frederick W. Payne, Esq.  
Fluvanna County Attorney  
414 East Jefferson Street  
Charlottesville, VA 22902

13.8 **Severability.** If a court of competent jurisdiction renders any part of this Agreement invalid or unenforceable, that part will be severed and the remainder of this Agreement will continue in full force and effect.

13.9 **Headings and Section References.** The section headings in this Agreement are inserted only for convenience and are not to be construed as part of this Agreement or as a limitation of the scope of the particular section to which the heading refers. This Agreement will be fairly interpreted in accordance with its terms and conditions and not for or against either Party.

13.10 **Force Majeure.** A party shall be excused from delays or failure to perform its duties, including payment obligations, to the extent such delays or failures result from acts of nature, riots, war, acts of public enemies, fires, epidemics, labor disputes, or any other causes beyond its reasonable control. The parties will promptly inform and consult with each other as to any of the above causes that in their judgment may or could be the cause of

a substantial delay in the performance of this Agreement. Either party may, in its discretion, terminate this Agreement if a delay in performance by the other party exceeds or is reasonably expected to exceed six (6) months in accordance with the termination Section of this Agreement.

- 13.11 **Export.** In the event export of the Software is expressly permitted in writing by Contractor, Customer may only export the Software (including any related materials) as authorized by U.S. law and any other applicable jurisdiction. In particular, the Software may not be exported into any country where such export is prohibited by law, regulation, or governmental order.
- 13.12 **U.S. Government Restricted Rights.** Any software obtained for or on behalf of the United States of America, its agencies and/or instrumentalities ("U.S. Government") is provided with Restricted Rights. Use, duplication, or disclosure by the U.S. Government is subject to restrictions in accordance with FAR 12.211 (Technical Data) and FAR 12.212 (Software) and, for Department of Defense transactions, DFAR 252.227-7015 (Technical Data – Commercial Items) and DFAR 227.7202-3 (Rights in Commercial Computer Software or Computer Software Documentation).

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as set forth below. This Agreement is not effective, and the license of the Software will not commence, until it has been executed by an authorized representative of both Customer and Contractor.

**Accepted and Approved by:**

**Fluvanna County Sheriff's Office, VA**

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

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

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

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

**Fluvanna County**

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

Steven M. Nichols, County Administrator

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

**Spillman Technologies, Inc.**

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

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

Title: **Vice President**

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

**Approved as to form:**

\_\_\_\_\_  
**Fluvanna County Attorney**

## **Exhibit A**

### **Maintenance and Support Agreement**

This Maintenance and Support Agreement (the “Support Agreement”), dated effective as of the date this Agreement is signed by both parties below, is by and between Spillman Technologies, Inc. (“Spillman”) and Fluvanna County Sheriff’s Office (“Customer”). In connection with the Purchase and License Agreement between the parties (the “License Agreement”), Customer desires to purchase from Spillman certain maintenance and support services for the Software. All capitalized terms used and not otherwise defined herein shall have the meanings set forth in the License Agreement.

In consideration of the mutual agreements set forth herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

#### **Section 1: Definitions**

- 1.1 **“Coverage Hours”** means the hours between 10:00 a.m. and 7:00 p.m., Eastern Time, Monday through Friday, excluding regularly scheduled holidays of Spillman. Spillman may modify such Coverage hours to 8 a.m. to 5 p.m. effective upon written notice to Customer.
- 1.2 **“Enhancement”** means any modification or addition that, when made or added to the Software, changes its utility, efficiency, functional capability, or application, but that does not constitute solely an Error Correction. Spillman may designate Enhancements as minor or major, depending on Spillman's assessment of their value and of the function added to the preexisting Software.
- 1.3 **“Error”** means any failure of the Software to conform in any material respects to its functional specifications at minimum as described in the License Agreement and as published from time to time by Spillman, subject to the exceptions set forth in Section 4.
- 1.4 **“Error Correction”** means either a software modification or addition that, when made or added to the Software, establishes material conformity of the Software to the functional specifications, or a procedure or routine that, when observed in the regular operation of the Software, eliminates the practical adverse effect on Customer of such nonconformity. Error Correction services are subject to the exceptions set forth in Section 4.
- 1.5 **“Releases”** means new versions of the Software, including all Error Corrections and Enhancements.
- 1.6 **“Response Time”** means six (6) or less Coverage Hours, from the time Customer first notifies Spillman of an Error until Spillman initiates work toward development of an Error Correction.
- 1.7 **“Support Term”** means the entire period during which Customer is receiving support services for the Software under the terms of this Support Agreement, beginning on the installation date of the Software. Support services are included during the Software’s Warranty Period, as defined in Section 11.1 of the License Agreement, which is the “Initial

Support Term.” Thereafter, the Support Term shall automatically renew for successive periods of one year each, unless and until terminated pursuant to Section 8 hereof. In no event, however, shall the Support Term extend beyond the term of the License Agreement.

## **Section 2: Eligibility for Support**

**2.1 Support Termination.** Spillman’s obligation to provide the support and maintenance services described in this Support Agreement with respect to the Software may be terminated pursuant to Section 8.2.2 or suspended, at Spillman’s discretion, if at any time during the term of this Support Agreement any of the following requirements are not met:

2.1.1 The License Agreement must remain valid and in effect at all times;

2.1.2 The Software must be operated on a hardware platform, operating system and version approved by Spillman; and

2.1.3 Customer must be current on payment of maintenance and support fees.

**2.2 SAA Replacement.** Spillman may require Customer to appoint a new Spillman Application Administrator (“SAA”) in order to continue receiving support services, if Spillman reasonably determines that the acting SAA does not have the training or experience necessary to communicate effectively with Spillman support personnel and Spillman has diligently attempted to train such personnel and such personnel is a certified SAA.

## **Section 3: Scope of Services**

During the Support Term, Spillman shall render the following services in support of the Software, during Coverage Hours:

**3.1 Support Center.** Spillman shall maintain a Support Services Control Center capable of receiving from the SAA reports of any software irregularities, and requests for assistance in use of the Software.

**3.2 Services Staff.** Spillman shall maintain a trained staff capable of rendering support services set forth in this Support Agreement.

**3.3 Error Correction.** Spillman shall be responsible for using all reasonable diligence in correcting verifiable and reproducible Errors when reported to Spillman in accordance with Spillman's standard reporting procedures. Spillman shall, after verifying that such an Error is present, initiate work within the Response Time in a diligent manner toward development of an Error Correction. Following completion of the Error Correction, Spillman shall provide the Error Correction through a "temporary fix" consisting of sufficient programming and operating instructions to implement the Error Correction, and Spillman shall include the Error Correction in all subsequent Releases of the Software. Spillman supports two (2) versions back from the most recent release version. However, Spillman may, but is not

obligated to, provide Error Corrections for any version of the Software other than the most recent Release. Spillman will provide and will assist Customer in upgrading to the new releases and upgraded versions as they become available during the term of the Support Agreement at no additional cost to the Customer, except additional charges for professional services may be required based on the then current rates charged by Spillman, as mutually agreed upon via Change Order.

- 3.4 **Software Releases.** Spillman may, from time to time, issue new Releases of the Software to its Customers generally, containing Error Corrections, minor Enhancements, and, in certain instances, if Spillman so elects, major Enhancements with no additional license fees; except additional charges for professional services may be required based on the then current rates charged by Spillman, as mutually agreed upon via Change Order. Spillman shall provide Customer with one copy of each new Release, without additional charge. Spillman shall provide reasonable assistance to help Customer install and operate each new Release, except additional charges for professional services may be required based on the then current rates charged by Spillman, as mutually agreed upon via Change Order.
- 3.5 **Enhancements.** Spillman shall consider and evaluate the development of Enhancements for the specific use of Customer and shall respond to Customer's requests for additional services pertaining to the Software (including, without limitation, data conversion and report-formatting assistance), provided that such assistance, if agreed to be provided, shall be subject to supplemental charges mutually agreed to in writing by Spillman and Customer. Notwithstanding the foregoing, Spillman has planned certain Enhancements as described in Exhibit J which Customer will have access to if and when completed and available for the Purchased Products and Services (Exhibit B).
- 3.6 **Third Party Products.** Spillman will not provide support for any third party products, including hardware, or support for hardware failure due to the use of any third party products which are not part of the Purchased Products and Services (hereinafter “non-Spillman products”). Spillman must provide first-line support for Third Party Software distributed by Spillman or any third party products being a part of the Purchased Products and Services under the Agreement; alternatively, Spillman may refer Customer to the vendor of such software for resolution of support issues at Spillman’s sole cost and expense.

#### **Section 4: Services Not Covered by this Support Agreement**

The services identified in this section are NOT covered by this Support Agreement. Spillman strongly recommends that Customer secure a separate support agreement with third party vendors for all non-Spillman products. Spillman may, in its discretion, provide such services to Customer upon request, for an additional fee as the parties may agree in writing.

- 4.1 **Third Party Products.** Spillman will not provide support for any third party products, including hardware, or support for hardware failure due to the use of any third party products. Spillman may in its discretion provide first-line support for Third Party Software distributed by Spillman; if not, Spillman will refer Customer to the vendor of such software for resolution of support issues.

- 4.2 **Customized Interfaces and Software.** Spillman's standard support does not include support for any custom interfaces or other customized Software developed by Spillman or any third party for Customer. Support and maintenance services for customized Software are subject to an additional support fee, if agreed in writing between the parties. Such support and maintenance services include bug fixes and minor modifications to the custom interface or software. They do NOT include major revisions or rewrites, such as those required to make a custom interface work with a new or upgraded version of the applicable third-party software. Custom interfaces and support therefore are specific to the designated version of the applicable third party software or system. Any major changes to such third party software or system will require a new custom quote for Spillman to modify the custom interface to work with the new version of the third party software or system. Spillman's support fees may also differ for the new version of the custom interface.
- 4.3 **Network Failures.** Spillman will not provide support for any network failures or problems including, but not limited to, cabling, communication lines, routers, connectors, and network software so long as such network failures are not caused by the Software or Purchased Products and Services.
- 4.4 **Data Recovery.** Spillman's standard support does not include restoration and/or recovery of data files and/or the operating system unless such are caused by the data migration services purchased by Customer under the License Agreement or by any failures in the System, Software or Purchased Products and Services. Spillman will, upon request of Customer and subject to its then-current fees for such services, use reasonable efforts to assist Customer in recovering lost data; and such will be set forth in a writing signed by authorized representatives of the parties. Spillman will restore and recover all data files and/or the operating system for any data losses due to the sole act or omission, negligence or willful misconduct of Spillman, or caused by the Software, System or Purchased Products and Services.
- 4.5 **Unauthorized Use.** Spillman will not provide support where the problem arises out of any breach of warranty, damages to the Software or its database, data corruption, or support issues, security issues, or performance issues arising out of Customer's or Affiliate's use of the Utilities or any software not being the Purchased Products and Services or specifically licensed by Spillman to Customer and Affiliates for use in connection with the Software. Any assistance provided by Spillman in resolving such problems shall be charged to Customer on a time and materials basis but only based upon a written agreement signed by authorized representatives of both parties before initiation of any work. Additionally, any unauthorized use of the Utilities or other software in connection with the Software which is material and results in actual damage to Spillman by Customer (or by Affiliates or a third party with Customer's knowledge) may result, at Spillman's sole option to loss of rights to upgrades under this Support Agreement.
- 4.6 **Database Modifications.** Spillman will not provide support for any damages to or problems with the Software or its database, data corruption, support issues, security issues, or performance issues arising from Customer's utilization of the "write" feature of the ODBC interface to write to or modify the database in any way unless authorized to do so under the License Agreement or by Spillman in advance.



- 4.7 **Misuse or Damage.** Spillman will not provide support for Software problems caused by Customer misuse, alteration or damage to the Software or Customer's combining or merging the Software with any hardware or software not supplied by or identified as compatible by Spillman, customizing of programs, accident, neglect, power surge or failure, lightning, operating environment not in conformance with the manufacturer's specifications (for electric power, air quality, humidity or temperature) caused by the fault of Customer, or non-Spillman software or hardware not being a part of the Purchased Products and Services. Notwithstanding the foregoing, Software Problems caused any alteration, merging, operation outside Spillman specifications or other causes approved by, installed by, or allowed by Spillman will be supported by Spillman and resolved by Spillman.
- 4.8 **Operating System.** Spillman is not responsible for supporting, configuring, maintaining, or upgrading the operating system, including, but not limited to, backups, restores, fixes, and patches, or for providing assistance with problems caused by operating system installation, configuration, errors, maintenance or repair, or using incorrect versions of the operating system.
- 4.9 **Onsite Visits.** Customer requested unnecessary onsite service visits to Customer's facility by Spillman are subject to additional charges and must be approved in advance by the Customer in a writing signed by an authorized representative, as set forth in Section 7.5. Any issue that requires an onsite service visit during the maintenance period will be provided at no additional cost to the Customer.
- 4.10 **Printers.** Spillman is not responsible for supporting printers connected to the back of terminals/personal computers (commonly called pass-through printing) or network printers are not supported by Spillman.

## **Section 5: Obligations of Customer**

- 5.1 **Software Connectivity.** Customer must maintain and provide, at no cost to Spillman, a CJIS-approved broadband internet connection to the server used with the Software, 24 hours per day, 7 days per week, to facilitate remote support utilities enabling Spillman support personnel to connect to and provide assistance with the server used with the Software. Third party connectivity tools, such as client VPN software, which must be installed on Spillman equipment, cannot be required by Customer.
- 5.2 **Customer Representative During Onsite Visits.** Customer's SAA or another authorized representative of Customer must be present when any onsite support is provided. Spillman agrees that it will provide Customer as much notice as practicable of such onsite visits, being at minimum 3 days' notice; and that such shall be schedule at a mutually agreed upon time. Customer agrees that if such representative is not present when the Spillman representative arrives onsite, the Spillman representative shall notify an appropriate representative of Customer, if feasible, that there is no Customer IT representative present. If Customer's IT representative does not arrive within a reasonable time, no work will be performed and if Customer was to be charged for Spillman's expenses relating to the visit, then such expenses as previously agreed upon in writing for travel and actual time worked may be invoiced

(nothing herein is intended to limit the Customer's rights to reject or otherwise dispute any invoice). If Spillman's onsite support person determines that changes to Customer's system (hardware or software) are required or advisable, it will inform Customer's representative. If such representative is not authorized to make or approve changes to Customer's system, as applicable, Customer will make available such a person if reasonable and practicable under the circumstances.

- 5.3 **English Language.** All communications between Customer and Spillman must be in the English language.
- 5.4 **SAA Assignment.** Customer is responsible for providing one or more qualified Spillman Application Administrators as described in Section 6 of this Support Agreement.
- 5.5 **Security.** Customer is responsible for providing all network and server security.
- 5.6 **Error Information.** Customer must provide Spillman with sufficient information it can reasonably gather for Spillman to duplicate the circumstances under which an Error in the Software became apparent.
- 5.7 **CJIS Compliance.** Customer is responsible for its own adherence to the FBI Criminal Justice Information Services (CJIS) Security Policy, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (to the extent applicable) and any other applicable security and privacy laws and regulations. Spillman will reasonably cooperate with Customer in connection therewith.

## **Section 6: SAA and Support Contact Requirements**

- 6.1 **Certification.** Customer's designated SAA must be certified by Spillman within eighteen (18) months' of the date of Customer's cutover to live operation of the Software ("Go-live"). The designated SAA must meet the following requirements in order to certify at the basic level:
  - 6.1.1 Attend and participate in, and successfully pass the final written and practical examinations from the following courses within one hundred twenty (120) days of installation of the Software:
    - i. System Introduction – Inquiry,
    - ii. System Introduction – Data Entry & Modification,
    - iii. Basic System Administration, and
    - iv. General training applicable to the Software used by Customer.
  - 6.1.2 Pass the Basic SAA exam within one year after the agency's Go-live date.
- 6.2 **SAA Training Costs.** Customer will be responsible for the costs of such training, including any course fees, travel, and lodging expenses; except that included in the Contract Price is one (1) SAA training and certification provided to Customer by Spillman.

- 6.3 **SAA and Support Contact Information.** Contact information for Customer's SAA(s) and other authorized support contacts must be provided by Customer to Spillman's Technical Services department. Any changes to Customer's SAA and support contacts names and contact information must be promptly provided to Spillman's support department.
- 6.4 **Qualifications.** Each designated SAA and Customer support contact must be qualified to address, or have other support resources to address, without the aid of Spillman, all problems relating to hardware, software, or operating system not directly associated with the Software.

## Section 7: Fees and Charges

- 7.1 **Support Fees.** During the Initial Support Term, support services are included as part of the initial purchase price paid by Customer. Thereafter, Customer shall pay Spillman the support fee identified in Exhibit B (Purchased Products and Services) or Spillman support invoice, and any other charges or fees described herein. Spillman reserves the right to change its support fee after such 5 years of Maintenance Services, effective upon no less than 90 days written notice to Customer prior to the end of the current annual period.
- 7.2 **Support Fee Invoices.** Spillman shall invoice Customer for annual Support Fees at the beginning of each contract year. In the event that additional billable work is performed, all billable charges and expenses will be invoiced to Customer at the beginning of the month following the month in which those charges and expenses accrued or were incurred. Notwithstanding the foregoing, all additional billable work must be approved in a separate written agreement signed by an authorized representative of the Customer. Customer shall pay the invoiced amounts within 45 days' of receipt of such invoice so long as the Customer does not reject or dispute such invoice.
- 7.3 **Equipment Fees.** Spillman is not responsible for and does not agree to pay the fees and charges incurred for procuring, installing, and maintaining all equipment, telephone lines, modems, communications interfaces, networks, and other products necessary to operate the Software or Purchased Products and Services unless specifically stated in the License Agreement.
- 7.4 **After-Hours Charges.** Customer agrees to pay additional charges according to the Spillman Fee Schedule for all work requested by Customer and performed outside of Coverage Hours. Notwithstanding the foregoing, no work will be done outside of Coverage Hours except as specifically authorized in a writing signed by an authorized representative of the Customer in advance of such work and setting forth the additional charges for such after-hours services.
- 7.5 **Onsite Support** If Customer requests onsite support services even though the Services can be efficiently and adequately performed by Spillman off-site, Customer shall reimburse Spillman for charges at the then current rate for professional services unless covered by Maintenance Services plus , travel, and related expenses incurred by Spillman in providing such support services; and such on-site visits must be approved in a writing signed by an authorized representative of the Customer in advance.

## **Section 8: Termination**

- 8.1 **Automatic Termination.** This Support Agreement shall automatically terminate immediately upon termination of the Agreement under Section 12.
- 8.2 **Termination by a Party.** A party may terminate this Support Agreement in accordance with Section 12.
- 8.3 **Final Invoicing upon Termination.** In the event of a termination at Customer's option for a breach by Spillman, any and all prepaid Maintenance Fees shall be prorated and refunded by Spillman to Customer promptly, but in any event within 30 days' of said termination for a Spillman breach. Following termination of this Support Agreement, Spillman shall immediately invoice Customer for all previously incurred and authorized accrued fees, charges, and reimbursable expenses; and Customer shall pay the invoiced amount immediately upon amount within 45 days of receipt of such invoice (nothing herein limits the Customer's rights to reject or dispute any invoice).

## **Section 9: General**

- 9.1 **Incorporation of General Terms.** This is an attachment to the Agreement and the terms of the Agreement including any general terms are incorporated by reference and all exhibits thereto.

## Exhibit B

### Purchased Products and Services

#### Spillman Advantages

- Spillman's site license allows for agency growth by providing access to all desktop modules without individual license fees.
- Each Spillman system includes first-year maintenance, a comprehensive warranty, unlimited standard business hour support, and free upgrades and enhancements.
- Professional services include onsite administration training and setup assistance as well as thorough end user training (all onsite services include travel and per diem).

#### Package Price

Software:	144,290
Interfaces/3 <sup>rd</sup> Party:	98,722
Hardware:	0
Data Conversion:	49,940
Professional Services:	126,333
Inclusions in Maintenance:	0
First Year Maintenance:	40,696
Taxes:	0
<b>Total:</b>	<b>\$459,981</b>

<b>Integrated Hub</b>	<b>Software</b>
Integrated Hub - Names, Vehicles, Property, Wanted Persons, Message Center	Included
Sentryx GIS (Geobase)	Included
Imaging and File Attachments	Included
Crystal Reports (2 licenses)	Included
Learning Management System	Included
<b>Hub Total:</b>	<b>\$29,337</b>

<b>Records Management</b>	<b>Software</b>
Civil Process	Included
Law Records	Included
Personnel Management	Included
Pin Mapping	Included
Premises and HazMat Information	Included
Traffic	Included
Offender Tracking	Included
Virginia IBR	Included
Jail Management for Non-Custody Booking	Included
VA Warrant Scanning	Included
<i>NOTE: As this is a custom project a scope of work will be forthcoming and reviewed by Fluvanna SO prior to any work commencing.</i>	
<b>Records Total:</b>	<b>\$58,094</b>

<b>Computer-Aided Dispatch</b>	<b>Software</b>
CAD	Included
CAD Mapping	Included
<b>CAD Total:</b>	<b>\$19,492</b>

Mobile	Software
Mobile AVL and Mapping	Included
Mobile Incident Offense National Form	Included
Mobile Premises and HazMat	Included
Mobile Quickest Route	Included
Mobile Records	Included
Mobile State & National Queries	Included
Mobile Voiceless Dispatch	Included
Spillman Touch	Included
<b>Mobile Total:</b>	<b>\$37,367</b>

Interfaces / third party products	Software
Statelink (NCIC)	Included
E9-1-1	Included
Data warehouse – Lynx	Included
<i>NOTE: the cost is for the Spillman interface, Northrup Grumman may require an additional fee. Must be verified with them.</i>	
TREDS – VA Accident Interface	Included
<i>NOTE: This is in development and will be piloted primarily by Wytheville PD. Documentation will be provided Fluvanna County prior to installation which is estimated in Q1 2018.</i>	
LiveScan Fingerprint Interface	Included
Beast Evidence Interface	Included
<i>NOTE: BEAST Evidence has developed an existing interface that leverages the Flex Data Exchange API (DEX). BEAST Evidence queries DEX and receives the requested records so they can use the data in their system. This query only interface does not have any cost from Spillman. However, the customer will need to verify costs and functionality with BEAST Evidence.</i>	
ImageTrend Fire and EMS Records Interface	
<i>NOTE: ImageTrend has developed an existing interface that leverages the Flex Data Exchange API (DEX). ImageTrend queries DEX and receives the requested records so they can use the data in their system. This query only interface does not have any cost from Spillman. However, the customer will need to verify costs and functionality with ImageTrend.</i>	
CarFax Interface	
<i>NOTE: CarFax has developed an existing interface that leverages the Flex Data Exchange API (DEX). CarFax queries DEX and receives the requested records so they can use the data in their system. This query only interface</i>	

does not have any cost from Spillman. However, the customer will need to verify costs and functionality with CarFax.	
Hiplink Paging	Included
<b>Interfaces Total: \$98,722</b>	

<b>Hardware</b>	<b>Price</b>
PortServer TS 2 P MEI	Included
Cisco 891	Included
<b>Hardware</b>	Included in Implementation Costs

<b>Data Conversion</b>	<b>Software</b>
Hub Conversion <ul style="list-style-type: none"> <li>- All name, business and alias information. Including images, mugshots, scars, marks, tattoos.</li> <li>- All vehicle information. Not accident or citation but vehicle information</li> <li>- All property information for IBR not evidence</li> </ul>	\$23,790
CAD Conversion <ul style="list-style-type: none"> <li>- CAD Call Records</li> <li>- CAD Call notes</li> <li>- CAD Call radio logs</li> </ul>	\$7,150
Law Records Conversion <ul style="list-style-type: none"> <li>- Incident reports and offenses</li> <li>- Incident primary narratives and supplementary narratives</li> <li>- Field Interviews and Comments</li> <li>- Warrants (wanted persons) and warrant offenses</li> <li>- Subpoenas / Civil Process Records</li> </ul>	\$19,000
A more detailed scope of work will be produced following the opportunity to look at the data and discuss with agency the exact tables, fields and information to be converted.	
<b>Interfaces Total: \$49,940</b>	

<b>Professional Services (Project Management, Installation, Training)</b>	<b>Price</b>
<ul style="list-style-type: none"> <li>• Spillman anticipates your Project Manager will provide up to 440 hours and be on-site approximately 4 time(s).</li> </ul>	



- Spillman anticipates your Installation Technician will provide up to 367 hours and be on-site approximately 2 time(s).
- Spillman anticipates your Trainer(s) will provide up to 365 hours and be on-site approximately 16 time(s).

**Professional Services Total: \$126,333**

Inclusions in Annual Maintenance	Price
\$3,000 credit for Users Conference (typically covers two attendees)	Included
1 week onsite Professional Services (cannot be rolled over)	Included
<b>Maintenance Inclusions:</b>	<b>Included</b>

First-Year Maintenance	Price
<ul style="list-style-type: none"> <li>• As requested by Fluvanna County the first-year maintenance charge has been broken out as a separate line item cost.</li> <li>• First-year maintenance charges are included in the Payment Terms in the table below totaling \$459,981.</li> </ul>	
<b>First Year Maintenance Total:</b>	<b>\$40,696</b>

Payment Terms	Percent	Amount
See Exhibit D – Payment Schedule		
<b>Payment Terms Total:</b>	<b>100%</b>	<b>\$459,981</b>

Second through Fifth-Year Maintenance		
<ul style="list-style-type: none"> <li>• As requested by Fluvanna County the second through fifth years of maintenance have been agreed upon and are specified in this agreement below.</li> <li>• The second through fifth years of maintenance are not included in the Payment Terms table above.</li> </ul>		
Maintenance Year	Amount	Date Due
Second Year Maintenance	\$44,932	Begins 12 months after the date of Final Acceptance.
Third Year Maintenance	\$44,932	Begins 24 months after the date of Final Acceptance.
Fourth Year Maintenance	\$44,932	Begins 36 months after the date of Final Acceptance.
Fifth Year Maintenance	\$44,932	Begins 48 months after the date of Final Acceptance.



## **Exhibit C**

### **Existing Interfaces – Technical Product Documents**

The following interfaces are included as part of the Software licensed to Customer:

- E9-1-1 Interface
- StateLink Interface
- Virginia IBR Interface
- Automated Export Utility – Linx
- HipLink Software and Interface
- TREDS Interface
- LiveScan Fingerprinting Interface

Spillman reserves the right to modify the functionality of the Software (including its interfaces) from time to time as it updates the Software so long as such modifications of the Software are compatible with the System and allow for functionality that meets or exceeds the functionalities at the time Final System Acceptance

## **E9-1-1 Interface**

### **Technical Product Description**

#### **Summary**

Receive automatic number and location information (ANI/ALI) from a standard E911 system and transmit the information to your Spillman CAD system. Used in conjunction with the CAD and CAD Mapping modules, the interface enables you to view real-time locations of both wireless and landline calls on a digital map. Automatic field entry inserts agency-specified information from incoming calls to minimize manual data entry. The E911 Interface ensures your agency meets federal Phase I and Phase II compliance standards.

#### **Feature List**

- Automatic Field Entry
- Visual Call Locations
- Mapping ALI Data
- Cellular Location Data

#### **Requirements**

##### **General**

- The Spillman software must be loaded on a Spillman-approved hardware platform as outlined in current Spillman policies..
- Spillman technicians must have access to the server where the Spillman software is loaded.
- Installation is completed partially on site and partially over remote connection.
- The agency must provide E9-1-1 protocol documentation and ALI text format information.
- The agency must provide a static IP address and computer name for each Spillman 9-1-1 dispatch station.
- The agency must provide the ANI/ALI station number for each Spillman 9-1-1 dispatch station.

#### **Hardware**

<b>Hardware Model Vendor/Company Support Notes</b>				
ANI/ALI				<ul style="list-style-type: none"> <li>• ANI/ALI equipment that is installed and functional</li> <li>• A Digi serial port server (Spillman Technologies will purchase the initial serial port server)</li> <li>• A power source for the serial port server that is within 15 feet of the ANI/ALI CAD port</li> <li>• The agency must provide a static IP address for the serial port server</li> </ul>

TCP/IP				A TCP/IP network connection to the Spillman server that is within 15 feet of the ANI/ALI CAD port.
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### Software

Software	Version	Vendor/Company	Notes
Spillman	Version 4.6 or higher	Spillman	User documentation is included in the Spillman CAD User's Guide. Administrator documentation is located in the Spillman SAA Application Setup and Maintenance Manual.
CAD module		Spillman	User documentation is included in the Spillman CAD User's Guide. Administrator documentation is located in the Spillman SAA Application Setup and Maintenance Manual.

## StateLink Interface

### Technical Product Description

#### Summary

StateLink for Virginia. The Virginia PI allows you to send transactions from the Spillman software and from Mobile.

#### Feature List

- State and National Queries
- CAD Integration
- Alerts on Potential Dangers
- Multiple Response Destinations
- Mobile Integration

#### Virginia transactions available from Mobile

Queries available from Mobile	
• Boat Registration queries	• Stolen Property queries
• Driver's License queries	• Stolen Vehicle queries
• Stolen Boat queries	• Vehicle Registration queries
• Stolen Gun queries	• Wanted Person queries

#### Virginia transactions available from the Spillman software

Transaction type	Screen command line access	Screen name	Message key(s) sent
Admin	AM	Administrative Message	AM
	YQ	Hit Confirmation Request	YQ
	YR	Hit Confirmation Response	YQ
Boat	QB	Boat Inquiry	BQ, QB, QVB
Criminal History	QH	Criminal History	QH
	QR	Criminal Record	QR
Drivers License	QD	Driver's License Inquiry	QD, DQ
	QT	Driver's License History	QT
	KQ	Driver's License History NLETS	KQ
Gun	QG	Gun Inquiry	QG
License Plate	QVL	Vehicle Query	QV
Missing Person	QM	Query Missing Person	QM
Name	QNAM	Query Name	QNAM
Protection Order	QPO	Query Protection Order	QPO
Sex Offender	QXS	Query Sex Offender	QXS
Vehicle	QVV	Vehicle Query	QV, RQ, QVN

Vehicle / Boat Parts	QV	Parts Query	QV
Wanted Person	QW	Query Wanted Persons	QW

## Requirements

### Software

Software	Version	Vendor/Company	Notes
Spillman	Version 4.5 or higher	Spillman	
O/S	Windows	Microsoft	<ul style="list-style-type: none"> <li>• AIX</li> <li>• Linux</li> </ul>
Other Requirements			<ul style="list-style-type: none"> <li>• StateLink Version: 2.0</li> <li>• Executable: StateLinkVA.war (War)</li> <li>• Protocol: TCP/IP</li> <li>• Delivery Package: Install as part of Middletier installation</li> <li>• Displays Images in Returns: Yes</li> <li>• Voiced Responses: Yes</li> <li>• Highlighting: Yes</li> <li>• Import to Spillman: Yes</li> <li>• Requesting Unit Auto Forward: Yes</li> <li>• Hit Alerts: Yes</li> </ul>

## Virginia IBR Interface

### Technical Product Description

#### Summary

The Virginia Incident-Based Reporting module (VA-IBR module) allows you to use the Spillman Main database to compile detailed crime information for submission to the state. This takes the form of a monthly generated file that puts the data in the state-defined record layout. The data is collected and validated according the Virginia State specifications. Upon generating the state report, the report is automatically saved to a directory of the user's choosing. The user then sends the file to the state. The compiled information meets the Virginia State standard for Incident-Based Reporting.

#### Requirements

##### General

- VA-IBR collects the NIBRS data elements, but frequently employs Virginia state-specified code.
- VA-IBR collects additional Virginia state-specified data elements.
- VA-IBR documents have specified how each data element is to be reported if there is no data to report for that element. Text data is usually filled with blanks and numeric data is filled with 0's.

#### Hardware

Hardware	Model	Vendor/Company	Support	Notes
Requirements				VA-IBR will be available on Spillman-supported Windows and UNIX platforms.

#### Software

Software	Version	Vendor/Company	Notes
Spillman	Version 6.1 or higher	Spillman	
Hub module	Version 6.1 or higher	Spillman	
Law Enforcement Records Management module		Spillman	
.NET	Version 4.0 or higher	Microsoft	





## Automated Export Utility – Linx

### Technical Product Description

#### Summary

The Automated Export Utility was developed to give agencies the ability to export data from their database automatically and in a granular fashion. The export is highly definable by the SAA (Spillman Applications Administrator) in terms of tables, fields and even data in those fields to include or exclude in the export. The SAA also determines the location on the Spillman server or SFTP server to which the text files are exported. Once the files have been sent to the designated location they are available for pickup by a third party or other application utilizing the data.

The Automated Export Utility was developed specifically for data warehousing. As such, it does **not** just send data from the last export; rather it exports **all** records in the tables defined in the export configuration and saves them in a specified directory, replacing the files from the last export. Therefore, it only stores the newest files from the most current export. The Export Utility is set to a cron timer which is configured to run the export however frequent is needed.

There are several data warehouse companies utilizing the Automated Export Utility and a specific export configuration has been saved for these specific companies. The names of those companies or programs are: RAIN, LINX, and CopLink.

#### Requirements

##### General

- A general understanding of delimited text files and .tar files is helpful if an agency is going to use the Export Utility for general use. If the RAIN, LINX, or CopLogic Interface(s) are purchased, a Spillman Installations Technician will install the Export Utility with the specific configuration for the purchased program.
- To configure the Automated Export Utility, a text file is modified which stores all the settings for the export. There is no user interface. An SAA must be comfortable modifying text files with the appropriate syntax to operate the Automated Export Utility
- SAA certification is highly recommended. A UNIX cron or Windows scheduled task will need to be set up which controls when the Export Utility runs. This requires the training and a technical understanding of a certified SAA. If one of the before mentioned programs is purchased, the Spillman Installation Technician will set up the cron or scheduled task.

#### Hardware

<b>Hardware</b>	<b>Model Vendor/Company Support Notes</b>
-----------------	---

Requirements				Standard Spillman Hardware requirements apply. No new hardware is needed for the Automated Export Utility to function.
Export Utility				The Export Utility is supported on both a Windows and UNIX server.

### Software

Software	Version	Vendor/Company	Notes
Spillman	Version 4.6 or later	Spillman	Photos can be exported in version 4.6 but it is <b><i>not</i></b> available for versions 6.1 and above.
Automated Export Utility			Automated Export Utility must be purchased and installed on the Spillman Server

## HipLink® Paging Interface

### Technical Product Description

#### Summary

Wirelessly transmit crucial call information to a wide range of electronic communication devices, including pagers, smart phones, faxes, printers, laptop computers, landline phones, and more. Messages are sent from Spillman CAD in real time and can be sent manually, or the interface can be configured for automatic paging based on an emergency's nature and type. This module reduces your workload, eliminates the need for expensive hardware, and preserves call details and page data in a log table.

#### Feature List

- HipLink can also be used to interface with Zetron 2200

#### Requirements

##### General

- Configurations and settings will have to be set up on the Spillman server as well as on the HipLink server

#### Hardware

Hardware Model		Vendor/Company Supported Notes		
Server	Windows	Microsoft		Separate Windows server running HipLink server

#### Software

Software	Version	Vendor/Company	Notes
Spillman	Version 4.5 or higher	Spillman	
HipLink			HipLink software

**TREDS Interface**  
Technical Product Description

This interface is currently being developed as part of the Wythe County, Virginia, project. Documentation is to be determined and Contractor will supplement this section when available.

### **Warrant Scanning Interface:**

Spillman and Customer agree that Spillman will work to develop the Warrant Scanning interface for use with the Software and Customer's system. Technical Product Description Documentation for this interface will be provided when available.

Functionality for the interface will be reasonably determined by Spillman, based on the needs of its nationwide customer base generally. Spillman may solicit input from Customer and other Spillman customers with respect to needed or desired functions and features.

The price for these development services and the license fee for the Warrant Scanning interface are included in Exhibit B. Upon completion of development, Spillman will deliver the Warrant Scanning interface to Customer.

## LiveScan Fingerprinting Interface

### Technical Product Description

#### Summary

Transfer biological and arrest information from your Spillman system to select Live Scan Fingerprint systems. This interface simplifies the submission of fingerprint information to state and federal agencies.

#### Feature List

- One-Touch Data Transfer
- Customizable Reporting Features
- Data Accuracy

#### Requirements

##### General

- The Spillman software must be loaded on a Spillman approved hardware platform as outlined in current Spillman policies.
  - Spillman technicians must have direct modem access to the server where the Spillman software is loaded.
  - Installation will be done over the support modem.
  - If your agency purchased installation services to set up multiple live-scan machines, each task listed in this document must be completed for each machine.
  - The Spillman Application Administrator (SAA) or designated assistant must be available to test the interface functionality and check the content of the data file.
  - The agency is responsible for all network connectivity.
  - If the live-scan vendor modifies any functionality or method of operation of their product and if these modifications require Spillman Technologies to recode any portion of the interface, additional fees for programming will apply.
  - Once the live-scan interface has been installed and is operational, the agency is responsible for payment of any additional expenses required by the live-scan vendor.

#### Hardware

Hardware	Model	Vendor/Company	Support	Notes
Live-Scan Machine				<ul style="list-style-type: none"> <li>• The live-scan machine must be operational and compatible with Spillman specifications.</li> <li>• If the live-scan machine is connected to a local network only, a local static IP address is needed for the live-scan server's network card.</li> <li>• If the live-scan machine is connected to the state, a second network card <i>or</i> routers</li> </ul>

				to the state machine and the Spillman server are required.
TCP/IP				The live-scan machine must have a TCP/IP connection to the UNIX server where the Spillman software is loaded.

### Software

Software	Version	Vendor/Company	Notes
Spillman	Version 4.5 or higher	Spillman	
NFS			If NFS Mounting is being used for the communication protocol, NFS server software is required on the UNIX server and NFS client software is required on the live-scan server.
Law Records Management module		Spillman	The Spillman Law Records Management module <i>or</i> the Jail Management module is required.



## **Exhibit D**

### **Payment Schedule**

The Contract Price will be paid in four equal installments of ONE HUNDRED FOURTEEN THOUSAND NINE HUNDRED NINETY-FIVE AND 25/100 DOLLARS (\$114,995.25) at payment milestones of 25%, 50%, 75% completion with the final payment upon System Acceptance as defined in Section 5.3.

The Payment Milestones are:

- (a) 25% complete - Completion of all tasks 1 through 19 ("Print and Dispute Forms") of the Performance Schedule, Exhibit Q;
- (b) 50% complete – Completion of all tasks 1 through 45 ("Hub and Other Spillman Modules") of the Performance Schedule, Exhibit Q, with Spillman Software installed on Sheriff's Office Servers;
- (c) 75% complete - End User Training Begins, completion of all tasks 1 through 56 ("Enter Code Tables") of the Performance Schedule, Exhibit Q; and
- (d) at 100% complete upon System Acceptance and where all tasks on the Performance Schedule are fully completed.

**Exhibit E**  
**Data Conversion – Scope of Work**  
**Concept of Operations**  
**For Data Conversion Projects**

This document provides an overview of White Box's data conversion process for conversion projects and the value we bring to our customers and will be customized during system implementation based on the needs of Customer.

## WHITE BOX BUSINESS PHILOSOPHY

White Box Technologies Inc.; the leading independent source of data management solutions providing world-class expertise in data migration, conversion and integration. These solutions are made possible through a mix of proprietary, cutting-edge migration tools, methodologies, and capabilities that enables partners and clients to simplify their data management efforts, reduce costs and substantially increase the quality of their data. White Box is privately held and is located in Salt Lake City, UT.

White Box philosophy is to establish strong partnerships with all parties involved in a conversion project enabling our partners and their clients to benefit from our tools and experience and ultimately to make the conversion a success. Our skilled project operations team works to ensure that the expectations and deliverables are managed properly throughout the process. We're not successful unless you're successful.

## WHITE BOX'S CONVERSION PROCESS

This section of the document describes the planning, analysis, design, build, and execution process followed by White Box on typical medium to large scale conversion projects. Figure 1 provides the high-level swim lane diagram of this process. These steps are done to the appropriate extent required depending on the scope of the project.

### 1.1 Planning Phase:

The first phase is where the parameters of the conversion project are established. This phase includes defining the overall data conversion scope; the assumptions and constraints that frame the conversion project; conversion entrance and exit criteria; high-level conversion milestones; project roles and responsibilities; and data exchange method and procedures.

### 1.2 Analysis and Design Phase:

The conversion begins by analyzing the source and target systems through review of available documentation and access to data and applications where available. There are three major subcomponents of analysis and design. These address overall conversion process, the data conversion rules, and the conversion architecture and infrastructure.

- **Conversion Process Analysis:** This entails a holistic view of the conversion project lifecycle and considers how the data conversion will be executed once the requirements are defined and signed off, and the tools built, integrated, and tested. The conversion execution flow considers how source data is provided to the conversion process; points at which data owners have visibility to data quality, when corrections to the data are performed, quality control check points, and how converted data is supplied to the target application.
- **Data Mapping Analysis and Design:** The principal output of data analysis and design is a Table Mapping Document that records data conversion rules and establishes a detailed link between source system(s) and the target system at the table and field level. The conversion

rules must be detailed, unambiguous, and executable, and will include a description of any data manipulation, filtering, parsing, formatting, etc. required for a successful data migration. The table mapping document, the fundamental design document for all other aspects of the data conversion project, will also include a code dictionary, default values, and the disposition of data to be archived, converted and/or entered by hand either during data conversion or post-production. Additional profiles and reports indicating source data cleanliness, quality and completeness and are instrumental in the data analysis and design. White Box works very closely with subject matter experts of both the source and target applications and the end customer's business process and data owners in attempt to ensure that the data will be converted successfully.

- **Conversion Framework Analysis:** Considers such issues as data volume, data exchange requirements, security requirements to support conversion and how the conversion tools will be configured to execute these requirements. In addition resource allocation for the migration process will be estimated, such as number of processing computers, database environments and network infrastructure.

At the completion of the Analysis and Design phase and prior to undertaking major development work, White Box requests that the Table Mapping Document to be reviewed and signed off by the appropriate key stakeholders.

### 1.3 Build Phase:

Following design signoff, White Box's conversion tools are configured to execute the conversion requirements defined in the Table Mapping Document to meet the agreed to project schedule. Quality control tests are developed to assess quantifiable and qualitative parameters to verify that the results of the conversion process were executed per the design. In this phase one or more test conversions are run internally to ensure the conversion engine and processes return the expected results. Any issues are resolved and the test is performed again as required.

### 1.4 Test and Refine Phase:

The prior to the final go-live conversion, it is recommended that the all key stakeholders participate in one or more mock or simulated conversions during which source data is collected and run through the entire process, the target database is loaded and data reports generated as necessary. There are three primary reasons to execute mock conversions: (1) The simulation of the final conversion process from start-to-finish, confirms the amount of time required and to identify and resolve conversion deployment issues in advance of the final conversion (Go-Live). This is most critical on large scale conversions or projects that have tight time constraints on system cutover. (2) The conversion of real data gives the process owners visibility into how the data will appear in the target application so that conversion and source data problems can be identified and resolved. (3) Mock conversion can supply "sample" converted data for the development team to support design and testing of the target application/database. The conversion team refines the conversion tools and process as appropriate based on feedback from the data owner and the target system implementation team. The purpose, number, timing, and input/output content of mock conversions to be done will be determined on a case-by-case basis by the conversion team, the target system implementation team, and key customer stakeholders. However, execution of mock conversion must not put the overall conversion project at risk.

During test and refine phase, the data owners address those data issues that need to be corrected or enhanced in the source application and provide status updates to the conversion team. Data corrections are usually required if the existing source data cannot be loaded, or if once loaded, it will adversely affect the functionality of the target application.

#### 1.5 Go-Live Conversion:

The final or Go-Live conversion is defined as the last data extracted from the source systems, which results in the converted data populating the final production version of the target application at the end of the overall project. Once this data is extracted from the legacy source system(s), those system(s) must be frozen to allow for final data assurance validation and to allow data integrity throughout the conversion and verification process. Any changes to the legacy systems after the data is extracted can not be included in the conversion and will have to be re-entered into the post production application (usually through manual entry).

When applicable, the data conversion team creates final conversion statistical reports and exception reports during and after the conversion process. Statistical reports provide quantitative analysis such as the number of date fields that did not conform to an expected date format. Exception reports provide qualitative analysis such as the records that have incomplete or invalid data. The data conversion team and data owners use such reports and data analysis to validate that data received from each source systems was converted to target system according to the conversion rules defined in the table mapping document.

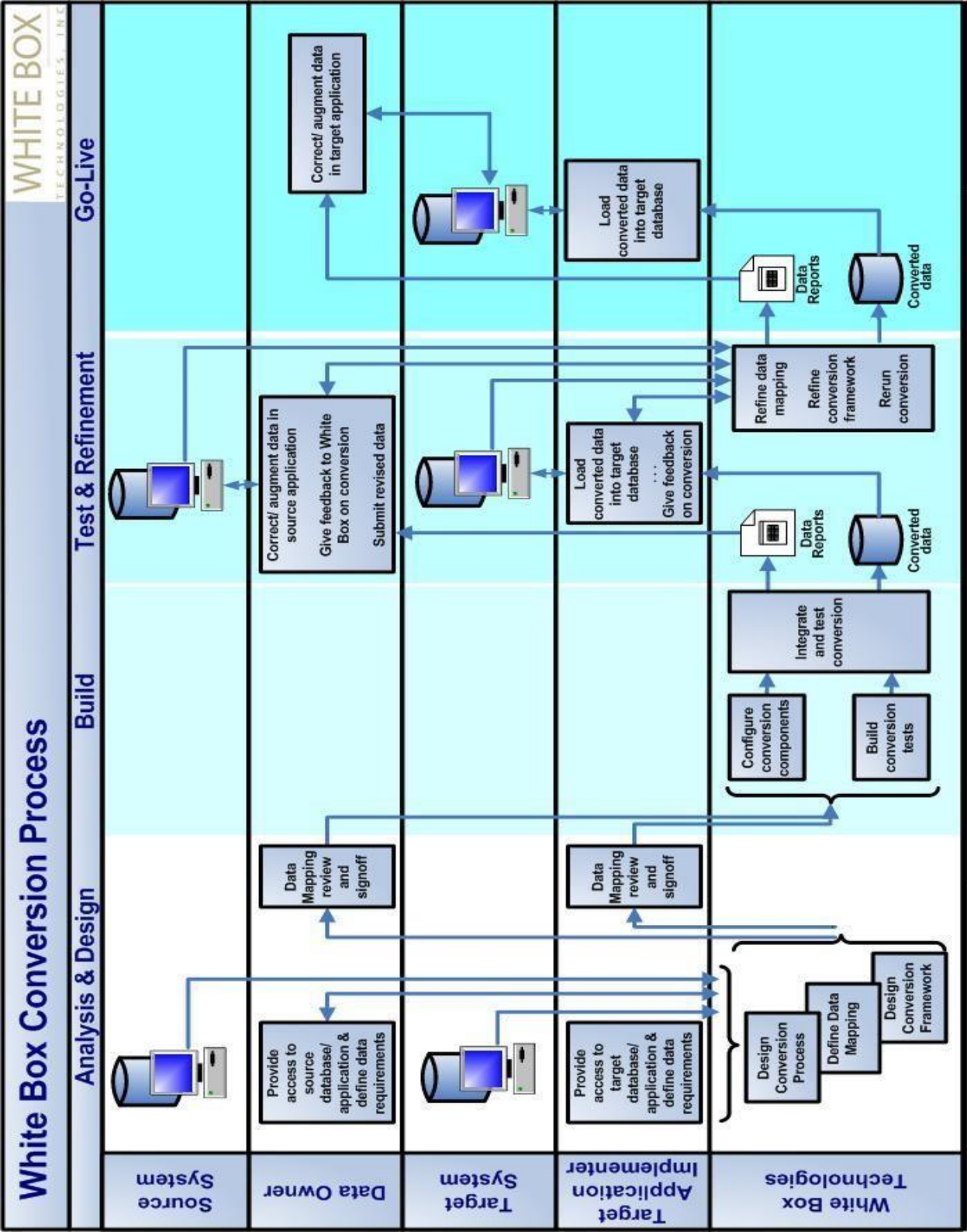


Figure 1 White Box Conversion Process

## 2 DESCRIPTION OF CONVERSION DELIVERABLES, SERVICES AND OPTIONS:

The scope of a conversion will vary on contract and customer requirements. However, the following are examples of what may be considered to be included in the general scope of the baseline and optional conversion services. Baseline conversion services include the scope of tasks required to successfully process and load legacy data from one database structure into a target database of a different structure. Optional conversion services include the scope of tasks that may be requested by a customer to enhance and augment the legacy data and to repeat the conversion process in order to reduce risk.

The table below lists all the various services that White Box can provide when doing conversions.

Service	Description
Accelerated Schedule	Schedule reduced to less than 10 week minimum
Additional Mock Conversions	Additional pull of source data, reprocessing and deliver with reports and release notes beyond one mock and one go-live
Address Standardization	Validates and standardizes address against USPS database
Custom Report	Report to indicate data that meets a certain criteria provided by Partner/Agency
Data Augmentation	Adding new or derived data necessary or desired in the target system but not available in the source. (Also called data enrichment). This includes changing the intent of the source data
Data Cleansing	Amending, correcting, removing, or defaulting inaccurate, incomplete, duplicated, or improperly formatted source data beyond that which is required to load the data properly in the target application
Data Collection	Retrieving and importing source data from data owner into White Box
Table Mapping Document	A document which details an unambiguous and executable set of rules that include a description of any data manipulation, filtering, parsing, formatting, etc. required for a successful data migration from the source to the target application. The Table Mapping Document is the fundamental design specification for all other aspects of the data conversion project.
Data Profile Report	Report that provides quantitative and qualitative analysis of the source data. (For example, date fields that did not conform to an expected date format, or the total number of records that meet specified criteria)
Data Standardization	Converting accepted (this does not include misspellings) data values that represent the same information into a single unified, recognized, and accepted structure as required by the target system. For example, standardization of all source SSN data to the target format of xxx-xx-xxx or changing "new york", "New York", "NY", and "ny" to "NY", but not "new yurk", or "n. york". Data Standardization is the process of bringing data into compliance with a customer or industry defined standard of some type.
Image Conversion	Converting digital images that were used in one application, for use in another software application. May also require changing the format of the images so that they function in the new application, includes; photos, mug shots, scanned documents etc.

Source Data Archival	In addition to the converted data loads, all source data provided for final conversion may be converted to .csv files or an Access database to provide to customer
Standardize to 3 <sup>rd</sup> -Party Data	Review and correction of legacy data through use of third party commercially available reference applications to provide assurance that data is adequate for its intended use
Convert Data to Readable format	Convert the data into an Industry Standard database which may or may not be loaded into the target system.
Financial Conversion	Converting financial data from the source system to the target system that could include; Totals Only (for reference or historical purpose), Non-Collectibles (involves determining how the current balance for a case is calculated and adding the balance as a single obligation on a case) and Full Financials (converting most/all possible financial information, resulting in a functional, usable financial state for each case as though the financial information had been entered into the system by a user over time instead of through conversion)

## BASELINE SERVICES

The following is a description of the inclusions of White Box's baseline service. These services and deliverables would be included when White Box does the entire conversion component of a project

### Standard Deliverables with Entire Conversion:

- Source Data Profile Report
- Table Mapping Document
- Converted Data
- Standard Reports
  - Exceptions (records failed to load)
  - Matched Names (records that met all criteria for name merge)
  - Possible Names Matched (records that meet some, but not all criteria for name merging)

### Assumptions/Constraints:

- Data must be provided in a usable format with corresponding column headers
- White Box will standardize and default data to the extent required to load in the target application
- White Box will receive source data and deliver converted data twice (one mock and one go-live)

## STAND ALONE SERVICES

**If the entire conversion project is NOT completely accomplished by White Box then several stand-alone services can be provided on a one off basis. Depending on the requirements of the end client and the partner White Box can provide the following:**

**Source Data Extraction:** White Box typically does not get into extracting data from a legacy system primarily for liability issues. However, oftentimes the agency is unfamiliar with the system and knowing how to either do a data dump into CSV or flat file is beyond their scope. We can



assist in figuring it out for them if needed. Also, we have several tools that will allow us to automatically get the data out of the system into a readable format.

**Profile the data:** Report that provides statistical information about their data.

**Provide Table Mapping Document:** White Box can do the analysis of the data, provide the blue print for conversion, with the actual migration done by the client or the partner.

**Convert Data to Readable Format into a standard database:** E.g. SQL format for conversion into any system. This could be used for those clients that do not want to convert their old data and import that into the new system, but would like to at least get it into a readable format and/or an industry standard database for queries and archival purposes.

**Convert data from user generated Table Mapping Document:** If the partner or agency wants to provide the table mapping document, White Box can convert the data exactly as shown from the document.

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**Exhibit F**

Acceptance Test Plan

Fluvanna County Sheriff's Office

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## Acceptance Testing Overview

Spillman will work in conjunction with the Customer to perform three types of acceptance tests: functional, performance, and reliability. This Acceptance Test Plan (ATP) is incorporated as part of the Purchase and License Agreement ("License Agreement") to identify a mutually agreeable methodology for completing these testing activities.

Failures are defined as the inability of the System or a System component to conform in all material respects to Product Specifications as defined in the License Agreement. All tracking of test results will be done via a mutually agreeable tracking form.

Any requirements hereof that must be completed by Customer within a defined time period (hours, days, etc. to comply) shall exclude from the calculation of time elapsed weekends and Federal holidays.

## Functional Testing

Prior to Go-live, Spillman will provide the Customer with its standard functional acceptance tests for each Spillman application module.

With assistance from Spillman, the Customer will conduct Functional Tests on the System to verify that that commands work as intended within mutually developed test scenarios, and that each module, as well as all System interfaces, functions according to the Functional Specifications Document developed as a System implementation task.

In the process of testing the requirements, the Customer will also test specific commands to determine whether the command executes the function it was intended to execute in the manner expected, whether the command generates the appropriate acknowledgement message, if information is correctly sent and received, and whether the commands generate the appropriate error messages when input incorrectly.

During Functional Testing, Spillman and the Customer will track whether requirements pass or fail a test. If a requirement fails a test, it will be classified as a "Failure." Spillman shall have up to ten (10) days to correct any Failure or provide an explanation of when the Failure will be corrected. Spillman shall resolve the Failure either by fixing the Failure or by providing a mutually agreeable resolution. Once a Failure is corrected, Spillman and the Customer will conduct additional testing of that requirement to verify that it passes the test.

The System will be deemed to have passed Functional Testing when all requirements pass the test or mutually acceptable remedies for the Failures have been developed.

## Performance Testing

The purpose of the Performance Test is to verify that the System meets the transaction performance standards in **Exhibit G** (Performance and Reliability Standards). Prior to Golive, the Customer will be responsible for conducting the Performance Testing. Once all System components have been installed, a final Performance test will be conducted in a live environment to ensure that performance standards are maintained when all System components are in use. For the purposes of Performance Testing, command transactions times are measured from operator action until visual response or operation completion. As part of Performance Testing, prior to go live operations, Spillman will stress test the System using an automated load tester. The automated load tester will simulate large volumes of calls being created, dispatched, etc utilizing data from the standard practice database.

### Performance Testing

The purpose of performance testing is to verify the System meets the transaction performance standards in **Exhibit G** (Performance and Reliability Standards).

The Customer will be responsible for monitoring and measuring System Performance during the 60-day test period. The Customer can conduct any performance test it desires, but must be able to systematically document and track any discovered performance deficiencies, including detailed information as to the sequence of events leading up to the problem, time of day, node name or unit involved and other pertinent details.

If performance degradation, defined as a replicable inability to meet the performance standards in **Exhibit G** (Performance and Reliability Standards) is discovered, the Customer may choose to stop use of the application or use whatever operational portion may be available. The Customer and Spillman will determine a mutually acceptable error level and remedy as per the Error Designation and Remedies Section in Section 4.1.

### Reliability Testing

Upon Go-live, the System will undergo a 60-day Performance and Reliability Period. The Performance and Reliability Test Period consists of Performance Testing and Reliability Testing.

During this test period, the Customer will need to maintain a log of any discovered errors. Errors will be classified and remedied according to severity using the Error Level Designations and Remedies listed in Section 4.1.

### Error Level Designations and Remedies

During the Performance and Reliability Test Periods, the Customer will maintain a log of any discovered errors. Errors will be classified and remedied as described in the following paragraphs.

#### 4.1.1.1 Error Level 0 (P0)

A Priority Zero Level Error (P0) is a failure to meet Product Specifications that results in:

- The entire Spillman application or a core Spillman component (i.e., HUB, RMS, CAD, Mobile, and Spillman's portion of the CLETS interface) does not function

In the event a P0 Error occurs, the Customer will immediately notify Spillman and the Performance and Reliability period will be cancelled. Spillman personnel shall promptly resolve the problem at no additional cost to the Customer and a new Performance and Reliability period will begin.

Upon receipt of a software correction for a P0 error, the Customer has 24 hours to test the software correction and place it into production. If the Customer does not place the software correction into production within 24 hours, the new Reliability Period will begin. Once the system operates for the total number of intended consecutive days of the Performance and Reliability Period without a P0 Error, the Performance and Reliability Test will be completed.

#### 4.1.1.2 Error Level 1 (P1)

A Priority One Level (P1) Error is a failure to meet Product Specifications that results in:

- Inability to use a module within a System Component
- Material Data loss due to software errors
- Data corruption due to software errors

In the event a P1 Error occurs, the Customer will immediately notify Spillman and the Performance and Reliability period will be restart. Spillman personnel shall promptly resolve the problem at no additional cost to the Customer and a new Performance and Reliability period will.

Upon receipt of P1 software correction, the Customer has 72 hours to test the software correction and place it into production. If the Customer does not place the software correction into production with 72 hours, the Performance and Reliability period will resume. Once the Subsystem or System operates for the total number of intended calendar days of the Performance and Reliability Period without a Level 1 Error, the Performance and Reliability Test will be completed.

#### 4.1.1.3 Error Level 2 (P2)

A Priority Two Level (P2) Error is a failure to meet Product Specifications that results in:

- Productive, but incomplete, operation wherein a workaround is generally available

In the event a P2 Error occurs, the Customer will immediately notify Spillman, but the Reliability period will continue. If possible, Spillman shall resolve the problem during the Reliability period. If not, resolution will occur within a future bug fixes release, fixes release or software update of the product. P2 Errors do not need to be resolved for Final System Acceptance, but must be resolved, either by remedying the error or by developing a mutually acceptable plan to remedy the error in a future bug fix release. Multiple P2 errors may collectively constitute a P1 error.

#### 4.1.1.4 Error Level 3 (P3)

A Priority Three Level (P3) Error is a minor failure to meet Product Specifications that does not affect operations and is mainly cosmetic in nature. Examples include configuration issues that can be corrected by the Customer; data integrity issues not related to the Customer ; Help File errors; documentation errors; graphical user interface cosmetic errors that can be corrected in a future release; or enhancements that can be made in the future to the presently installed System. In the event a P3 Error occurs, Spillman may or may not correct the error within a future software release, however if the error affects functionality that is identified in the functional requirements document Spillman will work with Customer to reclassify the error to a mutually agreed upon error level. Note that requested enhancements to the application are not errors and fall outside of the scope of the Error Levels and Reliability Testing.

If, during the Performance and Reliability period, the system is deemed non-operational by the Customer due to P0 or P1 errors, the Performance and Reliability period will cease. The Customer may choose to stop use or use whatever operational portion that is available. The Performance and Reliability period will restart upon the resolution of a P0 or P1. P2 and P3 Errors will not stop or extend the Performance and Reliability period.

#### Reliability Testing

The purpose of the Reliability Testing is to verify the Subsystem will perform in a live environment as per the reliability standards stated in **Exhibit G** (Performance and Reliability Standards).

If a Failure is detected, the errors will be classified and remedied as per the Error Designation and Remedies Section above in Section 4.1.

## Final System Acceptance

Final System Acceptance can occur when:

- The Spillman System has operated for 60 consecutive days without a P0 error
- The Spillman System has operated for 60 days without a P1 error
- All P2 Errors have been corrected or a mutually agreeable resolution or plan to resolve all P2 errors has been developed

Spillman needs to be notified in writing of any errors before the end of the reliability period. All errors must be reproducible. If Spillman has not been notified of any Errors within the 60 day Reliability Test period, the System will be deemed accepted.

### Final Acceptance Notification Form

Customer agrees acceptance testing has been completed as follows:

- The Spillman System has operated for 60 consecutive days without a P0 error
- The Spillman System has operated for 60 days without a P1 error
- All P2 Errors have been corrected or a mutually agreeable resolution or plan to resolve all P2 errors has been developed



Fluvanna County  
**Sheriff's Office**



Exhibit G

System Performance Standards



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## 1. Overview

This Document outlines the performance and reliability standards for the System. In the event of a conflict between the terms and conditions of this document and the License Agreement, the terms and conditions of the License Agreement (the "Agreement") shall apply.

## 2. Performance Standards

Subject to the terms and conditions in the Agreement, Spillman will ensure that during the Project the System meets the performance standards stated herein in all material respects.

### 2.1 Performance Standards Assumptions and Exceptions

All performance standards are based on the following assumptions:

- The Spillman Software is configured and maintained according to Spillman recommendations for networks, servers, workstations, storage systems, system and application configuration, as well as for database maintenance
- The workstations used to access the Software meet the recommended Spillman workstation specifications
- The servers housing the Spillman Software meet the recommended Spillman server specifications
- The storage system storing the database and application files meets the recommended storage system specifications
- A maximum average round-trip latency (as measured by "ping") of 10ms between client workstations and the Spillman server
- Performance standards are not guaranteed in the following conditions:
  - The physical integrity of the network (bad cables, etc.), other applications competing for bandwidth, or issues with switches and routers which can cause network noise, throughput drop-offs, or network activity spikes
  - Third party applications operating on workstation clients negatively influence response times of the Spillman Software
  - Anti-virus scanning software configuration, client registry errors, firewalls, and spyware negatively affect performance
  - Network and system diagnostic testing affects performance
  - Functions requiring responses from external data sources, such as queries to external systems, which may take longer based on the responsiveness of the external system and the network

## 2.2 Measurement of Transaction Response Times

Transaction response times are measured from operator action until visual response or operation completion.

## 2.3 Spillman CAD Performance Standards

The CAD performance standards are based on the **Performance Standards Assumptions and Exceptions** and the following additional assumptions:

- CAD client workstation to the Spillman Server must maintain a constant connection speed of 100Mbps for optimum performance, since response time for query transactions, searches and canned reports will depend greatly on the network connection speeds

Subject to the Customer meeting the CAD performance assumptions, Spillman commits to the following response times during the Project:

- An average of less than 1 second for the following Dispatcher commands:
  - Unit Status Update
  - Dispatch Unit
  - Call Comment
  - Update Call Status
  - Close Call
- An average of less than 3 seconds for the following Dispatcher commands:
  - Geoverify Address (from Add Call screen)
  - Initiate New Call (open Add Call screen, no address)
  - Call History (Incident History)
  - Unit History
- From the Add Call Screen or the Call Information screen, an average of less than 5 seconds for the following amplifying information
  - Previous calls at address
  - Duplicate calls at address
  - Names at address
  - Names with alerts at address
  - Warrants at address
  - Premise records at address
  - Address alerts

Many factors influence response time, including network latency, map display complexity, and interaction with external systems and data volumes retained on the production database servers. The majority of the CAD application commands will meet the criteria stated above. However, commands requiring responses from external data sources (i.e., queries to external systems) may take longer based on the responsiveness of the external system and the network. With regard to external database queries, the System will meet the performance requirement in most cases. However, due to factors such as network latency and external system responsiveness, it is not possible to commit to the response time for all ad hoc external database query requests. Notwithstanding this provision, Spillman will resolve, in accordance with the requirements of the Agreement, problems or Defects caused by Products and/or Services provided by Spillman (all Third Party Software or third party hardware being a part of the Purchased Products and Services under the Agreement is defined to be provided by Spillman) that interfere with or impede the System's ability to achieve the performance standards as stated herein. Please note that Spillman cannot guarantee response times when the transaction depends on the performance of the network, load on external systems or any external systems (e.g., queries to state databases) outside the responsibilities of Spillman as defined by the Agreement.

## 2.4 Spillman Mobile Performance Standards

The Mobile performance standards are based on the **Performance Standards Assumptions and Exceptions** and the following additional assumptions:

- Either a commercial or managed IP-based wireless network with average data rates of 256 Kbs between the Spillman Mobile client and the Spillman server
- Acceptable performance for mobile transactions shall be defined as achieving two-way (query and response) transactions on a channel without congestion (i.e., no delay for channel access due to traffic contention)

Subject to the Customer meeting the Mobile performance assumptions, Spillman commits to the following response times during the Project:

- The frequency of dispatch updates is configurable. The default configuration is set to 15 seconds, thus the maximum time between dispatch updates is less than 30 seconds.
- Query response times are directly related to network latency and bandwidth. When Mobile network performance assumptions are met indexed query responses, unit history and call history lookups, and message transactions are less than 7 seconds

Note that the Mobile response time does not apply to the following:

- Records with images or attachments, such as mug shots. For example, a 1 MB mug shot will take approximately 32 seconds to download over a 256 kbit/s connection or approximately 16 seconds to download over a 512 kbit/s connection.  
(<http://www.download-time.com/>)
- Queries to external systems
- Functions that are size and complexity dependent (i.e., report generation)

## 2.5 Spillman RMS Performance Standards

The Spillman RMS performance standards are based on the **Performance Standards Assumptions and Exceptions** and the following additional assumptions:

- RMS client workstation to the Spillman Server must maintain a constant connection speed  
of 100 Mbps for optimum performance, since response time for query transactions, searches and canned reports will depend greatly on the network connection speeds

Subject to the above-noted assumptions and exceptions, Spillman commits to the following performance standards during the Project:

- Basic Query (Indexed Search) and Select Response Times
  - With the exception of large reports or database searches that cover a time span of a week or more and excluding network communication times and other delays beyond the Licensed Software control, the RMS system will complete the majority of activities with a transaction Response Time of 3 seconds or less.
  - Data entry operations (i.e., manual entry of information into data entry fields) and option selections (e.g., selecting one or more alternatives from drop down menu, with a pointing device or keyboard command) are completed with an average response time of 1 second or less.
- Extended Records Query (Non-indexed Search)
  - The Spillman RMS allows searching on un-indexed fields. The response time for un-indexed searches varies greatly and depends on the amount of data stored in the database, the search criteria, and the position of the matching records in the table. An exact response time cannot be guaranteed, but the Spillman RMS will search approximately 1,000 records in less than 7 seconds.
- Name Query With List Response

- When configured to show a list response the Spillman RMS will complete a names search in less than 7 seconds

## 2.6 Spillman Field Reporting Performance Standards

The Field Reporting performance standards are based on the **Performance Standards Assumptions and Exceptions** and the following additional assumptions:

- Either a commercial or managed IP-based wireless network with average data rates of 256 kbit/s between the Spillman Field Reporting client and the Spillman server
- Acceptable performance for AFR transactions shall be defined as achieving two-way (query and response) transactions on a channel without congestion (i.e., no delay for channel access due to traffic contention)
- These performance standards do not apply to third party Field Reporting applications that interface with the Spillman system
- The form load time will be very dependent upon the mobile/Field Reporting client workstation hardware memory and CPU specifications required by the application.

Subject to the above noted assumptions and exceptions, Spillman commits to the following performance standards during the Project:

- Field Reporting queries to the Spillman Server over the LAN will be completed within 7 seconds. Field Reporting queries to the Spillman Server over-the-air (wireless network) are not subjected to the 7-second response time due to wireless network traffic and server response.
- Selecting drop-down menu pick-list items will be provided within 1 second. A few large pick-list items will be provided within 7 seconds.
- Generation and display of report forms from the “New” report screen will be provided within 30 seconds.
  - Generation and display of report forms from the “New” report screen will be provided within 12 seconds, with the exception of the first time the form is displayed after logging into Spillman Mobile, for Mobile clients that meet or exceed Spillman’s Mobile Client hardware recommendations.
- Field Reporting Workflow, Retrieval and Submissions
  - Loading of existing saved draft reports, reports from a user’s inbox and submission of reports may take longer than 30 seconds. The time for submitting and saving reports to the Spillman Server may also exceed 30 seconds. This transaction time will be contingent upon the number of included data elements

in a draft or completed report, any media attachments associated with the form, and the number of reports a user allows to be queued in their inbox.

## 2.7 Spillman JMS Performance Standards

The Spillman JMS performance standards are based on the general assumptions and exceptions and the following additional assumptions:

- JMS client workstation to the Spillman Server must maintain a constant connection speed of 100Mbps for optimum performance, since response time for query transactions, searches and canned reports will depend greatly on the network connection speeds

Subject to above noted assumptions and exceptions, Spillman commits to the following performance standards:

- Basic Query (Indexed Search Only) and Select Response Times
  - With the exception of large reports or database searches that cover a time span of a week or more and excluding network communication times and other delays beyond the Licensed Software control, the JMS system will retrieve and display the first matching record in 3 seconds or less.
  - Data entry operations (i.e., manual entry of information into data entry fields) and option selections (e.g., selecting one or more alternatives from drop down menu, with a pointing device or keyboard command) are completed with a response time of 3 seconds or less.
- Inmate Quick Search
  - The Inmate Quick Search displays a list of inmates that match the entered search criteria. For indexed searches, the Inmate Quick Search is completed with a response time of less than 7 seconds.

## 3. System Availability

Spillman software has consistently operated in a 99.99% to 99.999% rate of uptime for many years. For the past 12 months, Spillman customers as a whole have averaged an uptime of 99.9968 (excluding planned downtime for updates). That said, because performance of the Spillman application is also dependent on hardware, operating systems, and other nonSpillman systems, we hesitate to guarantee a defined system availability level.

Spillman Technologies is firmly committed to the continued development of our extremely reliable public safety software, and stand by the products we currently offer to more than 1,700



customers across the United States. We will work closely with the agency to ensure proper expectations are established.

The calculation of system uptime excludes planned downtime for maintenance, patches, and upgrades so long as Spillman notifies Customer of the same in advance. System uptime is a measure of software uptime and excludes downtime caused by factors outside the control of the Spillman, such as power outages and hardware failures.

#### 4. System Reliability

Spillman commits that the System will operate in material conformity with the performance standards described herein and the requirements as defined in the Agreement through Final System Acceptance, through any Warranty Period and also during the term that Customer is purchasing Maintenance Services under the Agreement. Should the System fail to meet these requirements, upon notice from Customer, Spillman will take appropriate steps to bring the System back into compliance by correcting the problem.

## Exhibit H Part 1

# Statement of Work ("SOW")

Between  
Spillman Technologies, Inc.  
And  
The County of Fluvanna Sheriff's Office

### Introduction and Purpose

Spillman provides comprehensive public safety software for police departments, sheriff's offices, fire departments, communication centers and correctional facilities. Under the guidance and participation of Customer, Spillman will facilitate the delivery and implementation of its integrated software solutions, which includes all purchased products and services in the Purchase and License Agreement. Where any provision of the Purchase and License Agreement conflicts with the provisions hereof, the Purchase and License Agreement shall control.

Together, the integrated software solutions are referred to as the "System."

Spillman is committed to building a lifelong partnership with Customer by providing professional project management assistance through implementation, account management, technical services, and both initial and ongoing training. Spillman will provide Customer with software tools and services to implement a system that provides for the storage, retrieval, retention, manipulation, and viewing of documents, or files pertaining to Customer operations.

This SOW guides the primary activities and responsibilities for the System's implementation. It documents project implementation requirements, identifies each major task within the implementation process, sets expectations for each party, and identifies the criteria by which Spillman and Customer will consider a task complete.

### Project Objectives

Ongoing objectives of the Public Safety Software Implementation project:

- Provide a comprehensive public safety software solution to facilitate data management
- Provide the software and services necessary to enable interoperability and real-time data sharing
- Provide initial and ongoing system and application administration training to ensure proper setup and the efficient use of software modules
- Facilitate the implementation of data entry standards

Specific SOW objectives:

- Complete the project implementation plan
- Configure, set up, and install the server
- Install and configure core Spillman software modules

- Install and configure the external interfaces
- Provide onsite system setup consultation and system and application administration training
- Perform initial system acceptance
- Provide comprehensive end user training and assistance with code table set up
- Provide Go-live assistance
- Perform final system acceptance

## Change Management Procedures

In the event it is necessary to change this SOW or, if applicable, a Scope of Work document, the following procedure outlined in the Purchase and License Agreement under Section 2.3.1.

### Customer Responsibilities

- Maintain effective communications with the Spillman Project Manager
- Participate in onsite project status meetings
- Respond to issues and concerns as communicated by the Spillman Project Manager
- Provide Spillman with Customer-approved project change requests
- Coordinate required Customer tasks and responsibilities with the Spillman Project Manager
- Manage all third party vendors for which Customer contracts facilitate project activities
- Ensure Customer project team members have the knowledge and expertise to meet required project responsibilities
- Provide onsite and dedicated VPN remote access as required to facilitate installation and Spillman's continued system support
- Install Spillman application client on all computers
- Install Mobile application client on mobile computers
- Provide physical training facilities and supplies (e.g., projector, screen, whiteboard or equivalent) as well as personal computers required for training end users
- Ensure management and end user personnel are scheduled and available for training

### Spillman Project Team Responsibilities

- Function as the liaisons with Customer's designated project manager
- Provide Customer with a project management plan, including a cut-over plan for Golive
- Supply system test plans, setup, administration and configuration documentation, student manuals (training plans), and end user Documentation
- Manage all aspects of the implementation, including project communications

- Participate in the project planning and system setup
- Coordinate and schedule the delivery of all products and services provided by Spillman
- Conduct onsite project status meetings at Customer facility and attend all major project events including project kickoff meeting, system acceptance tests, project team training, and Go-live activities
- Facilitate the submission and approval of Customer change requests
- Provide responses and recommend resolutions to Customer issues
- Facilitate the server configuration and core system installation, and coordinate external interface installation
- Manage all third party vendors contracted by Spillman

## Project Tasks and Responsibilities

This section outlines all project phases, individual tasks, and responsible parties required to meet the goals and objectives of this SOW. Spillman and Customer will perform their respective tasks through a combination of onsite collaboration, coordination via telephone, email communications, and other remote means, as appropriate.

Tasks may or may not be completed in the order in which they appear. Some tasks may be sequential while other tasks may be concurrent with other tasks.

Some tasks will involve 3rd party entities (government agencies, vendors, etc.) to successfully complete this project. Spillman will cooperate and use good faith efforts to work effectively with all 3rd party representatives from other vendors or government agencies as may be necessary to ensure successful Project completion.

## Project Planning and Pre-Installation

### Task Description

Project Planning will consist of a series of tasks and activities to help prepare the Customer and Spillman for the implementation process:

#### **Pre-Implementation Meeting**

Spillman will conduct a Pre-Implementation Meeting (PIM), which includes a project review session and product demonstration. The Project review session will include a detailed discussion of the contract documents, project timelines, goals and objectives, and roles and responsibilities of both parties. The Project review session will be designed to ensure the project managers and key personnel on both sides are familiar with the contract documents and have the same understanding of the overall scope of the project and project approach.

#### **Open House**

Upon completion of the PIM, Spillman will conduct an Open House consisting of a general product presentation for end users designed to promote enthusiasm for the upcoming implementation.

### **Workflow and Forms Review Sessions/Project Team Planning Session**

Spillman will schedule and conduct Workflow and Forms Review Sessions with each agency/department to identify paper forms and manual reports that can/will be eliminated by installing the new System, and the changes that will be required in forms that will remain in use after system go-live. This task will also include a detailed discussion/presentation and recommendations on how each agency will/should streamline work processes and adjust current staffing resources to match Software utilization.

#### **Deliverables**

- Upon completion of Project Planning, Spillman and Customer will: Document results of the workflow and forms review for each agency. Spillman will provide recommendations on forms that can potentially be eliminated and/or consolidated for each agency. Spillman will provide recommendations for forms that should remain in use after go-live occurs.
- Identify and document estimated Customer resources and estimated time requirements for Customer-related tasks so the Customer is better prepared to assign the type of resources when necessary to do so and for what duration. This information will be based on Spillman's previous experience in installing similar systems. The goal is to help ensure the Customer is well aware in advance of tasks and resource requirements so as to avoid potential project delays during the implementation process.

#### **Prerequisites**

- Signed Agreement

#### **Completion Criteria**

This task will be considered complete following the Pre-Implementation Meeting, Open House, and completion of the Workflow and Forms Review Sessions.

Spillman	Customer
Responsibilities <ul style="list-style-type: none"> <li>• Conduct pre-implementation meeting</li> <li>• Conduct product demonstrations</li> <li>• Conduct workflow forms and review</li> </ul>	Responsibilities <ul style="list-style-type: none"> <li>• Assist with open house (invites, room to conduct meetings and open house, etc...)</li> <li>• Assist with workflow and forms analysis</li> <li>• Assist with project team planning sessions</li> </ul>
Required Staff <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Trainer</li> <li>• Systems Engineer</li> </ul>	Required Staff <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Project team members (staff from agencies or departments)</li> </ul>

## Order Hardware

### Task Description

The purpose of this task is to order the hardware required for the Spillman system. Customer or Spillman (as specified in the Agreement) will be responsible for procuring the server needed to meet Spillman's hardware specifications, as well as dedicating/procuring servers for the solution's GIS component, HipLink paging module and Compstat Dashboard module..

Together, Spillman and Customer will review the purchase order to verify the purchased hardware meets system specifications. Hardware will then be shipped to Customer's location.

If Customer desires a disaster recovery solution, Customer (or a mutually agreed upon third party, as specified in the Agreement) will be responsible for procuring a second server and facilitating the setup of that solution. All costs associated with the setup and testing of the disaster recovery solution will be borne by Customer.

### Deliverables

- Hardware recommendations

### Prerequisites

- Pre-implementation conference call

### Completion Criteria

This task will be complete once the hardware has been ordered.

Spillman	Customer
Responsibilities <ul style="list-style-type: none"> <li>• Verify hardware order</li> <li>• Order hardware (per Contract)</li> <li>• Provide minimum and recommended requirements for all workstations</li> </ul>	Responsibilities <ul style="list-style-type: none"> <li>• Order hardware (per Contract)</li> <li>• Ensure hardware (workstation) upgrades as needed</li> </ul>
Required Staff <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Installation manager</li> <li>• Systems Engineer</li> </ul>	Required Staff <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• IT personnel (as needed)</li> <li>• System administrator</li> </ul>

## Order Third Party Products

### Task Description

Spillman will order third party products as specified in the Agreement. Customer will be responsible for any third party requirements not listed in the Agreement.

### Deliverables

- Not applicable

### Prerequisites

- Signed agreement

### Completion Criteria

This task will be complete once Spillman and Customer have placed all orders for third party products.

Spillman	Customer
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Order third party products as specified in the Agreement</li> </ul>	<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Order third party products for which Customer is responsible</li> </ul>
<b>Required Staff</b> <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Systems engineer</li> </ul>	<b>Required Staff</b> <ul style="list-style-type: none"> <li>• Project manager</li> <li>• System administrator</li> <li>• IT personnel (as needed)</li> </ul>

## Finalize Project Schedule

### Task Description

Prior to signing the Agreement, Spillman and Customer may have developed a preliminary project schedule. During this task, the project managers from both Spillman and Customer, as well as Customer personnel who make decisions regarding resource allocations or scheduling, will meet and review the project schedule. These individuals will make any necessary adjustments based on known changes in resource availability. Spillman's project manager will then update the schedule.

The project schedule will be further updated as necessary over the course of the project. All changes to the schedule will be mutually agreed upon and, if required, documented via the mutually agreed upon change order process. Any schedule changes that occur will be a part of the project status reports provided by Spillman's project manager.

### Deliverables

- Final project schedule

### Prerequisites

- Not applicable

### Completion Criteria

This task will be complete when the parties agree upon the final project schedule; approval shall not be unreasonably withheld or delayed.

Spillman	Customer
Responsibilities <ul style="list-style-type: none"> <li>• Lead Customer through a review of the project schedule</li> <li>• Update the project schedule</li> </ul>	Responsibilities <ul style="list-style-type: none"> <li>• Ensure personnel who can make resource allocation and scheduling decisions attend Project Schedule review</li> </ul>
Required Staff <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Training Coordinator</li> </ul>	Required Staff <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• System administrator</li> <li>• Department supervisors (as needed, for approving the schedule)</li> </ul>



## Develop Data Entry Standards

### Task Description

Customer is responsible for developing data entry standards and policies to ensure users enter data correctly and in conformity with quality assurance expectations. At the kickoff meeting, Spillman will provide and explain sample data entry standards as a starting point for Customer. Customer will need to revise the sample standards to meet its specific needs. Once standards have been established, Customer will be expected to formalize the policy as standard operating procedure for data entry tasks. Spillman will incorporate the data entry standards into end user training. Therefore, Customer must complete this task prior to end user training. Spillman is not responsible for project delays due to Customer not completing this task in a timely manner.

### Deliverables

- Spillman-supplied sample data entry standard
- Final, Customer-defined data entry standards

### Completion Criteria

This task will be complete after Customer develops formal data entry standards that Spillman can incorporate into end user training.

Spillman	Customer
Responsibilities <ul style="list-style-type: none"> <li>• Provide sample data entry standards</li> <li>• Explain data entry standards</li> </ul>	Responsibilities <ul style="list-style-type: none"> <li>• Revise sample standards form to meet Customer's needs</li> <li>• Create formal policies and standard operating procedures to guide data entry tasks</li> </ul>
Required Staff <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Lead Trainer</li> </ul>	Required Staff <ul style="list-style-type: none"> <li>• Project team</li> </ul>

## Conduct First Web Based Map Training

### Task Description

Customer must prepare its GIS data for the Spillman geofile and then build the Spillman geofile database. Prior to training, Customer will collect current map data for assessment. Spillman will send Customer a document to guide Customer in the collection of this data. A Spillman GIS trainer will assess the current map data and provide feedback on ways to improve the quality of the data for use in the Spillman geofile.

During this time, Spillman's GIS trainer will also instruct Customer's personnel responsible for building the geofile on how to build and update the maps for use in the Spillman applications. After training, Customer is responsible for building the geofile. Spillman will remotely provide additional assistance, as needed.

### Deliverables

- Map data collection guide
- GIS modification recommendations
- Remote assistance as needed

### Prerequisites

- Existing customer map files

### Completion Criteria

This task will be complete after Spillman concludes the onsite map build training.

Spillman	Customer
Responsibilities <ul style="list-style-type: none"> <li>• Provide map data collection guide</li> <li>• Assess current map data</li> <li>• Provide feedback on ways to improve quality of map data</li> <li>• Provide map build training</li> <li>• Provide remote assistance during Customer's map build activities</li> </ul>	Responsibilities <ul style="list-style-type: none"> <li>• Collect current available map data</li> <li>• Attend map training</li> <li>• Build geofile per Spillman's specifications</li> </ul>
Required Staff <ul style="list-style-type: none"> <li>• Trainer (GIS)</li> </ul>	Required Staff <ul style="list-style-type: none"> <li>• System Administrator</li> <li>• GIS Department</li> </ul>

## Install and Configure Hardware and Operating System

### Task Description

After Customer receives the server hardware, Spillman's systems engineer will install the server at Customer site, and install and configure the operating system. The systems engineer will also help Customer configure the GIS server to accommodate Esri® Network Analyst, which is necessary if Customer wants routing and closest unit dispatching capabilities.

### Deliverables

- Servers installed and configured

### Prerequisites

- Addresses for servers and VPN identified
- Server location, equipment, and supply of power provided

### Completion Criteria

This task will be complete when Spillman has installed and configured the Linux server and operating system, conducted initial tests of the equipment, corrected any material problems or deficiencies, and established connectivity to Spillman headquarters.

Spillman	Customer
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Install Linux server and operating system at Customer site</li> <li>• Configure database storage space allocation</li> <li>• Guide Customer through network configuration</li> <li>• Conduct initial tests of the equipment and correct any problems or deficiencies</li> <li>• Establish connectivity to Spillman headquarters</li> </ul>	<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Facilitate installation of Linux server</li> <li>• Set up disaster recovery solution</li> <li>• Configure network</li> <li>• Assist with establishing connectivity to Spillman headquarters</li> </ul>
<b>Required Staff</b> <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Systems Engineer</li> </ul>	<b>Required Staff</b> <ul style="list-style-type: none"> <li>• System Administrator</li> <li>• IT department</li> </ul>

## Install Core Spillman Application

### Task Description

After installing the servers and configuring the operating system and database storage, Spillman's systems engineer will install the core Spillman application and the Spillman side of interfaces. The systems engineer will configure the database environments and create the initial administrative user accounts.

Spillman will provide Customer with Mobile and Spillman client applications. Customer is responsible for installing the client application on the mobile and desktop computers.

### Deliverables

- Installation of Spillman applications, as specified in the Agreement
- Installation of Spillman components of external interfaces
- Installation of Spillman Mobile client application

### Prerequisites

- Hardware installed

### Completion Criteria

This task will be complete when Spillman has installed the core Spillman applications, created the training user accounts and administrative accounts, initiated the installation of external interfaces, and performed the tests required for end user training and Go-live.

Spillman	Customer
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Install core Spillman applications</li> <li>• Configure databases (live and training)</li> <li>• Create administrative user accounts</li> <li>• Create training user accounts</li> <li>• Initiate installation of external interfaces</li> </ul>	<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Install Spillman client application on PCs</li> <li>• Install Spillman Mobile client application on mobile computers</li> </ul>
<b>Required Staff</b> <ul style="list-style-type: none"> <li>• Systems Engineer</li> </ul>	<b>Required Staff</b> <ul style="list-style-type: none"> <li>• IT personnel</li> <li>• System Administrator</li> </ul>

## Configure StateLink/NCIC, E9-1-1, LiveScan and Other External Interfaces

### Task Description

Spillman installs the NCIC and E9-1-1 interfaces with configuration parameters set to default values. While most external interfaces require only configuration prior to execution, these interfaces require additional technical and administrative steps for operability.

Spillman will install the State Link and Mobile StateLink NCIC interface. Customer, however, is responsible for obtaining a state connection and obtaining state user and terminal ORIs. Should Customer require assistance, Spillman can help with the process. Together, Spillman and Customer will enter the ORI and terminal information and test the connection.

Spillman will install the E9-1-1 interface. To configure this interface, Spillman will require a sample ANI/ALI data stream from Customer, as well as dispatch terminal IP addresses and a port for connectivity to the ANI/ALI box. After receiving this information and the required connectivity, Spillman will configure the E9-1-1 interface and, together with Customer, will test the connection to verify the correct data stream and format transfers to the CAD screens.

Spillman will also install and test all other external interfaces specified in the Agreement. The development process for other interfaces will include programming, testing, and demonstrating to Customer the successful completion of all included interfaces and software modifications, as set forth in the Agreement.

### Deliverables

- Installation, configuration, and testing of StateLink and Mobile State Link StateLink/NCIC, E9-1-1, and LiveScan interfaces

### Prerequisites

- Methods of connectivity defined
- Contact information for all third party vendors

### Completion Criteria

This task will be complete when Spillman and Customer have tested the StateLink and Mobile StateLink/NCIC, E9-1-1 interface, LiveScan interface, and other external interfaces included in the Agreement and they are installed and working correctly in all material respects.

## Configure StateLink/NCIC, E9-1-1, LiveScan and Other External Interfaces

Spillman	Customer
<p>Responsibilities</p> <ul style="list-style-type: none"> <li>• StateLink Interface               <ul style="list-style-type: none"> <li>○ Install StateLink/NCIC interface</li> <li>○ Work with Customer to enter ORI and terminal information</li> <li>○ Test StateLink/NCIC interface</li> </ul> </li> <li>• E9-1-1 Interface               <ul style="list-style-type: none"> <li>○ Install interface</li> <li>○ Configure ANI/ALI</li> <li>○ Verify data stream/format to CAD screens</li> </ul> </li> <li>• Other External Interfaces               <ul style="list-style-type: none"> <li>○ Serve as prime contractor to develop interfaces</li> <li>○ Test and successfully demonstrate completion to Customer</li> <li>○ Update interface and system Documentation, as necessary</li> </ul> </li> </ul>	<p>Responsibilities</p> <ul style="list-style-type: none"> <li>• StateLink Interface               <ul style="list-style-type: none"> <li>○ Obtain state connection</li> <li>○ Obtain state user and terminal ORIs</li> <li>○ Work with Spillman to enter ORI and terminal information</li> <li>○ Test StateLink and Mobile StateLink State/NCIC interface</li> </ul> </li> <li>• E9-1-1 Interface               <ul style="list-style-type: none"> <li>○ Provide ANI/ALI port for connection</li> <li>○ Provide dispatch computer IP address</li> <li>○ Verify data stream/format to CAD screens</li> </ul> </li> </ul>
<p>Required Staff</p> <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Systems engineer</li> <li>• Development (programmers)</li> </ul>	<p>Required Staff</p> <ul style="list-style-type: none"> <li>• IT department</li> <li>• Any applicable third party vendors</li> <li>• System administrator</li> </ul>

## Conduct Project Team Training

### Task Description

Spillman will conduct a three-day training course for Customer's project team. Part of this training includes an overview of the purchased application. During the overview, Spillman will demonstrate the functionality of the various modules. As Spillman demonstrates this functionality, Spillman and Customer will jointly verify the project acceptance sign off for the modules purchased. Should Spillman and Customer discover any discrepancies between the demonstrated product and Spillman's proposal, they will mutually agree on the reason for the discrepancy and develop a plan of action to resolve the discrepancy. Spillman will resolve the discrepancy if possible. If an immediate resolution is not possible, Spillman and Customer will agree on, and document, an alternative plan of action (i.e., a workaround by Customer or a Spillman product enhancement in a future release).

Following the project team training, the Spillman project manager and Customer will work on any documented changes that need to be made to the module acceptance testing documents (the "Acceptance Documents"). Customer's project team will review the Acceptance Documents for accuracy. Once Spillman and Customer agree on the accuracy of the Acceptance Documents, the documents will be used as a basis for functional testing and final project acceptance.

### Deliverables

- Project team training
- Module acceptance test documents

### Prerequisites

- Server installation complete
- Training room set up with server connectivity

### Completion Criteria

This task will be complete when the parties have agreed upon the Acceptance Documents.

Spillman	Customer
Responsibilities <ul style="list-style-type: none"> <li>• Project team training (system overview)</li> <li>• Demonstrate Spillman application</li> <li>• Work with Customer to review and modify (as needed) module acceptance tests</li> </ul>	Responsibilities <ul style="list-style-type: none"> <li>• Provide appropriately equipped training location</li> <li>• Ensure appropriate personnel attend project team training Work with Spillman to review and modify module acceptance tests</li> </ul>
Required Staff <ul style="list-style-type: none"> <li>• Project manger</li> <li>• Trainer</li> </ul>	Required Staff <ul style="list-style-type: none"> <li>• Project team</li> <li>• Trainer</li> </ul>

## Conduct System Administration Training

### Task Description

Spillman will conduct the following system administration training courses:

- Specialist Spillman application administration (3 days)
- Module-specific administration training, as appropriate

System administration training includes training to set up, enter, and administer the operational and administrative code tables. Following training, Customer will be responsible for entering code tables. Customer must enter data before user training begins. Spillman will provide training on user/group setup, including granting system privileges.

Additionally, Customer should have a good draft of its data entry standards. During this training, Spillman will work with Customer to review and finalize the data entry standards. Following training, Customer will be responsible for formalizing data entry standards. This task must be complete before user training begins.

### Deliverables

- System administration training per the training plan

### Prerequisites

- Spillman application installation
- Project team training
- Customer completion of data entry standards

### Completion Criteria

This task will be complete when Spillman has provided the system administration training per the training plan.

Spillman	Customer
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• System administrator training</li> <li>• Module administration training</li> <li>• Code table setup training</li> </ul>	<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Provide properly equipped location</li> <li>• Ensure personnel attend training</li> <li>• Finalize data entry standards</li> <li>• Enter code tables</li> </ul>
<b>Required Staff</b> <ul style="list-style-type: none"> <li>• Trainer</li> </ul>	<b>Required Staff</b> <ul style="list-style-type: none"> <li>• Project manager (as needed)</li> <li>• Project team</li> <li>• System administrator</li> <li>• IT personnel</li> <li>• Department managers (as needed for code tables decisions)</li> </ul>



## Conduct Module Acceptance Testing

### Task Description

At Customer location, Spillman and Customer will conduct acceptance tests on the installed system. Spillman will provide Customer with its standard acceptance tests for each Spillman application module. Should it desire to do so, Customer can develop additional, mutually agreeable tests and scenarios.

With Spillman's assistance, Customer will conduct functional tests to verify that commands work as intended within mutually developed test scenarios, and that each module and all interfaces, function according to the Acceptance Documents.

In the process of testing the requirements, Customer will also test specific commands to determine whether the command executes the intended function in the manner expected, the command generates the appropriate acknowledgement message, information transfers correctly, and the commands generate the appropriate error messages when input incorrectly.

During module testing, Spillman and Customer will track whether requirements pass or fail a test, classifying requirements that test as a "Failure." If a material Failure is identified, it will be documented and Spillman will begin work to correct the Failure. Once a correction is established, Spillman and Customer will conduct additional testing of that requirement to verify it passes the test.

### Deliverables

- Spillman standard functional tests

### Prerequisites

- Spillman application installation
- System Administration training

### Completion Criteria

This task will be complete when the Spillman application operates in all material respects according to the Acceptance Testing Documents, and Spillman either has remedied all material Failures or has provided a mutually acceptable written explanation of when it will correct the Failures.

## Conduct Module Acceptance Testing

Spillman Responsibilities	Customer Responsibilities
<ul style="list-style-type: none"> <li>• Provide standard functional tests</li> <li>• Work with Customer to review and agree upon additional tests and scenarios</li> <li>• Conduct module testing with Customer and track results</li> <li>• Correct any failures following Acceptance Testing Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Review standard Spillman functional tests</li> <li>• Create additional tests and scenarios, if desired</li> <li>• Conduct functional testing with Spillman and track results</li> <li>• Re-test any corrections made by Spillman</li> </ul>
<b>Required Staff</b> <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Trainer</li> </ul>	<b>Required Staff</b> <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Project team</li> <li>• End users (as needed)</li> </ul>

## Conduct Follow Up Map Training and Final Map Setup Training

### Task Description

Spillman GIS trainers will conduct multiple (as needed) training sessions to review the geofile map build and direct the necessary GIS modifications. These trainers will identify areas where the maps could be improved and assist Customer with any issues or problems it is experiencing.

Prior to Go-live, Spillman will conduct a final review session to assess the condition of Customer map data and ensure it is ready for go live.

### Deliverables

- GIS professional services (consulting)
- Final map review

### Prerequisites

- Spillman application installation
- System administration training
- Significant progress on Customer map build

### Completion Criteria

This task will be complete when the final map is prepared and ready for go live.

Spillman	Customer
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Provide map build assistance to Customer</li> <li>• Assist with final map review and go live preparation</li> </ul>	<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Map build and GIS modifications</li> <li>• Perform final map review</li> </ul>
<b>Required Staff</b> <ul style="list-style-type: none"> <li>• Trainer (GIS)</li> </ul>	<b>Required Staff</b> <ul style="list-style-type: none"> <li>• GIS department</li> <li>• System administrator</li> </ul>

## Conduct End User Training

### Task Description

Spillman will conduct end user training per the mutually agreed upon training plan.

### Deliverables

- End user training

### Prerequisites

- Functional testing completed
- Interfaces installed and configured

### Completion Criteria

This task will be complete when Spillman has provided all end user training per the training plan.

Spillman Responsibilities	Customer Responsibilities
<ul style="list-style-type: none"> <li>• Provide end user training per the training plan</li> </ul>	<ul style="list-style-type: none"> <li>• Provide training facilities and equipment</li> <li>• Ensure appropriate personnel attend each training class</li> </ul>
Required Staff <ul style="list-style-type: none"> <li>• Trainers</li> </ul>	<ul style="list-style-type: none"> <li>• Required Staff</li> <li>• All employees (end users)</li> </ul>

## Cutover to Live Operation

### Task Description

Spillman trainers will be onsite to assist Customer with cutover to live operation (Go-live).

On the day of cutover to live operation, Spillman will facilitate a Go-live kickoff ensuring all tasks are completed and Customer personnel are prepared for pre and post-cutover roles.

After cutover, Spillman's trainers will assist Customer personnel with initial live database entry, providing guidance and training as needed. The trainers will troubleshoot live database problems that may arise and make minor configuration modifications as Customer makes initial database entries and enacts entire work processes in the live environment.

Spillman's project manager and trainers will hold meetings with Customer project team, as needed, to discuss concerns and issues that arise.

Customer's system administrators, project team, and other "supervisory users" shall be present to provide guidance to Customer personnel needing additional assistance. Customer personnel are free to ask questions. The system administrators, project team, and other supervisory users should report issues and concerns they encounter to Spillman's trainers and project manager, who will incorporate the issues and concerns into daily meetings and one-on-one training.

### Deliverables

- Trainers onsite for Go-live

### Prerequisites

- Completion of all previous tasks

### Completion Criteria

This task will be complete once live operation of the entire System has commenced and the other tasks described above been completed.

Spillman	Customer
Responsibilities <ul style="list-style-type: none"> <li>• Facilitate Go-live kickoff meeting (first day of Go-live)</li> <li>• Assist with initial live database entry</li> <li>• Observe operations and troubleshoot live database problems</li> <li>• Make minor modifications as needed</li> <li>• Work one-on-one with individuals</li> </ul>	Responsibilities <ul style="list-style-type: none"> <li>• Ensure appropriate personnel attend Go-live kickoff meeting</li> <li>• Provide guidance to individuals who need extra assistance</li> <li>• Relay issues and concerns to Spillman</li> </ul>

Required Staff <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Systems engineer</li> <li>• Trainers</li> </ul>	Required Staff <ul style="list-style-type: none"> <li>• Project manager</li> <li>• All employees (end users)</li> </ul>
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Perform Site Audit and Analysis	
<p>Task Description</p> <p>Approximately a few weeks following cutover to live operation, a Spillman trainer will be onsite to observe how Customer personnel are using the System. The trainer will be available to answer any follow up questions and provide additional training to enhance user capabilities, showing the users alternative ways to use the System.</p> <p>Deliverables</p> <ul style="list-style-type: none"> <li>• Onsite analysis and training for up to three days</li> </ul> <p>Prerequisites</p> <ul style="list-style-type: none"> <li>• Go-live operations</li> </ul> <p>Completion Criteria</p> <p>This task will be complete after the Spillman trainer has conducted the site audit and analysis.</p>	
Spillman	Customer
Responsibilities <ul style="list-style-type: none"> <li>• Answer follow up questions</li> <li>• Show users alternative ways to use the system</li> </ul>	Responsibilities <ul style="list-style-type: none"> <li>• Communicate questions or concerns</li> </ul>
Required Staff <ul style="list-style-type: none"> <li>• Trainer</li> </ul>	Required Staff <ul style="list-style-type: none"> <li>• Applicable staff</li> </ul>

## Final Project Acceptance and Final System Acceptance

Final Project Acceptance and Final System Acceptance shall occur in accordance with the requirements of the Purchase and License Agreement.

## Fluvanna County Sheriff's Office, Virginia

Response Codes:

Compliant

Partially Compliant - meets substantially all requirements with minor exceptions

Alternative Method - meets stated requirements through alternative method

Available in Upcoming Release

Requires Modification

Exception - does not meet requirements; modification not available

Comments - use for clarifications and/or exceptions

Insert an X in the appropriate column. All responses other than Compliant require an explanation which may be provided in the comments column or in an attachment. Attachments must include the tab name (CAD, GIS, Mobile, Interfaces, Databases, or LAW LERMS) and the requirement number for cross referencing to the applicable worksheet.

## Fluvanna County Sheriff's Office, Virginia

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C1	Latest version of Windows operating system, and Microsoft SQL Server compliant relational database		X					Spillman utilizes the Windows operating and FairCom SQL database.
C2	Support multi-agency and multi-jurisdictional dispatch operations.	X						
C3	Command-line, point and click, and function key entry of commands and/or data	X						
C4	Display all resources on status screen and special equipment associated with resources	X						
C5	Workstations use a Graphical User Interface	X						
C6	Workstations may be configured for individual user, activated at user logon	X						
C7	Application has capability to utilize Windows Active Directory functionality.				X			This functionality will be available in an upcoming release.
C8	Windows may be moved or resized	X						
C9	Users may be logged onto more than one Workstation	X						
C10	Users shall have the ability to close or minimize CAD windows	X						
C11	Use numeric keypad for number entry	X						
C12	Agencies can create alias command names for CAD provided commands; calls can be initiated with either	X						
C13	Print any or all records retrieved from an inquiry to a networked or workstation attached printer	X						



		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C14	Print any map on any screen to a networked printer	X						
C15	Print any map on any screen to a workstation-attached printer	X						
C16	Users may be logged onto more than one instance of CAD on a single Workstation	X						
C17	Users may take responsibility for any or all jurisdictions/agencies simultaneously	X						
C18	Connectivity to the master message switch (used for CAD/Mobile real-time refreshes) shall always be displayed in the CAD frame status view so that the user knows whether they are connected or not		X					This is shown in the mobile message center as a green dot in the bottom left part of the window. If there is no connectivity, then the dot turns red.
C19	Include date, hour, minute, and seconds in all time stamps	X						
C20	Include date, time, and user ID stamp for all data entries	X						
C21	Search all tables/files using any or all fields	X						
C22	Search all tables/files using exact match and wild card	X						
C23	Ability to access CAD system through remote access (RDP) with query/read-only capability	X						
C24	Ability to access CAD Summary via Intranet browser with query-only capability	X						
C25	Ability to access CAD system through remote access (RDP) with full CAD capability	X						
C26	Ability to access CAD data in a sharing environment for multiple agencies	X						
C27	Data integrity is ensured through extensive use of edit checks	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C28	Provide in-field help (e.g. what field is for)	X						
C29	Provide pick lists for data entry (e.g. pull-down menus)	X						
C30	Display real-time date and time constantly on screen	X						
C31	Include jurisdictional agency indicator in incident number	X						
C32	Incremental type look-up for street names, road, highway names, intersections, and place/landmark names				X			Type ahead functionality is planned in an upcoming release.
C33	The software shall support both field entry and command line entry of data	X						
C34	Ability for system administrator to reconfigure/add/delete/modify lookup fields being available to users without logging out of the system	X						
C35	Ability for system administrator to change system preferences and agency configurations without having to take the system down	X						
C36	Remote access by vendor for diagnostics	X						
C37	Automatic unit recommendation for an event based on event type, zone, beat, response plan, and unit availability	X						
C38	Provide appropriate unit recommendations for the agency that should be dispatched	X						
C39	Dispatchers able to override unit recommendation	X						
C40	Ability to recommend multiple units	X						
C41	Ability to recommend multiple unit types	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C42	Ability to allow units dispatched on low priority incidents to be dispatched to higher priority incidents	X						
C43	Recommend units or apparatus based on type and location of incident	X						
C44	Recommendation for mutual aid depending on incident type, incident location, and type of equipment necessary	X						
C45	Specific unit type/apparatus recommendations for each class or organization of units on the same incident	X						
C46	Specified response for each alarm level for a specific type of Fire incident	X						
C47	Continual tracking of all equipment and make necessary recommendations for equipment move-ups as more equipment is added to events		X					Recommended Units can utilize the Spillman Equipment module in the recommendations and base event recommendations on available apparatus with specific equipment.
C48	Allow users to place a unit in move--up status in recommendations						X	Move-ups are done using third party software.
C49	Allow for move down of equipment that was moved up back to home station						X	Move-ups are done using third party software.
C50	User must be able to view all units in a move-up status, along with the current station/response area assignment at any time						X	Move-ups are done using third party software.
C51	Ability to recommend next best unit for the type of incident if initial unit recommended in unavailable	X						
C52	Allow for resource contingencies for Fire units that will automatically enable or disable units based on pre-set contingencies to be determined by the agency for cross manning purposes	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C53	Allow users to update/change resource contingencies on the fly as more resources become available	X						
C54	Allow user and administrators to set a maximum number of Fire units to be recommended from a specific station at one time (on a single incident) in order to not deplete resources in the area	X						
C55	Fire station specific ability to restrict resources in recommendations	X						
C56	Ability to update resource restrictions for a Fire station on the fly by dispatchers and by remote users according to security rules	X						
C57	Allow users with appropriate permissions to search for and view details of warrants associated with incidents	X						
C58	Warrants module must be accessible only to users with appropriate permissions	X						
C59	Allow users with appropriate permissions to add and maintain warrant information without leaving the CAD system	X						
C60	Ability to automatically send text and/or email notification to smart phones and/or other IP based devices of the incident details at the time units are assigned to an incident based on agency defined notification rules	X						
C61	Maintain a Be on the Lookout (BOLO) file	X						
C62	Maintain a BOLO reference number for each BOLO entered	X						
C63	Allow BOLO records to be sent to specified users, all users or user groups to smart phones and/or other IP based devices	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C64	Alert users to BOLO's that match on name or vehicle plate upon creation of a CAD incident	X						
C65	Alert users to BOLO records that match on the vehicle tag number when a traffic stop incident is generated	X						
C66	Allow BOLO records to be sent to specified users, all users or user groups	X						
C67	Allow users to set an expiration date for BOLO records	X						
C68	Search BOLO records by person or vehicle details	X						
C69	Search BOLO records by keyword (including partial or wildcard searches)	X						
C70	The system will provide a practical method of downloading runcard data to an ASCII file. The data will be formatted by the City/County and distributed to agencies for verification.	X						
C71	The system will support the ability to clone an incident	X						
C72	The system will provide at a minimum, the ability to query LINK/NCIC by the following criteria: a. Vehicle Registration Query b. Drivers License Query c. Gun Query d. Boat Query e. Article Query		X					Spillman provides all of the listed queries in Virginia with the exception of article queries.

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C73	The system will provide the ability to query CAD incident data by the following criteria: a. Shift b. Day c. Week d. Month e. Quarter f. Year g. Date range (unlimited duration) h. Common Location i. Vehicle Plate j. Incident Nature k. Disposition l. How Received m. Unit n. Personnel ID o. Location	X						
C74	The sytem will provide the following "canned" CAD incident activity report: a. By CAD incident number b. By Date/Time Range c. By single or multiple Agency(s) d. By single or multiple Nature(s) e. By single or multiple Disposition(s) f. By single or multiple Locations g By How Recieved h. By Responding Unit By Dispatcher i.	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C75	The CAD incident activity report will allow the following "includes": a. Include incident with NO unit activity b. Include responders and status changes and times c. Include Dispatcher Comments d. Include Disposition Notes e. Only include officer initiated incidents f. Only include incidents with assigned case report numbers g. Only include incidents without unit history h. Include case report number assigned	X						
C76	The CAD incident activity report will allow the following "sorts": a. By Agency b. By Date in ascending or descending order c. By Nature	X						
C77	The CAD incident activity report will allow saving any reports based on multiple location(s) selected for future use.	X						
C78	The CAD incident activity report will allow a tabular view as well as a pin mapping view. Either result will allow directing the report to a network printer as well as the saving to a PDF so that the report can be emailed.	X						
C79	The system will provide the following "canned" CAD incident Per Day By Hour report: a. By Date/Time range b. By single or multiple Agency(s) c. Include incidents without a unit response d. Group incidents by Day of Week	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C80	The sytem will provide the following "canned" CAD Alarm Billing report: a. By number of days previous to current date b. Include number of calls to report c. Exclude locations without a street number d. Include incidents that do not have a disposition entered	X						
C81	The system will provide a report for the list of incidents entered with non-verified addresses to include: a. CAD Incident number b. Date and time c. Address d. Operator ID e. Module that invalid address was entered (i.e. CAD, LERMS, etc.)	X						
C82	The system should provide the following "canned" unit reports - response time reports between any of the following: a. Time of Call b. Dispatched c. Enroute d. Arrive e. Transport initiated f. Transport completed g. Clear h. In Service i. In Quarters	X						



		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C83	The system should support the use of the following criteria as verifiable locations: a. Street addresses b. X/Y coordinate c. Intersections d. Hundred blocks e. Common place names f. Mile markers g. Block range	X						
C84	Address or location information should include the ability to identify apartments, suites, etc.	X						
C85	The system will provide a practical method for displaying complete names, such as Mobile Home Park, as part of a validated address	X						
C86	A list of matches will be returned to the user to allow selection of the correct address record in the event of multiple possible matches	X						
C87	The system will provide a practical method for geocoding intersections where multiple response areas meet	X						
C88	The system will support the use of Grid codes to uniquely identify address that may exist in multiple municipalities	X						
C89	If the address verification process results in multiple possible matches, none of which are correct, the system will allow the user to utilize the original information entered and a non-validated address flag should be stored as part of the incident record	X						
C90	CAD must be able to generate a report of unverified addresses entered during a specified date range	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C91	If the event location field is changed during the course of the event the change will automatically initiate the address verification process.	X						
C92	Address verification shall only be initiated for the incident address and not the caller's address	X						
C93	Common place names and address locations will be user maintainable in the master name index	X						
C94	Multiple common place names may be associated with a single address	X						
C95	The common place name and the address associated with the location will be recorded and displayed as part of the event record	X						
C96	Street name aliases must resolve to the actual street name once the user tabs out of the street name field	X						
C97	Street name aliases must allow association with unlimited access roads such as interstate highways	X						
C98	Entering a street name alias will result in display of the actual street name	X						
C99	The cross streets (between streets) stored in the geo file must provide for intersection support without the need to have to maintain separate intersection records in the geo file.	X						
C100	Common place names names will be displayed, along with the valid address	X						
C101	If there are multiple common place names associated to an address that is entered, a list of common place names will be displayed, allowing the user to select the appropriate one	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C102	The system will display the low and high cross streets for the location for any verified address in the cross street fields in the call entry form	X						
C103	The system will provide a practical method of displaying a list of cross streets associated with a specific street. Cross streets should be listed in order from low to high street address	X						
C104	The system will provide a practical method for authorized users to validate an address without the need to initiate event entry	X						
C105	The system will provide an all purpose scheduler for events that will allow future events such as funeral detail, parades, etc.	X						
C106	The scheduler must allow users to pre-assign a unit to a scheduled event	X						
C107	The scheduler must automatically activate the scheduled event notifying all dispatch users during activation	X						
C108	System Administration module (file maintenance) should be provided through the use of menu driven activities	X						
C109	The System Administrator must be able to enter and modify codes into code tables	X						
C110	The System Administrator must be able to allow security rights at the System Administrator's discretion to individuals with the ability to alter code tables	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C111	Allow for deactivation of codes from code tables if those codes are no longer necessary without having to delete them in order to retain historical descriptions	X						
C112	The System Administrator must be able to utilize a test environment for testing new updates before they are applied to the production system without affecting the production system	X						
C113	The System Administrator must be able to log off a Call Taker or Dispatcher	X						
C114	The CAD must allow for help tables and data validation in file maintenance programs that reference other areas/tables through the use of one multi-purpose validation codes vs. many validation table menu items	X						
C115	The System Administrator must be able to control what appears as available or disabled items on menus after changes to user's security rights	X						
C116	CAD must maintain a complete call detail record for each event, and shall be available for user from import or auto export to the records management system allowing import even if the CAD event is not closed yet	X						
C117	CAD must track all units during non-emergency or routine functions, such time in court, or at station	X						
C118	CAD must automatically assign a priority to an incident based on the event code utilized	X						
C119	CAD must allow for the assigned/default priority to be organization specific	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C120	CAD must require entry of disposition codes when an incident is closed	X						
C121	CAD must display a validation list of disposition codes	X						
C122	Disposition codes may be changed or added after an incident is closed	X						
C123	CAD can display a validation list of event codes	X						
C124	CAD allows the display of pending calls which will notify the user that the event has been pending after a pre-determined amount of time that has elapsed which will be defined at the nature code list. The system alerts the operator of the call status.	X						
C125	Multiple CAD functions may be in progress at the same time	X						
C126	More than one user shall be able to enter and/or change data in the event form	X						
C127	The event call form shall update data fields once tabbing out of the field. There shall be no save button that has to be pressed in order to save the event	X						
C128	Allow reopening of a closed incident	X						
C129	CAD must maintain a closed event file of all events created	X						
C130	CAD must have the ability for catch up entry of calls which occurred during system downtime				X			This functionality will be available in an upcoming release.
C138	CAD must allow users to track government mandated racial statistics for the reporting of Racial Profiling	X						
C139	Dates must be entered in a MMDDYYYY format	X						
C140	Time must be in military (24 hour) format	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C141	CAD must have a ProQA Paramount integration for all three disciplines (see interfaces)	X						
C142	Users must be able to view unit personnel information by hovering mouse over the unit in the unit status list	X						
C143	Users must be able to search for officers by skills or capabilities.	X						
C144	Users must be able to search vehicle ID numbers for personnel information	X						
C145	CAD must allow text paging of units (manually and automatically) without an interface to a third party paging software. The CAD must include this technology	X						
C146	CAD should transmit CAD incident details as part of alphanumeric pages	X						
C147	CAD should allow faxing of incident details (manually and automatically) without an interface to a third party faxing software. The CAD must include this technology	X						
C148	CAD must interface with tone encoding. Please specify the tone encoder equipment/company that you currently interface with.	X						The vendor that Spillman uses most for tone interface is Zetron. There is currently a Zetron 25 interface used by agencies.
C149	CAD must allow media files to be attached to CAD incidents and viewed. The media files shall be stored at the geo file and should be available to the CAD user at the time of address validation	X						
C150	CAD must allow export of rip and run printing to remote modem printers, network printers, email, and fax	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C151	Rip and run prints must be configurable	X						
C152	CAD must allow export of data in XML or Justice XML format for use in third-party applications	X						
C153	CAD must provide a system status coverage plan module that will utilize agency-defined coverage plans to display unmanned Fire stations and EMS posts, as resources become available						X	Not currently available.
C154	CAD must make recommendations for mutual aid units based on location, event nature, run card, configured number of each apparatus type and cross manning	X						
C155	Mutual aid units listed in the recommendation should be color coded to alert the user that the system is recommending mutual aid units						X	Not currently available.
C156	Users must have the ability to change the alarm level in order to provide a refreshed unit recommendation list	X						
C157	CAD must recommend units for dispatch based on current Fire Station or EMS post coverage	X						
C158	CAD system unit log should provide documentation of activities performed and the identity of the user responsible for each activity	X						
C159	CAD will color-code events in the Active and pending events display by nature type	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C160	All CAD workstations will be updated with new status information automatically using a refresh mechanism that only refreshes based on real-time activity and NOT a polling refresh	X						
C161	CAD must allow users to add information to an incident at any time	X						
C162	CAD must allow users to be set up as Call Takers only and only allow the user to create and use a call taker profile without having to see unit status windows	X						
C163	CAD must allow users to stack, or assign low priority calls to a busy unit	X						
C164	Units may be assigned to calls via drag and drop functionality	X						
C165	Units may be placed enroute or on scene after notification from the unit even if the unit was not dispatched	X						
C166	Users must be able to view unit history or log information from command line or function key	X						
C167	Users must be able to access detailed CAD incident information from the closed event list	X						
C168	CAD must differentiate between active (dispatched) and pending (non-dispatched) calls in the system monitor	X						
C169	CAD must distinguish between pending and active calls and/or view pending and active calls in separate status list windows	X						
C170	CAD must allow users to quickly select any call from the display for updating	X						



		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C171	CAD must allow units to be added as assisting (backup) units on a call after it has been dispatched	X						
C172	CAD must automatically send a call back to the pending queue if all assigned units are preempted from that call	X						
C173	CAD must alert users of the existence of General Operating Guidelines (GOG) based on call nature	X						
C174	CAD must allow System Administrator to develop specific lists of questions for users to ask callers based on nature types, which will appear in the GOG section of the event form when a call with that nature type is placed	X						
C175	CAD must provide a towing module	X						
C176	The towing module must include a rotation module	X						
C177	Tow rotation plans must be user configurable and maintainable	X						
C178	Tow rotation plans must be: a. Configurable by agency b. Configurable by zone/district c. Configurable by beat/grid	X						
C179	Tow rotation plan can support the following: a. Unlimited companies b. The order number in which the companies are recommended	X						
C180	Tow rotation plans can be filtered: a. By responding agency b. By response beat/grid c. By response zone/district	X						
C181	Tow rotation plans can display unlimited on-call contact phone numbers	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C182	Tow rotation plans can be based on a per incident rotation	X						
C183	CAD must allow for a wrecker to be returned to the wrecker assignment list out of sequence and be used as the next up wrecker	X						
C184	CAD must allow for assignment of wrecker companies outside of the rotation to accommodate callers requesting a specific wrecker company	X						
C185	CAD must provide a pre-formatted input screen for quick entry of officer initiated traffic stops	X						
C186	CAD must provide a function key for quick access to entry of traffic stops	X						
C187	CAD must automatically query LINK/NCIC for vehicle registration on all methods of traffic stop entries	X						
C188	CAD must allow users to enter unlimited number of vehicles involved in an incident	X						
C189	CAD must allow users to search for vehicles involved in prior incidents by VIN, tag number, make, model or color. Partial or wildcard searching of vehicle information is required.	X						
C190	CAD must populate all vehicle details of a vehicle match based on plate number entry. If there are more than one match, then a list shall be provided to allow the user to select the appropriate vehicle record to populate.	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C191	CAD must allow users to leave a partially completed event to retrieve and finish processing other events in any order without losing any data on the incident switching from. Event forms save data as information is entered in each field	X						
C192	CAD must allow users to enter narrative of unlimited length on incidents. Narrative may be added as incident progresses.	X						
C193	Editing of narratives must be restricted by security levels	X						
C194	Narratives may be added after an incident is closed	X						
C195	CAD must alert users of possible duplicate calls based on incident location based on administrator defined rules	X						
C196	CAD must provide tracking and billing of false alarms	X						
C197	CAD must allow users to send messages to users or groups of users	X						
C198	CAD must allow users to send messages to users or groups of users and include the message to be texted or emailed to selected users or groups	X						
C199	Users must be able to print any message to a network printer	X						
C200	The system must support a real-time chat module	X						
C201	The system will allow mobile to mobile chat	X						
C202	The system will allow mobile to dispatcher chat	X						
C203	The system will allow dispatcher to mobile chat	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C204	The system will allow the sender to categorize a message as "urgent" or "routine". Default shall be "routine".	X						
C205	The system will retain a log of all messages created in the system	X						
C206	Messages will be displayed in a separate area. Messages will always be viewable, and will provide notification alert via both audible and visual that a user has unread messages in their message queue	X						
C207	Users may send messages to mobile units	X						
C208	Users may inquire into past CAD incidents via a window where they can input search variables, including partial data or wildcard searches	X						
C209	Users will have immediate access to summary or detail information on all incidents visible on their screens	X						
C210	CAD must allow for an unlimited number of active incidents	X						
C211	CAD must allow for an unlimited number of pending incidents	X						
C212	Users may enter data into a book file where it may be called up quickly for reference	X						
C213	Pre-fire plans may be entered based on geo file locations	X						
C214	Event and unit status timers will be utilized to monitor units as a call progresses. The system will notify the dispatcher of overdue conditions.	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C215	An initial check back will be provided after an agency defined period of time between when a unit first arrives on scene to when the dispatcher was first prompted to check on the unit's condition.	X						
C216	Timers must be reset after any status change	X						
C217	CAD must provide for admin defined timers based on incident type	X						
C218	CAD must allow a user to cancel time checks	X						
C219	CAD must alert users upon expiration of timers visually and audibly	X						
C220	CAD will populate the place/landmark information tied to a specific location	X						
C221	CAD will provide a visual and audible alert when caution/hazard information is available for an incident at a specific location or street range	X						
C222	CAD will provide a visual alert when hydrant information is available for an incident at a specific location		X					If the agency is utilizing the Spillman Water Sources table, a dispatcher can type "ws" at the command line and a list of available hydrants, distance, status, and available GPM will pop up in a list.
C223	CAD will provide a visual alert when directions to an incident's specific location are available	X						
C224	The system shall support a news bulletin board	X						
C225	The news bulletin board must allow an entry for expiration date	X						
C226	The news bulletin board must allow a new item be published for a single agency only	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C227	The system shall provide a general notepad or sticky note capability tied to a specific user and retain no matter what workstation the user logs into						X	Not currently available.
C228	Ability to create an incident from a location selected on the map.	X						
C229	When an incident is created from the map, the system shall recommend the closest address and populate said address in the caller location of the CAD incident form	X						
C230	Application has to have the ability to capture and replay all AVL data.	X						
C231	CAD system must support a training/test environment.	X						
C232	The delayed entry of CAD incidents must allow for the entry of actual call time into all data fields, not the current computer time.	X						
C233	The delayed entry of CAD incidents must allow for the manual assignment of the the next sequential RMS Case Report number. (Specifically, the Master RMS Case Report number that would have been generated by the CAD system had it been online).	X						
C234	The delayed entry of CAD incidents must be capable of automatically assigning the next sequential CAD incident number that is generated by the CAD system.	X						

		Response						
	CAD Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
C235	The system must provide the ability for user to hover their mouse over a specified field in the active or pending incident list displaying all dispatcher comments in a real-time tool tip	X						
C236	The system must provide the ability for user to hover their mouse over a specified field in the active or pending incident list displaying the locations cross streets in a real-time tool tip	X						
C237	The system must provide a tree format list for the active events for displaying an expanded view for working with all units that are assigned to the incident	X						
C238	The system must provide for the active and pending incident lists to be modified by the user of which columns should appear in each list	X						
C239	These user settings shall be saved in the users selected user profile settings	X						
C240	The system must allow importing of LINK/NCIC data elements to populate vehicle and person information to reduce redundant data entry	X						
C241	CAD must allow users to enter unlimited number of involved parties involved in an incident	X						
C242	The system must support an apparatus to be supported as "same unit" he same unit can be an engine that can also be recommended as a medic if required	X						
C243	The system must support an administrator definable unit action menu	X						

## Fluvanna County Sheriff's Office, Virginia

		Response						
	GIS	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
G1	The system must be E911 Phase II wireless compliant	X						
G2	The system must be compliant to use ESRI created maps	X						
G3	The system must utilize spatial/Shape data available from ESRI GIS System	X						
G4	The system will provide real time data sharing between CAD and the City/County's ESRI GIS system	X						
G5	The system will utilize ArcView SDE for map generation	X						
G6	The system will display map data created using ArcSDE geodatabase	X						
G7	The system must be able to upgrade to the most current available versions of ArcMap, ArcSDE and SQL Server	X						
G8	The system will support map symbology for items such as units, incidents and will support all symbology that is used in the map data environment.	X						
G9	The system supports automatic updates of GIS data to all dispatch and mobile terminals without the need to update each manually.	X						



		Response						
	GIS	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
G10	The system will support positioning of the map centered on the X/Y coordinate as determined by: a. ALI data from E911 during event creation b. ALI data from wireless Phase II information during event creation c. Validated address entered from Command Line d. Validated address entered from call entry form e. Officer initiated incident with a validated address from a logged in unit from mobile f. Event location displayed when selected for dispatch	X						
G11	Real time routing recommendations will be provided	X						
G12	Routing recommendations will be displayed on the mapping monitor	X						
G13	Routing algorithms will account for routing around obstacles or flagged road closures	X						
G14	Routing must not be provided as the crow flies	X						
G15	Routing must be displayed on the map in the mobile dispatch application	X						
G16	A practical method for hot linking files to map structures will be provided	X						
G17	The system will be capable of geocoding by datasets other than centerline, e.g., by parcel	X						

		Response						
	GIS	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
G18	User maintained map layers will be supported to include: a. Street centerline b. Water ways c. Hydrants d. Utilities (including CATV, electric, gas, sewer, water) e. Facilities f. Limited access highways g. Reporting districts h. Zones i. Battalions j. Response Areas/Beats/Grids k. Communications towers l. Municipal boundaries m. Neighborhoods/Subdivisions n. Run Cards o. Posted speed limits p. Townships	X						
G19	The system will support pictometry interface	X						
G20	The system will support CAD incident creation from the map	X						
G21	When an incident is created from the map, the system shall recommend the closest address and populate said address in the caller location of the CAD incident form	X						
G22	The system must support Automatic Vehicle Location (AVL)	X						
G23	If Automatic Vehicle Location is turned on, then the system must provide unit recommendation based on closest units	X						

		Response						
	GIS	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
G24	The system shall allow search capabilities by the following: a. Street b. Address c. Points of interest d. La/Long e. Intersections	X						
G25	The system must support Measure of Distance between two points	X						
G26	The system must support an "Identify" method to allow the dispatcher to get details of the location point	X						
G27	Administrator ability to create, edit, fire, rescue, and law enforcement response zones using maps centrics. Upon completion have the ability to automatically update response cards.	X						The run cards will automatically accommodate the new map centrics based on specific physical address and zone changes as long as zone changes maintain same name.
G28	Ability to interface with Geocomm or similar industry standard mapping.	X						

# Fluvanna County Sheriff's Office, Virginia

		Response		Exhibit 1				
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	Mobile Requirements							
M1	Ability to support dispatching of multiple units simultaneously (rather than sequentially).	X						
M2	Ability to provide real-time patient and response communication.						X	Not currently available.
	<b>Ability to support the following functions:</b>	X						
M3	Electronic messaging, including broadcast messaging, between the Communication Center and one or more MDCs (including BOLOs)	X						
M4	Electronic messaging between designated workstations (e.g., supervisors) and one or more MDCs	X						
M5	Electronic messaging between two or more MDCs	X						
M6	Inquiries to designated local, state and national databases	X						
M7	The system must support Encrypted communication between mobile application and server	X						
M8	Ability to support touch-screen functionality.	X						
M9	Ability to narrow active incidents and units by Agency, Response Grid, and Discipline	X						
M10	Ability to differentiate between call data and query results (e.g., color, font, screen location).	X						
M11	Ability to use of the following to help users process information: a. Color b. Reverse video c. Audible message d. Audible tones	X						

		Response		Exhibit 1				
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	Mobile Requirements							
M12	Ability to automatically refresh screen with current dispatch information at agency-defined seconds intervals.	X						
M13	Automatic screen refresh shall not affect populated input fields or cursor location.	X						
M14	Ability to update call status from field (i.e., self dispatch).	X						
M15	Ability to push software updates to the MDCs (i.e., avoid physically touching every device in every unit).	X						
M16	Ability to run a magnetic stripe or QR codes and have it populate query fields and/or forms.	X						
M17	Ability to clear multiple layers of screens with a single keystroke.	X						
M18	The system must support Two-Factor authentication support built-in to mobile application (does not require use of VPN or OS modification)	X						
M19	Ability to support the use of an AVL system by providing an interface that supports the functionality listed below. Wherever possible, all functionality should be controlled from within the context of CAD, enabling the user to control the map functionality without having to leave the CAD workstation keyboard or mouse	X						
M20	Ability to center the map on a verified location and mark the location with a unique icon.	X						
M21	Ability to zoom in on an area for enhanced detail.	X						
M22	Ability to pan from an area to an adjacent area.	X						
M23	Ability to display active incident and unit status on the map.	X						

		Response		Exhibit 1				
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	Mobile Requirements							
M24	Ability to display actual unit location in the unit status window while on enroute to an incident until unit is on-scene.	X						
M25	Ability to filter the display of active incident and unit status based on map scale.	X						
M26	Ability for AVL to function using public and/or private communication network.	X						
M27	Ability to support the reporting of unit location to facilitate self-initiated incidents and unit nomination.	X						
M28	The MDC operator should have the ability to query the following systems and review results and source of the query on the MDC: a. VCIN/NLETS/NCIC b. Local automatic fingerprint information system c. internet/intranet		X					The system currently addresses all of the listed functionality, but the automatic fingerprint information system.
M29	Ability to run inquiries on license plate information.	X						
M30	Ability to select any result from a query and drill down for detailed information.	X						
M31	Ability to use standard screen formats for all VCIN/CLETS/NCIC inquiries.	X						
M32	Ability to import vehicle information directly from VCIN/NCIC	X						
M33	Ability to import person information directly from VCIN/NCIC	X						
M34	Ability to search and query all appropriate databases from the mobile without impacting dispatching performance.	X						
M35	Ability to support entry of vehicles to CAD Incident	X						
M36	Ability to support entry of persons to CAD Incident	X						

		Response		Exhibit 1				
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	Mobile Requirements							
M37	Ability to query detailed incident history by incident number, case number, date/time, disposition, nature/problem, division (sector), address, Employee ID, or name and unit	X						
M38	Ability to sort query results from most recent to oldest.	X						
M39	Ability to sort query results by priority.	X						
M40	Ability to query agency-defined unit status summary information (i.e., unit ID, location, comments, etc.).	X						
M41	The message buffer should be able to store messages for later viewing.	X						
M42	Ability to access call inquiry/incident history from the field (by address, date, time etc).	X						
M43	Queries from the MDC must be capable of being stored for a minimum of three years.	X						
M44	Ability to receive electronic dispatch messages from the CAD system.	X						
M45	Ability to access incident disposition and command screen with a function/special key.	X						
M46	Ability to disposition a call with a single keystroke from mobile	X						
M47	Ability to provide audible and/or visual notification of receipt of dispatch message.	X						
M48	Upon dispatch of unit(s) to an incident, ability to display and buffer agency-defined dispatch information (i.e., incident type, medical history, map page, weapons involved, premise flag, etc.).	X						
M49	Ability to update unit status using function keys.	X						

		Response		Exhibit 1				
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	Mobile Requirements							
M50	Ability to import image data to CAD from VCIN/NCIC	X						
M51	Display of active warrants related to incident location, caller location, and involved persons related to incident	X						
M52	Display indicator in CAD showing unit online or offline from MDT	X						
M53	Ability to receive supplemental dispatch information (i.e., updates to incident, suspect information, vehicle information, etc.).	X						
M54	Ability to be notified (with visual and audible alerts) of dispatcher-initiated changes (i.e., incident cancellation, unit reassignment, etc.).	X						
M55	Ability to perform all pertinent CAD query or update functions, limited only by security access privileges (e.g., adding miscellaneous text comments to a call, adding disposition code to a call, etc.).	X						
M56	Ability to update CAD with shift activity information (i.e., zone/beat, disposition, start time, location, etc.).	X						
M57	Ability for units in the field to initiate incidents	X						
M58	Ability for units in the field to self-dispatch based on permissions	X						
M59	MDT automatically re-connects upon disconnect and refreshes all CAD information	X						
M60	Ability to receive information about premise/location or prior activity information.	X						
M61	Ability to auto-archive premise/call history	X						



		Response		Exhibit 1				
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	Mobile Requirements							
M62	If more than one incident matches the criteria used to retrieve incident records, a list of incidents should be presented to the user	X						
M63	Ability to query unit history detail.	X						
M64	Ability to define background/font color on self-dispatch action buttons	X						
M65	Ability to automatically create an audit record covering a minimum of three years to reflect that the premise and prior activity information have been viewed by the user.	X						
M66	Ability to support maps developed on an ESRI GIS-based platform.	X						
M67	Mobile device will have the ability to display map information from a flash drive or other medium.	X						
M68	Ability to access and display specific maps (e.g., residential housing, apartment complexes, special structures, etc.).	X						
M69	Ability to display County maps with agency-defined features (i.e., street names, block ranges, terrain features, common places, etc.).	X						
M70	Ability to zoom in and zoom out of map.	X						
M71	Ability to center map display on: a. Current vehicle location (AVL) b. Dispatch location c. Specified geographic location	X						
M72	Ability to define custom text on self-dispatch action buttons	X						
M73	Indicator of whether or not mobile application is connected to server	X						

		Response		Exhibit 1				
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	Mobile Requirements							
M74	Audible notification when mobile application disconnects or connects to server						X	Not currently available.
M75	Ability to highlight recommended route from current location to dispatched location.	X						
M76	Mobile application provides spell-check mechanism	X						
M77	Ability to view other unit locations (AVL) and last known locations.	X						
M78	Emergency notification is automatically sent to all dispatch positions upon pressing the emergency status key on the MDC.	X						
M79	Emergency notification is automatically sent to all mobile positions upon pressing the emergency status key on the MDC.	X						
M80	Ability to track statistical system usage by device and by user: a. Number of incidents b. Number of remote inquiries c. Number of calls received d. Number of status updates e. Number of messages transmitted f. Location g. Area h. Reporting district	X						
M81	Ability to print log of MDC transactions (communications, etc.) including active events: a. Incident entry and all supplemental information b. Unit status changes c. Periodic unit status d. Operator ID	X						
M82	Unit can request a report (case) number directly from mobile for the assigned incident.	X						

		Response		Exhibit 1				
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	Mobile Requirements							
M83	Ability to print to any network or direct connected printer.	X						
M84	Unit can see a summary of all active calls.	X						
M85	Ability for field personnel to receive text and voice directions from the application.				X			This functionality will be available in an upcoming release.
M86	Ability to receive text and voice directions should be configurable at the user level.				X			This functionality will be available in an upcoming release.
M87	Application should have the ability for text to voice capabilities.		X					Predefined text can be spoken such as license plate information and individual information.
M88	Unit can see the full detail for any incident.	X						
M89	Mobile application has to have the ability to capture and replay all AVL data.	X						
M90	The MDCS shall provide the capability to locate an address / location and describe the travel route from the unit's present location to that address / location	X						
M91	The travel route analysis shall include analysis of impedance of route (speed of route). This shall include temporary reduced speeds, road closures, barriers, construction zones etc.	X						
M92	Allow unit to have full access to VCIN/NCIC from the mobile, restricted only by security.	X						
M93	AVL must allow dispatch to monitor the real-time location of all resources equipped with AVL capability.	X						
M94	The CAD system must have the capability to automatically send event/incident information to the MDC units. Must support Silent Dispatching.	X						

		Response		Exhibit 1				
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	Mobile Requirements							
M95	Mobile application must be fully integrated with the CAD system.	X						
M96	Mobile application must be have capability of locking out a user after a specified number of failed logon attempts.	X						
M97	When a user is locked out, the user must receive a message to contact the system administrator.	X						
M98	All VCIN/NCIC results must be displayed in parsed data return as well as full ASCII return.	X						
M99	MDC users shall be able to switch back and forth between other network applications without the loss of data.	X						
M100	Mobile software must meet VCIN/NCIC security policies.	X						
M101	The mobile application <b>must</b> be able to support iOS, Mac, Andriod and Microsoft compliant Laptops, Phones, and tablets.		X					The Spillman Mobile application is supported on Microsoft Windows only.
M102	Application must provide for day and night time modes of illumination.	X						
M103	Application shall be developed upon Microsoft .NET framework.	X						
M104	Application shall utilize HTML and XML technology.	X						
M105	Mobile data application must use the same databases as the CAD system.	X						
M106	The mobile application must be capable of accessing new file downloads from a hotspot, WIFI or ethernet connection.	X						
M107	System Administrator must have the ability to configure function keys	X						
M108	Mobile application must have the capability of attaching and displaying pre-plans, building diagrams.	X						

		Response		Exhibit 1				
	Mobile Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number								
M109	All VCIN/NCIC HIT results must be clearly visible in the parsed data return as well as providing color coded and user selected audible alert.	X						
M110	Mobile application should be configurable to be used by Police, Sheriff, FIRE, EMS.	X						
M111	Mobile application should be configurable to be used by Police, Sheriff, FIRE, EMS.	X						
M112	Mobile application VCIN/NCIC functionality can be disabled on FIRE and EMS use	X						

	Mobile App Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number								
M1	Ability to support dispatching of multiple units simultaneously (rather than sequentially).	X						
M2	Ability to provide real-time patient and response communication.						X	Not currently available.
	<b>Ability to support the following functions:</b>							
M3	Electronic messaging, including broadcast messaging, between the Communication Center and one or more devices (including BOLOs)						X	Not currently available.
M4	Electronic messaging between designated workstations (e.g., supervisors) and one or more Devices	X						
M5	Electronic messaging between two or more Devices	X						
M6	Inquiries to designated local, state and national databases		X					Currently only inquires to the local database.
M7	The system must support Encrypted communication between mobile application and server	X						
M8	Ability to support touch-screen functionality.	X						
M9	Ability to narrow active incidents and units by Agency, Response Grid, and Discipline	X						

M10	Ability to differentiate between call data and query results (e.g., color, font, screen location).	X						
M11	Ability to use of the following to help users process information: a. Color b. Audible message c. Audible tones		X					Currently, no audible tones or messages are provided in Spillman's Touch application.
M12	Ability to automatically refresh screen with current dispatch information at agency-defined seconds intervals.	X						
M13	Ability to update call status from field (i.e., self dispatch).	X						
M14	Ability to push software updates to the Devices (i.e., avoid physically touching every device in every unit).	X						
M15	The system must support Two-Factor authentication support built-in to mobile application (does not require use of VPN or OS modification)	X						
M16	Ability to center the map on a verified location and mark the location with a unique icon.	X						
M17	Ability to display active incident and unit status on the map.	X						
M18	Ability to display actual unit location in the unit status window while on enroute to an incident until unit is on-scene.	X						
M19	Ability to filter the display of active incident and unit status based on map scale.						X	Not currently available.

M20	Ability for AVL to function using public and/or private communication network.	X						
M21	Ability to support the reporting of unit location to facilitate self-initiated incidents and unit nomination.	X						
M22	The MDC operator should have the ability to query the following systems and review results and source of the query on the MDC: a. VCIN/NLETS/NCIC b. Local automatic fingerprint information system c. internet/intranet		X					Currently, the local database only.
M23	Ability to run inquiries on license plate information.		X					Currently, the local database only.
M24	Ability to select any result from a query and drill down for detailed information.	X						
M25	Ability to use standard screen formats for all VCIN/NLETS/NCIC inquiries.						X	Not currently available.
M26	Ability to import vehicle information directly from VCIN/NCIC						X	Not currently available.
M27	Ability to import person information directly from VCIN/NCIC						X	Not currently available.
M28	Ability to search and query all appropriate databases from the mobile without impacting dispatching performance.		X					Currently, the local database only; there is no impact on performance.
M29	Ability to support entry of vehicles to CAD Incident						X	Not currently available.
M30	Ability to support entry of persons to CAD Incident						X	Not currently available.



M31	Ability to query detailed incident history by incident number, case number, date/time, disposition, nature/problem, division (sector), address, Employee ID, or name and unit	X						
M32	Ability to sort query results from most recent to oldest.	X						
M33	Ability to sort query results by priority.	X						
M34	Ability to query agency-defined unit status summary information (i.e., unit ID, location, comments, etc.).	X						
M35	The message buffer should be able to store messages for later viewing.						X	Not currently available.
M36	Ability to access call inquiry/incident history from the field (by address, date, time etc).	X						
M37	Queries from the Device must be capable of being stored for a minimum of three years.	X						
M38	Ability to receive electronic dispatch messages from the CAD system.		X					CAD call notes are received, but messages are not.
M39	Ability to access incident disposition and command screen with a function/special key.	X						
M40	Ability to disposition a call with a single keystroke from mobile	X						
M41	Ability to provide audible and/or visual notification of receipt of dispatch message.						X	Not currently available.
M42	Upon dispatch of unit(s) to an incident, ability to display and buffer agency-defined dispatch information (i.e., incident type, medical history, map page, weapons involved, premise flag, etc.).	X						

M43	Ability to update unit status using function keys.	X						
M44	Ability to import image data to CAD from VCIN/NCIC						X	Not currently available.
M45	Display of active warrants related to incident location, caller location, and involved persons related to incident	X						
M46	Display indicator in CAD showing unit online or offline from Device							
M47	Ability to receive supplemental dispatch information (i.e., updates to incident, suspect information, vehicle information, etc.).	X						
M48	Ability to be notified (with visual and audible alerts) of dispatcher-initiated changes (i.e., incident cancellation, unit reassignment, etc.).		X					Currently only visual notifications are provided.
M49	Ability to perform all pertinent CAD query or update functions, limited only by security access privileges (e.g., adding miscellaneous text comments to a call, adding disposition code to a call, etc.).	X						
M50	Ability to update CAD with shift activity information (i.e., beat, disposition, start time, location, etc.).						X	Not currently available.
M51	Ability for units in the field to initiate incidents						X	Not currently available.
M52	Ability for units in the field to self-dispatch based on permissions	X						
M53	Device automatically re-connects upon disconnect and refreshes all CAD information	X						
M54	Ability to receive information about premise/location or prior activity information.	X						
M55	Ability to auto-archive premise/call history	X						

<b>M56</b>	If more than one incident matches the criteria used to retrieve incident records, a list of incidents should be presented to the user	X						
<b>M57</b>	Ability to query unit history detail.	X						
<b>M58</b>	Ability to automatically create an audit record covering a minimum of three years to reflect that the premise and prior activity information have been viewed by the user.	X						
<b>M59</b>	Ability to support maps developed on an ESRI GIS-based platform.						X	The maps are whatever the client uses (e.g., Google maps, Apple maps, etc.)
<b>M60</b>	Ability to access and display specific maps (e.g., apartment complexes, special structures, etc.).						X	Not currently available.
<b>M61</b>	Ability to display County maps with agency-defined features (i.e., street names, block ranges, terrain features, common places, etc.).						X	Not currently available.
<b>M62</b>	Ability to zoom in and zoom out of map.	X						
<b>M63</b>	Ability to center map display on: a. Current vehicle location (AVL) b. Dispatch location c. Specified geographic location	X						
<b>M64</b>	Ability to define custom text on self-dispatch action buttons						X	Not currently available.

M65	Indicator of whether or not mobile application is connected to server						X	Not currently available.
M66	Ability to highlight recommended route from current location to dispatched location.	X						
M67	Mobile application provides spell-check mechanism	X						
M68	Ability to view other unit locations (AVL) and last known locations.						X	Not currently available.
M69	Emergency notification is automatically sent to all dispatch positions upon pressing the emergency status key on the Device.							
M70	Emergency notification is automatically sent to all mobile positions upon pressing the emergency status key on the Device.						X	Not currently available.
M71	Ability to track statistical system usage by device and by user: a. Number of incidents b. Number of remote inquiries c. Number of calls received d. Number of status updates e. Number of messages transmitted f. Location g. Area h. Reporting district	X						
M72	Ability to print log of Device transactions (communications, etc.) including active events: a. Incident entry and all supplemental information b. Unit status changes c. Periodic unit status d. Operator ID	X						

M73	Unit can request a report (case) number directly from mobile for the assigned incident.	X						
M74	Unit can see a summary of all active calls.	X						
M75	Ability for field personnel to receive text and voice directions from the application.	X						
M76	Ability to receive text and voice directions should be configurable at the user level.					X		
M77	Application should have the ability for text to voice capabilities.	X						
M78	Unit can see the full detail for any incident.	X						
M79	The Devices shall provide the capability to locate an address / location and describe the travel route from the unit's present location to that address / location	X						
M80	The travel route analysis shall include analysis of impedance of route (speed of route). This shall include temporary reduced speeds, road closures, barriers, construction zones etc.						X	Not currently available.
M81	Allow unit to have full access to VCIN/NCIC from the mobile, restricted only by security.						X	Currently, the local database only.
M82	AVL must allow dispatch to monitor the real-time location of all resources equipped with AVL capability.						X	Not currently available.
M83	The CAD system must have the capability to automatically send event/incident information to the Device units. Must support Silent Dispatching.	X						

M84	Mobile application must be fully integrated with the CAD system.	X						
M85	Mobile application must be have capability of locking out a user after a specified number of failed logon attempts.	X						
M86	When a user is locked out, the user must receive a message to contact the system administrator.	X						
M87	All VCIN/NCIC results must be displayed in parsed data return as well as full ASCII return.						X	Not currently available.
M88	Device users shall be able to switch back and forth between other network applications without the loss of data.	X						
M89	Mobile software must meet VCIN/NCIC security policies.	X						
M90	The mobile application must be able to support Microsoft compliant Laptops, Tablets, iPads, iPhone, Android	X						
M91	Application shall be developed upon Microsoft .NET framework.						X	Spillman Touch is built on HTML.
M92	Application shall utilize HTML and XML technology.	X						
M93	Mobile data application must use the same databases as the CAD system.	X						
M94	System Administrator must have the ability to configure function keys						X	Not currently available.
M95	Mobile application must have the capability of attaching and displaying pre-plans, building diagrams.						X	Not currently available.
M96	All VCIN/NCIC HIT results must be clearly visible in the parsed data return as well as providing color coded and audible alert.						X	Not currently available.

Fluvanna County Sheriff's Office, Virginia								
		Response						
	LAW ENFORCEMENT RMS Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number								
L1	The LERMS must fully integrate with the CAD software and be provided by the same vendor. Full integration must include automatic, seamless transfer of critical information between CAD, Fire, Mobile Computing, and LERMS. Examples include transfer of CAD incident information to LERMS, and transfer of hazard information associated with persons and locations to alert dispatchers of potentially threatening situations for officers.	X						
L2	The software must have TRUE multi-jurisdictional & multi-agency environment capabilities.	X						
L3	The software must have a tree design, allowing access to individual layers of the incident from the incident list.	X						
L4	Ability for multiple users to be logged onto the system and use the same applications simultaneously.	X						
L5	There must be a standardized Windows-compliant, mouse-driven Graphical User Interface (GUI) for all modules.	X						
L6	All software modules must have the ability to access the same master name records.	X						
L7	Authorized agency staff must be able to modify or adjust commonly altered variables such as codes, tables, report parameters, etc., without the services of a professional programmer.	X						
L8	<b>Standard toolbar functionality must include buttons that allow users to do the following:</b>	X						
L9	Create new records	X						
L10	Open existing records	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L11	Save records	X						
L12	Delete records	X						
L13	Change records	X						
L14	Print records	X						
L15	Access online Help	X						
L16	The software must utilize standard windows functions, such as tile and cascade any and all open windows in the application.	X						
L17	The software must be able to translate user validation codes to state compliant codes.	X						
L18	The system must use consistent validation table processing.	X						
L19	The system must allow for agency-defined validation tables.	X						
L20	Ability to assign alternate values to validation set values in order to tie specific data elements to various software functions, including, but not limited to, report generation and data matching with other ORIs and third-party software.	X						
L21	All applications must integrate tightly with each other to permit the greatest operator and system efficiency.	X						
L22	The software must provide a one-time, single-point system of data entry that allows information to be accessed from other applications.	X						
L23	LERMS must be a current and active VSP/FBI compliant vendor supporting NIBRS. Must also support VSP TREDS & NCIS LYNX.		X					
L24	The software must allow users to create agency defined customized reports using Microsoft SSRS.						X	Crystal Reports and Excel pivot Ttbles are supported.



		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L25	The software must directly output from a data search to a printer upon user request.	X						
L26	The software must provide the capability to add unlimited narrative to records, to ensure all critical information is captured.	X						
L27	The system administrator must be able to identify the individual who last entered or updated any transaction as well as the date and time of the modification and the old value and new value of all data fields changed through the use of a system wide audit log.	X						
L28	The software must support a full word processor in the narrative section.	X						
L29	The software must track user activity (i.e., the addition, modification, viewing, and deletion of records) and record the following for each incidence of such activity: user name, access type, date, time, and procedure/module accessed.	X						
L30	The LERMS software must have the ability to run in a virtual server environment, including both Vmware and Microsoft Hyper-V.	X						
L31	The software must provide inquiry capability for all employees based on group profile and password security.	X						
L32	The software must support message capabilities.	X						
L33	The software must support interface with FireHouse® Fire Reporting.	X						
L34	The software must be NIBRS compliant, but also allow user defined non-NIBRS codes to document non-NIBRS reportable incidents.	X						
L35	<b>The base LERMS software must support:</b>	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L36	Accident Incidents	X						
L37	Arrests	X						
L38	Non Criminal Incidents	X						
L39	Case Assignment	X						
L40	Criminal Offense Incidents	X						
L41	Global Master Vehicle Index	X						
L42	Global Master Name Index	X						
L43	Geo-Address Verification for incident address	X						
L44	Impounded Vehicles	X						
L45	House/Business Checks	X						
L46	Known Associates	X						
L47	Parking Tickets	X						
L48	Agency Fleet Maintenance Tracking	X						
L49	Personnel/Training	X						
L50	Property and Evidence Tracking	X						
L51	Vehicle Tow Log	X						
L52	Traffic Tickets & Citations	X						
L53	Wants and Warrants/Bar Code Entry	X						
L54	Agency Inventory Module	X						
L55	Master location index	X						
L56	Unlimited Incident Involved Parties	X						
L57	Must support file attachments of any format	X						
L58	Booking Information-LiveScan	X						
L59	Briefing Summary/BOLOs	X						
L60	Rap Sheet (Involvements)	X						
L61	Case Management	X						
L62	Civil Paper Processing/Bar Code Entry	X						
L63	Permits Module	X						
L64	Photo Lineup Module	X						
L65	Equipment Tracking (Law Enforcement / Fire / EMS)	X						
L66	Field Investigations	X						
L67	Gang Tracking	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L68	Roll Call Reporting	X						
L69	Master Name Cautions	X						
L70	Master Name Previous History (Index Cards)	X						
L71	Sex Offender Registration	X						
L72	Intelligence Module	X						
L73	Orders of Protection	X						
L74	Pawn Shop/Precious Metal Module	X						
L75	Property Room Bar Coding	X						
L76	Regional Data Sharing	X						
L77	<b>VCIN/NCIC Interface must support the following queries:</b>	X						
L78	Vehicle Registration Query	X						
L79	Drivers License Query	X						
L80	Gun Query	X						
L81	Boat Query	X						
L82	Article Query	X						
L83	System must support the ability to send Name/Drivers License Query directly from Master Name Index	X						
L84	<b>LERMS System Security</b>							
L85	The software must provide component (e.g., modules, entry screens) and report (e.g., case reports, ticket reports) security to permit and restrict user/user group rights as defined by the agency.	X						
L86	The system administrator must have the ability to set up, grant or deny, user/user group permissions for all components, including add, change, delete, view/use, and print permissions.	X						
L87	The system administrator must have the ability to restrict security components by individual user or user group.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L88	Security components cannot be changed or deleted by unauthorized users.	X						
L89	The system administrator must have the ability to create and maintain authorization templates (which are defined by name).	X						
L90	Authorizations must be tied to user login and corresponding confidential password.	X						
L91	Passwords must never be displayed.	X						
L92	The system administrator must have the ability to easily create system users.	X						
L93	The system administrator must have the ability to easily change passwords.	X						
L94	Although the administrator can change user passwords, the actual passwords must not be revealed to the system administrator.	X						
L95	User passwords must be encrypted when stored in the database.						X	Not currently available.
L96	Ability for administrator to define the minimum password age before user is allowed to reset a password.	X						
L97	Ability for administrator to define the maximum password age before user must reset their password.	X						
L98	Ability to define a minimum password length.	X						
L99	Ability to lock users out of the system after an administrator-defined number of invalid login attempts.	X						
L100	Ability for administrator to define the number of previous passwords stored to prevent reuse.	X						
L101	Ability to automatically log all security violations.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L102	Ability for administrator to define the number of hours that a user has been logged into the system to automatically log them out of the system.	X						
L103	The system shall allow a user to be associated with multiple group profiles.	X						
L104	The software must be able to exclude computers/workstations from VCIN/NCIC access.	X						
L105	The system must support Active Directory Integration allowing the user to login with their windows authentication.	X						
L106	The software must provide the ability to restrict access to specific information/features.	X						
L107	The software must restrict access to specific incident records by review level as defined by the agency.	X						
L108	The software must provide inquiry capabilities for all employees based on profile and password security.	X						
L109	<b>Master Name Index Requirements</b>							
L110	The software must use the master name concept and contain all information collected on a person or business, as well as all associated activities, in a single master name record.	X						
L111	The software must provide a listing of all activities in which a person has been involved, including those related to CAD and RMS incidents, Warrants, Permits, and Civil Involvements all associated to the Master Name record.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L112	Ability to display an image of the subject within the master name record, whether by capturing an image with a digital camera or by uploading an image from a camera, computer disk or any TWAIN32/USB-compliant imaging device.	X						
L113	<b>The master name record must be accessible from the following modules:</b>	X						
L114	Accident Incidents	X						
L115	Arrests	X						
L116	Non Criminal Incidents	X						
L117	Personnel Management	X						
L118	Criminal Offense Incidents	X						
L119	Permits Module	X						
L120	Personnel/Training	X						
L121	House/Business Checks	X						
L122	Known Associates	X						
L123	Parking Tickets	X						
L124	Property and Evidence Tracking	X						
L125	Tow Companys	X						
L126	Traffic Tickets & Citations	X						
L127	Wants and Warrants	X						
L128	Incident Involved Parties	X						
L129	Case Management	X						
L130	Civil Paper Processing	X						
L131	Photo Lineup Module	X						
L132	Field Investigations	X						
L133	Gang Tracking	X						
L134	Sex Offender Registration	X						
L135	Intelligence Module	X						
L136	Orders of Protection	X						
L137	Pawn Shop Module	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L138	<b>Ability to enter and maintain the following master name record data elements:</b>	X						
L139	Indicator to mark master name record as "active" or "inactive" so that former businesses and/or names can retain incident history by name.	X						
L140	Name (First, Middle, Last, Suffix)	X						
L141	Unlimited Addresses (Street Number, Street Pre-Direction, Street Name, Suite/Apt, City, State, Zip Code)	X						
L142	Unlimited Phone numbers and email addresses with type identifier	X						
L143	Age Range	X						
L144	Age is calculated from Date of Birth if Date of Birth is known/entered	X						
L145	Juvenile Emancipation Date	X						This can be entered in critical notices.
L146	Emancipation Date is auto calculated from Date of Birth if Date of Birth is known/entered and person being entered is a juvenile	X						
L147	Social Security Number and Other ID	X						
L148	Race	X						
L149	Gender	X						
L150	Ethnicity	X						
L151	Religion	X						
L152	Unlimited Known Associates	X						
L153	Master Name Index Type (must support the following types:	X						
L154	Individual	X						
L155	Business	X						
L156	Alias	X						
L157	Rolodex	X						
L158	Common Location	X						
L159	Financial Institution	X						
L160	Government	X						
L161	Police Officer	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L162	Religious Organization	X						
L163	Society/Public	X						
L164	Other	X						
L165	Date of Birth	X						
L166	Physical Description	X						
L167	Driver's License Number	X						
L168	Driver's License Issue Date	X						
L169	Driver's License Expiration Date	X						
L170	Driver's License State of issue	X						
L171	Nationality	X						
L172	US Citizenship	X						
L173	Deceased Date	X						
L174	Marital Status	X						
L175	Nickname (Alternate Name)	X						
L176	Place of Birth	X						
L177	Employer Name and Address	X						
L178	Occupation	X						
L179	<b>Master Name Index must support the following physical Attributes:</b>	X						
L180	Height Range	X						
L181	Weight Range	X						
L182	Appearance	X						
L183	Build	X						
L184	Complexion	X						
L185	Facial Hair	X						
L186	Hair Color	X						
L187	Hair Length	X						
L188	Hair Style	X						
L189	Eye Color	X						
L190	Glasses	X						
L191	Teeth	X						
L192	Speech	X						
L193	Hand Use	X						
L194	Scars, Marks or Tattoos	X						
L195	FBI Number	X						



		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L196	SID Number	X						
L197	SID State	X						
L198	Henry Fingerprint Classification	X						
L199	NCIC Finger Print Classification	X						
L200	The software must store Caution Notes associated with a name and display it upon inquiry for that name.	X						
L201	Additional Notes with full word processor	X						
L202	Ability to link unlimited mug shot photos	X						
L203	Must support file attachments of any format	X						
L204	Must support the ability to track additional information associated to a master name record that is linked to a phone number or the name of the master name record that will display this additional information when a 911 call comes in associated to the phone number of the name. We refer to this as "Extended 911 Information". This shall support unlimited records.	X						
L205	Undocumented Immigrants	X						
L206	School	X						
L207	Contact Information (unlimited records)	X						
L208	The software must eliminate the need to duplicate any information already entered.	X						
L209	Once a master name record is created, authorized users must be able to update any basic data fields and add or modify other information as needed.	X						
L210	Ability to cross-reference the master name record to all other records associated with an individual.	X						
L211	Ability to restrict name activity access by jurisdiction.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L212	Ability to edit and merge duplicate master names, a process (Soundex) to ensure non duplicant entries.	X						
L213	The software must restrict access to specific features and functions by user ID and password.	X						
L214	The software must link multiple addresses to a master name record and date all changes to an address.	X						
L215	The software must associate previous address records with a date of address change, along with the person that changed the address.	X						
L216	The software must automatically check a name against the list of outstanding warrants and notify the user.	X						
L217	<b>Users must have the ability to search for and obtain details on any type of record associated with the individual master name record, such as:</b>	X						
L218	Suspects	X						
L219	Arrests	X						
L220	Witnesses	X						
L221	Reporting Parties	X						
L222	Known Offenders	X						
L223	Known Associates	X						
L224	Callers	X						
L225	Complainants	X						
L226	Victims	X						
L227	Property Owner	X						
L228	Cited	X						
L229	Accident Driver	X						
L230	Acident Passenger	X						
L231	Accident Pedestrian	X						
L232	Other	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L233	<b>Users must have the ability to search for master name files based on any of the following criteria:</b>	X						
L234	Name	X						
L235	SSN	X						
L236	Date of Birth	X						
L237	Height or Height Range	X						
L238	Weight or Weight Range	X						
L239	Age Range	X						
L240	Race	X						
L241	Sex	X						
L242	Sex Offenders	X						
L243	Combination of Parameters	X						
L244	Ability to search the Cautions and Additional Notes returnin all master name records where the search finds matches.	X						
L245	The software must treat common business names like McDonald's as a master name record.	X						
L246	Ability to perform field level auditing within a master name record.	X						
L247	<b>Incident Requirements</b>							
L248	The software must import and store data from an officer's IBR field report, including the associated report narrative.	X						
L249	The software must allow authorized users to update and maintain incident records with new information as needed.	X						
L250	Ability to apply user security to incident entry, search and all incident related reports.	X						
L251	Ability to enter supplemental reports.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L252	Ability to index incident records by incident number unique to each agency.	X						
L253	Ability to enter and maintain information on any type of incident/criminal activity.	X						
L254	Ability to correct previously entered incident data in the case data entry screen.	X						
L255	<b>Ability to enter and maintain the following general incident record data elements:</b>	X						
L256	Incident Type	X						
L257	Report Date/Time	X						
L258	Incident Date/Time Range	X						
L259	Dispatch Date/Time (imported from CAD)	X						
L260	Call call How Received (imported from CAD)	X						
L261	Dispatch Nature of the Call (imported from CAD)	X						
L262	CAD call incident Number (imported from CAD)	X						
L263	Dispatch Caller name and address (imported from CAD)	X						
L264	Dispatch Dispositions (imported from CAD)	X						
L265	Incident Location	X						
L266	Reporting District	X						
L267	Reporting Zone/Beat/Area	X						
L268	Unlimited Clearance Records	X						
L269	Report Type (Incident, Offense, Supplement, Investigative)	X						
L270	Reporting Officer	X						
L271	All units and times that responded to the incident	X						
L272	Location Type	X						
L273	Lighting at the time of the incident	X						
L274	Weather at the time of the incident	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L275	Weapons Involved indicator	X						
L276	Number of Citations issued	X						
L277	Cargo Theft Related Indicator	X						
L278	Shift	X						
L279	Ability to enter and maintain unlimited officer narratives.	X						
L280	Ability to view related special response information, as entered and maintained in CAD.	X						
L281	Ability to hide, disable, define as required incident data elements.	X						
L282	Ability to enter and maintain information about the offenses associated with the incident.	X						
L283	Ability to enter and maintain information about the property associated with the incident.	X						
L284	Ability to enter and maintain information about the vehicles associated with the incident.	X						
L285	Ability to view a list of other incident numbers associated with the incident (unlimited Related Cases).	X						
L286	Ability to enter and maintain information about all persons associated with the incident.	X						
L287	Ability to enter and maintain associated dispositions.	X						
L288	Must support file attachments related to the incident of any format	X						
L289	Ability to enter and maintain information about all officers/detectives assigned to the case for further investigation.	X						
L290	Ability to associate solvability factors with an incident that are predefined at the incident type table.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L291	<b>Case Processing Requirements</b>							
L292	Ability to apply user security to case entry, search and all incident related reports.	X						
L293	Ability to pull data from an existing incident record.	X						
L294	Ability to update and maintain case records with new information as needed.	X						
L295	Ability to enter supplemental reports.	X						
L296	Ability to enter and maintain case records on any type of incident or criminal activity.	X						
L297	Ability to track multiple crimes within a single master case record.	X						
L298	Ability to cross-reference and link multiple related offenses to a specific case record via its case number.	X						
L299	RMS Case numbers shall be in a format that indicates the agency, year, and sequection number beginning at 1 for each agency and year combination. Format shall be in YYYY-NNNNNN where "Y"= 4 digit Year, and "N"= 6 digit sequential number.	X						These are agency-defined.
L300	The year in the case number must be stored as a 4 digit year.	X						
L301	Ability to correct previously entered incident data in the case data entry screen.	X						
L302	<b>Ability to enter and maintain the following case record data elements:</b>	X						
L303	Incident Type	X						
L304	Occurred at Location	X						
L305	Hate Bias Information	X						
L306	Criminal Activity	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L307	Entry and Exit Methods/Points	X						
L308	Date/Time of Occurrence	X						
L309	Date of Reported Occurrence	X						
L310	Multiple Crime/Offense Codes	X						
L311	Suspected of Using	X						
L312	Larceny Type	X						
L313	Number of premises entered	X						
L314	Method of Operation	X						
L315	Primary and secondary Location Types	X						
L316	Attempted or Committed Crime	X						
L317	Type of Weapon/Force Used	X						
L318	Motor Vehicle Theft (Forced or Non-Forced)	X						
L319	Gang Association to the crime	X						
L320	Ability to enter and maintain related Domestic Violence information about all offenses associated with a case.	X						
L321	Type of Stolen/Recovered Vehicle	X						
L322	Estimated Dollar Amount of Property Involved	X						
L323	Property/Vehicles Involved	X						
L324	Solvability Factors Associated with Complaint	X						
L325	Ability to enter and maintain detailed information about all offenses associated with a case.	X						
L326	Ability to enter and maintain detailed information about all subjects associated with a case, such as arrested adults, juveniles, witnesses, complainants, missing persons, reporting party, victims, etc.	X						
L327	Ability to enter and maintain information about all arrests associated with a case.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L328	Ability to enter and maintain information about all charges associated with an offender type subject.	X						
L329	Ability to enter and maintain information about all citations associated with a subject.	X						
L330	Ability to enter and maintain information about all field investigations associated with a case.	X						
L331	Ability to automatically link all information from a field investigation record to the original complaint report.	X						
L332	Case Narratives must have spell check support	X						
L333	Ability to support unlimited narrative input and editing capabilities for the original complaint report.	X						
L334	Ability to support unlimited narrative input and edit capabilities for any type of supplemental report.	X						
L335	Ability to expunge a subject from a case record.	X						
L336	Information from an incident record is automatically pulled into an associated case record to eliminate the need to enter the same data twice.	X						
L337	Ability to print hard copies of case records and supplemental reports, depending on security.	X						
L338	Ability to print a sanitized version of a case record for public use as defined by the agency.	X						
L339	All entry information can be built into a report, which will plot on a map or generate a printable report.	X						
L340	Ability to link victim to offender relationships.	X						
L341	Ability to link any subject to offense relationships.	X						



Number	LAW ENFORCEMENT RMS Requirements	Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
L342	Ability to attach multiple supporting documents of various types (e.g., Word, Excel, JPG, MPG, WAV, etc.) to a case record.	X						
L343	<b>Arrest Records Requirements</b>							
L344	Arrest information must be tied to the involved subject and NOT an independent arrest module.	X						
L345	Arrest must be associated to the master name index.	X						
L346	<b>Ability to enter and maintain the following general arrest information:</b>	X						
L347	Arrest Number	X						
L348	Date/Time of Arrest	X						
L349	Arrest Type	X						
L350	Multi-Arrest Indicator	X						
L351	Associated Case Number	X						
L352	Location of Arrest	X						
L353	Arrest Location shall be able to populate the location address of the incident if the user requests it alleviating any duplication of data entry.	X						
L354	Name of Arrested Person selected from the master name index	X						
L355	Arresting Officer	X						
L356	Miranda Witness Officer		X					There is no specific tab within the system, but this information can be added.
L357	Arrestee Armed With (3 entries required)		X					There is no specific tab within the system, but this information can be added.
L358	Arresting Agency	X						
L359	Disposition of the Arrest (Adult and Juvenile)	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L360	Disposition Date	X						
L361	Bail	X						
L362	Fingerprinted	X						
L363	ITN/Card Number	X						
L364	Photos Taken (Yes/No)	X						
L365	Number of photos taken	X						
L366	Photo ID number	X						
L367	Ability to enter and maintain information about all charges associated with the arrest.	X						
L368	Ability to enter and maintain data on arrest and court dispositions.	X						
L369	Ability to enter and maintain information about any injuries the arrestee may have sustained while being apprehended.	X						
L370	<b>Ability to enter and maintain information about the booking record associated to the arrest such as the following:</b>	X						
L371	Booking Number	X						
L372	Booking Date/Time	X						
L373	Booking Officer	X						
L374	Conveying Officer (2 required)	X						
L375	Incarcerated Location	X						
L376	BCI Number	X						
L377	Release Date/Time	X						
L378	Released By Officer	X						
L379	Released To	X						
L380	Relation of person released to	X						
L381	Emergency Contact Information	X						
L382	Relation of emergency Contact	X						
L383	Phone Numbers called during booking	X						
L384	Date phone calls made	X						
L385	Witnessed by Officer for phone calls made	X						
L386	Medication needs	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L387	Suspect in other crime indicator	X						
L388	Multiple Warrant/FTA's indicator	X						
L389	False ID Used indicator	X						
L390	Dangerous to others indicator	X						
L391	Risk of flight indicator	X						
L392	Cooperative indicator	X						
L393	On parole/probation indicator	X						
L394	The system must support a mugshot capture process that support twain and/or USB camera for real time acquisition of photos without having to import the photo from an external source.	X						
L395	If one does not already exist, the software must automatically create a master name record at the time of the arrest processing.	X						
L396	The software must have easy access to an arrest register within a selected date range.	X						
L397	An arrest record can be added at the time of the original complaint report or at a later date.	X						
L398	In the event of an arrest at a later date, the software must have the ability to add additional supplemental narrative to the original complaint report.	X						
L399	The software must require additional security to access juvenile records.	X						
L400	<b>Ability to search for arrest records based on the following criteria:</b>	X						
L401	Arrestee's Name	X						
L402	Arrest Date/Range	X						
L403	Complaint/Case Number	X						
L404	Arresting Officer ID	X						
L405	Arrest Tracking Number	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L406	Ability to print a variety of arrest related reports to facilitate the statistical analysis or arrest data, including the following:	X						
L407	Arrest by Arrest Date Report	X						
L408	Arrest by Location Report	X						
L409	Arrest by Officer Report	X						
L410	The software must provide equivalent reports for both juvenile and adult arrest records.	X						
L411	Arrest Charge Summary Report	X						
L412	Arrest Detail Report	X						
L413	Arrest Register Report	X						
L414	<b>Accident Processing Requirements</b>							
L415	The software must import and store data from an officer's TREDs reporting, including the associated report narrative and Crash Diagram.					X		Spillman does not currently have an interface to TREDs to import crash data. However, it is something that we could create an interface to based on further discussions with the County.
L416	Ability to enter, maintain and track all information about an accident.	X						
L417	Ability to enter, maintain and track detailed information about all subjects associated with an accident (e.g., drivers, passengers, pedestrians, witnesses, etc.)	X						
L418	Ability to enter, maintain and track detailed information about all vehicles associated with an accident.	X						
L419	Ability to attach multiple supporting documents of various types to an accident record.	X						
L420	Ability to link accident, incident and case numbers for investigative and search purposes.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L421	<b>Traffic Ticket/Citation Requirements</b>							
L422	The software must import and store data from an officer's report, including the associated report narrative.	X						
L423	Ability to enter, maintain and track all information about a citation.	X						
L424	Ability to enter, maintain and track detailed information about all subjects associated with a traffic stop (e.g., driver, passengers (seat belt violation, etc.)	X						
L425	Ability to enter, maintain and track detailed information about the vehicle associated with a traffic stop citation.	X						
L426	Ability to attach multiple supporting documents of various types to a citation record.	X						
L427	Ability to print a report listing all types of citations based on race, citation type (Warning, Citation Issued, Parking Citation, etc).	X						
L428	<b>Tow/Impounded Vehicle Processing</b>							
L429	<b>Authorized users must have the ability to enter and maintain the details of an impounded vehicle, including the following general information:</b>	X						
L430	Tow Date/Time	X						
L431	Tow Number	X						
L432	Tow Reason	X						
L433	Vehicle Contents	X						
L434	Tow Comments	X						
L435	Impound Date/Time	X						
L436	Impound Lot	X						
L437	Reason for Impounding	X						
L438	Place of Storage	X						
L439	Vehicle Released To	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L440	Towing Service	X						
L441	Reason for Release	X						
L442	Vehicle Information (make, model, color, etc.)	X						
L443	Ability to enter owner Information based on master name file selection.	X						
L444	Ability to attach multiple supporting documents of various types to an impounded vehicle record.	X						
L445	<b>Investigation Requirements</b>							
L446	Ability to create an electronic lineup based on user-defined physical characteristics and/or other pertinent information.	X						
L447	Ability to easily modify, reorganize and print lineups.	X						
L448	Ability to use any single photo of possibly multiple available photos for a single lineup subject.	X						
L449	Ability to locate subjects using a single criterion or multiple criteria, including (but not limited to) physical characteristics, scars, marks, tattoos and handicaps.	X						
L450	Ability to use "Wild Card" Combinations, i.e., random lineups of subjects drawn from search results.	X						
L451	Ability to limit searches to Sex Offenders.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L452	<b>Wants and Warrants Requirements</b>							
L453	Ability to enter and maintain manually or via barcoding detailed information about want and warrant records, including (but not limited to) the following data elements:							All functionality is available for manual input or through an interface from a third party courts, but barcoding is currently under development.
L454	Document Type (must support Warrant, Protection Order, and Restraining Order)	X						
L455	File Transaction Number	X						
L456	Court Docket Number	X						
L457	Wanted must be associated to a master name index	X						
L458	Wanted Driver's License Number	X						
L459	Wanted Social Security Number	X						
L460	Offense associated to Warrant	X						
L461	Issuing Court	X						
L462	Issuing Judge	X						
L463	Wanted Alias(s)	X						
L464	Date of Birth	X						
L465	Warrant Type	X						
L466	Warrant Disposition which shall automatically deactivate the warrant with user defined validation rules.	X						
L467	NCIC Number/Date Entered into NCIC/VCIN	X						
L468	Issued by Agency	X						
L469	Issued Date/Time	X						
L470	Warrant Entered By Officer/Clerk	X						
L471	Date/Time Warrant Entered into System	X						
L472	Complainant Information	X						
L473	Victim Information	X						
L474	Pickup Radius	X						
L475	Warning Remarks	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L476	Ability to enter and maintain service information about want and warrant records, including (but not limited to) the following data elements:	X						
L477	Failure to appear Indicator	X						
L478	Allow Bond indicator	X						
L479	Fine amount	X						
L480	Warrant Class	X						
L481	Arrest Date/Range	X						
L482	Bank Code	X						
L483	Served Date/Time	X						
L484	Served By Officer	X						
L485	Deleted or Recalled Date/Time	X						
L486	Deleted or Recalled By	X						
L487	Warrant Held By	X						
L488	Filing Officer	X						
L489	Arresting Agency	X						
L490	Affirming Agency	X						
L491	Ability to display an alert whenever the name of a subject with an outstanding warrant is entered anywhere in the system.	X						
L492	Authorized users must be able to update the status of a warrant record whenever necessary.	X						
L493	Ability to assign warrant transaction numbers manually or automatically via an optional auto-incrementing feature by agency ORI, agency name, or as defined by agency..	X						
L494	Ability to generate a printed report displaying a log of all warrants within a specified date range.	X						
L495	Authorized users have the ability to cancel outstanding warrant records. Authorization is based on user security profiles (ID, password, security permissions).	X						



		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L496	<b>Ability to cancel outstanding warrants for the following reasons:</b>	X						
L497	Recalled by Court	X						
L498	Served on the Person	X						
L499	Cleared of the Charge	X						
L500	Beyond Statutory Limits	X						
L501	Ability to maintain records on canceled warrants for an unlimited amount of time.	X						
L502	In CAD, warrants are automatically searched based on the entry of matching name and/or matching address. A match on either of these search criteria will display a warning message for the user.	X						
L503	Ability to generate a printed report that lists all canceled warrants within a specified date range.	X						
L504	Ability to generate a printed warrant summary report that lists all warrant types and totals within a specified date range.	X						
L505	<b>Personnel Management</b>							
L506	Ability to display a photograph of an employee within the personnel record, whether by capturing an image with a digital camera or by uploading an image from a camera, computer disk or any TWAIN32-compliant imaging device.	X						
L507	The software must support the same person to be entered into personnel management under multiple agencies	X						
L508	<b>Ability to enter and maintain the following general personnel information on every employee:</b>	X						
L509	Employee Full Name	X						
L510	Employee Address	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L511	Unique Employee ID Number that will always stay with the employee	X						
L512	Employee Badge Number	X						
L513	Social Security Number	X						
L514	Unlimited Phone numbers and email addresses with type identifier	X						
L515	Agency Employed with	X						
L516	Date of Birth	X						
L517	Place of Birth	X						
L518	Citizenship	X						
L519	Current Rank	X						
L520	Rank History	X						
L521	Hire Date	X						
L522	Termination Date	X						
L523	Discipline Type (Police, Fire, EMS, etc.)	X						
L524	Special Skills	X						
L525	Personnel Type (Patrol, Receptionist, Dispatcher, etc.)	X						
L526	Injury History/Medical/Sickness	X						
L527	Contact Information	X						
L528	Emergency Notification Information	X						
L529	Employee Status and Promotions	X						
L530	Employee Disciplinary Actions	X						
L531	Employee Commendations	X						
L532	Driver's License Number	X						
L533	Ability to enter and maintain information about an employee's current assignment, as well as maintain a history of assignments.	X						
L534	<b>Ability to track information about the equipment issued to each employee, including the following:</b>	X						
L535	Item Type	X						
L536	Item Description	X						
L537	Quantity	X						
L538	Inventory Number	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L539	Date Issued	X						
L540	Condition of Item	X						
L541	Returned Date	X						
L542	Condition Returned	X						
L543	<b>Ability to enter and maintain information about an employee's education and training, including, but not limited to, the following:</b>	X						
L544	Courses (e.g., Firearms Training, Hazmat Technician Training, etc.)	X						
L545	Programs	X						
L546	Certifications	X						
L547	Location of training	X						
L548	Basic Academy Training	X						
L549	Major Category	X						
L550	Recertification hours	X						
L551	Lead Instructor	X						
L552	Certification Level	X						
L553	Training Date/Time Start	X						
L554	Training Date/Time End	X						
L555	Pass/Fail/Score	X						
L556	Total Training Hours	X						
L557	Total Credit Hours	X						
L558	The Personnel Training Module must allow multiple employees to be assigned to the training course so that only one training record is created and is associated to all employees that attended the training.	X						
L559	The software must provide the ability to print a summary report detailing all employees and all training conducted within a specified date range.	X						
L560	The software must provide the ability to print a summary report of all training received by an employee during his/her course of employment.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L561	The software must provide the ability to print a detailed employee report with all fields of data in the personnel record.	X						
L562	The software must provide the ability to print a summary department personnel listing sorted by Employee Name.	X						
L563	The software must provide the ability to print a detailed department personnel listing sorted by Employee Name.	X						
L564	Ability to display a photograph of an employee within the personnel record, whether by capturing an image with a digital camera or by uploading an image from a camera, computer disk or any TWAIN32-compliant imaging device.	X						
L565	<b>Property Management</b>							
L566	<b>Ability to enter and maintain the following property data:</b>	X						
L567	PIN (Property Identification Number)	X						
L568	General Notes	X						
L569	Serial Number	X						
L570	Property Code (e.g., stolen, pawned, evidence)	X						
L571	Container ID	X						
L572	Drug Type	X						
L573	Storage Location	X						
L574	Quantity	X						
L575	Property Value	X						
L576	Property Owner	X						
L577	Date Property Received	X						
L578	Item Class (guns, tools, vehicles, bicycles)	X						
L579	Lab Report Cross-Reference	X						
L580	Date of Disposal/Release	X						
L581	Released By Employee	X						
L582	Date Scheduled for Disposal	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
L583	Review Date	X						
L584	Free-form Descriptions	X						
L585	Color	X						
L586	Expiration Date for notifying Reporting Officer	X						
L587	<b>Ability to enter and maintain the following additional elements for firearms:</b>	X						
L588	Action (automatic, bolt action, carbine, pump)	X						
L589	Caliber	X						
L590	Style	X						
L591	Make/Model	X						
L592	Type of Firearm	X						
L593	<b>Ability to enter and maintain the following additional elements for vehicles:</b>	X						
L594	Vehicle Type	X						
L595	Color (top, bottom)	X						
L596	Vehicle Make	X						
L597	Model	X						
L598	License Plate/VIN	X						
L599	Plate Year	X						
L600	<b>Ability to enter and maintain the following information for bicycles:</b>	X						
L601	Bicycle Make	X						
L602	Model (boys, girls, tandem)	X						
L603	Serial Number	X						
L604	Color	X						
L605	Ability to tie a property item to a case.	X						
L606	Ability to maintain complete evidence tracking chain-of-custody until final disposition of the property item.	X						
L607	Ability to maintain details of all evidence retained in the property room for an indefinite amount of time.	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L608	Ability to maintain a disposition status for all evidence items after each item has been released.	X						
L609	Ability to track items from reception to disposal.	X						
L610	Ability to maintain lab reports on fingerprint tests.	X						
L611	Ability to enter and maintain information about the individual or organization to which the property was released.	X						
L612	Ability to print an evidence inventory report.	X						
L613	Ability to print a property disposition report for all items disposed of.	X						
L614	Ability to generate a report of property scheduled to be disposed of.	X						
L615	Ability to print a property purge reminder list of items to be released within a user-selected date range.	X						
L616	Ability to print a separate report of all pawned item transactions within a specified date range.	X						
L617	Ability to print a report displaying all items of property/evidence pertaining to a single report.	X						
L618	Ability to restrict inquiry access to property/evidence records based on passwords.	X						
L619	At the time of entry, the module must compare property records with previously entered property records (i.e., pawned, impounded, stolen, etc.).	X						
L620	<b>The module must allow users to search for property based on the following search criteria:</b>	X						
L621	Serial Number	X						
L622	Owner's Name	X						
L623	PIN (Property Identification Number)	X						
L624	Case Number	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number	LAW ENFORCEMENT RMS Requirements							
L625	Container ID	X						
L626	Make/Model	X						
L627	Property Type/Kind	X						
L628	Vehicle Identification Number	X						
L629	Free Form Descriptions	X						
L630	Plate	X						
L631	Plate State	X						
L632	Plate Type	X						
L633	Property Class	X						
L634	Color	X						
L635	Vehicle Year	X						
L636	Caliber	X						
L637	Style	X						
L638	Drug Type	X						
L639	Reporting Officer	X						
L640	General Notes	X						
L641	<b>Ability to print barcodes for the following:</b>	X						
L642	PIN (Property Identification Number)	X						
L643	Property Type/Kind	X						
L644	Description	X						
L645	Make/Model	X						
L646	Case Number	X						
L647	Ability to create property room Storage location labels.	X						
L648	Ability to print labels individually.	X						
L649	Ability to print labels in batch mode.	X						
L650	Ability to automatically enter a search when a tag is scanned.	X						
L651	Ability to create a transaction list for property scheduled to be destroyed	X						

		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	LAW ENFORCEMENT RMS Requirements							
Number								
L652	<b>Case Management</b>							
L653	Ability to enter and maintain the following case management information:	X						
L654	Scheduled Tasks which includes the following data elements and processes:	X						
L655	Case Number	X						
L656	Incident Type	X						
L657	Task Assigned To	X						
L658	Task Type supporting agency defined type list	X						
L659	Task Priority	X						
L660	Task Status	X						
L661	Percent completed	X						
L662	Completed Checkbox with automated Indicator back to assigner	X						
L663	Task Subject	X						
L664	Task Entry Date/Time	X						
L665	Task Start Date/Time	X						
L666	Task Due Date/Time	X						
L667	Task End Date/Time	X						
L668	Reminder scheduler via cell text or email		X					The system includes a tickler date for review dates.
L669	Description notes of task	X						
L670	Disposition of Task	X						



		Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
	<b>LAW ENFORCEMENT RMS Requirements</b>							
<b>Number</b>								
<b>L671</b>	<b>Case Time Tracker which includes the following data elements and processes:</b>	X						
<b>L672</b>	Case Number	X						
<b>L673</b>	Incident Type	X						
<b>L674</b>	Time Tracker Type supporting agency defined type list	X						
<b>L675</b>	Time tracked for employee	X						
<b>L676</b>	Time Tracked Start Date/Time	X						
<b>L677</b>	TimeTracked End Date/Time	X						
<b>L678</b>	Auto calculated Total time spent on Time Tracker Entry based on start date/time and end date/time	X						
<b>L679</b>	Description notes of work to perform	X						
<b>L680</b>	Disposition of work performed	X						

	UAV/UAS/DRONE	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comment
Number								
UAV1	Ability to support, save and attach UAV/UAS video feeds	X						
UAV2	Ability to provide real-time dissemination of UAV/UAS video feed to multiple devices on scene.						X	Not currently available.
UAV3	Ability to capture Flight log information for Incidents and Training activity	X						This can be accomplished with a GPS device installed and connected to Spillman's AVL Server.

# Fluvanna County Sheriff's Office, Virginia

Response								
Number	Interfaces	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
	<b>Fire RMS</b>	X						
I5	Transfer incident information to the Firehouse RMS: a. Perform transfer immediately upon issuance of a run number; b. Perform transfer upon each unit status change; c. Perform transfer when a unit clears; d. Perform transfer upon close of call.	X						
I6	A cleared unit can begin to report entry for their unit even if the incident is still active.	X						
	<b>E-9-1-1</b>	X						
I10	Capture and forward all ANI/ALI data sent by the ANI//ALI controller to the appropriate workstation that picked up the call.	X						
I11	Ability to display E-9-1-1 generated telephone number and address on call taker's map display.	X						
I12	Ability to display E-9-1-1 generated telephone number and address on call taker's screen.	X						
I13	Receive and graphically display coordinate location information for wireless telephone E-9-1-1 calls.	X						
I14	Ability to review the most recent E-9-1-1 calls.	X						
I15	Ability to automatically populate the call taking mask and insert E911 data into pre-	X						

	Interfaces	Response						
		Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
	<b>VCIN/NCIC</b>	X						
I16	Ability to access VCIN/NCIC via multiple modes, regardless of type of workstation (e.g., fixed or mobile) via: a. CAD Command line (Traffic Stop); b. Formatted windows.	X						
I17	Allow VCIN/NCIC inquiries to be sent without interrupting or restricting any workstation functions.	X						
I18	Send inquiry results to a local printer or an alternate workstation.	X						
I19	Automatically send any inquiry results to the entering dispatcher and the requesting unit.	X						
I20	Allow certain masks to initiate CAD commands and send multiple VCIN/NCIC queries.	X						
a	Driver's License In state and out of state query. The program shall have the flexibility of querying by control number, name, DOB	X						
b	In- state vehicle registration	X						
	Out-of State vehicle registration(USD MV inquiry)	X						
c	Automated property system	X						
I21	Receive "hit" notification if a new license plate query matches a plate associated with a stolen vehicle, warrants associated, etc.	X						

		Response						
	Interfaces	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
	<b>TimeSynchronization</b>							
I23	Ability to synchronize all time-based communications equipment, including but not limited to CAD servers and CAD workstations.	X						
	<b>Rip and Run Printers</b>	X						
I24	Ability to send incident and location related information to a fire station printer at the time of dispatch.	X						
I25	Ability to send incident history information, including all of that unit's times, to a fire station printer at the time the unit clears the incident.	X						
I26	Ability to use fire station printes that are IP addressable on the WAN.	X						
	<b>CAD Dispatching</b>							
I27	Integration of Priority Dispatch Paramount Pre-arrival potocol for all three disciplines if the communication center determines to implement in the future	X						
I27	Integration of PowerPhone Pre-arrival potocol for all three disciplines if the communication center determines to implement in the future	X						
I28	Integration of APCO 911 Advisor Pre-arrival potocol for all three disciplines if the communication center determines to implement in the future		X					Spillman interfaces with APCO MEDS. In additoin, the system currently interfaces with a dicipline of PowerPhone and all three diciplines of ProQA.

		Response						
	Interfaces	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
Number								
	<b>EMS Reporting</b>							
I29	Transfer incident information to the Image Trend ver 3. and upgradable to newer versions as mandated by OEMS: a. Perform transfer immediately upon issuance of a run number; b. Perform transfer upon each unit stats change; c. Perform transfer when a unit clears; d. Perform transfer upon close of call.	X						ImageTrend currently has an interface with Spillman that was written to our API. Interface functionality must be verified with ImageTrend.
I30	A cleared unit can begin to report entry for their unit even if the incident is still active.	X						
	Must interface with the following:							
	Lynx	X						
	TREDS					X		Spillman does not currently have an interface to TREDS to import crash data. However, it is something that we could create an interface to based on further discussions with the County.
	LiveScan	X						
	BEAST			X				Spillman provides our own fully integrated Evidence Management solution.

## Fluvanna County Sheriff's Office, Virginia

		Response						
	Database Requirements	Compliant	Partially Compliant	Alternative Method	Available in upcoming release	Requires Modification	Exception	Comments
D1	Latest version of Windows operating system, and Microsoft SQL Server compliant relational database			X				Spillman utilizes the Faircom cTree SQL database.
D2	Use standard database format of DateTime for Date storage, so that dates can be manipulated as dates with one entry.	X						
D3	Use standard database format of DateTime for Time storage, so that times can be manipulated as times with one entry.	X						
D4	Search all tables/files using any or all fields	X						
D5	Search all tables/files using exact match and wild card	X						
D6	Use a relational database for all data and code table storage	X						
D7	Remote access by vendor for diagnostics	X						
D8	Database must run on Microsoft SQL Server 2008 or newer.			X				Spillman utilizes the Faircom cTree SQL database.
D9	Database must be ODBC compliant	X						
D10	Database must allow for ad-hoc report writing.	X						
D11	Databases must reside on a redundant/fault tolerant server, providing 99.999% uptime.	X						

D12	SQL server must maintain transaction logs.	X						
D13	SQL server must perform nightly backups	X						
D14	SQL server backups must not negatively affect CAD system (slow down CAD).	X						Provided the system is properly configured.
D15	SQL server must be able to run in a virtual environment.	X						
D16	CAD system must support a training/test environment.	X						
D17	The training/test system must provide users the ability to work with real data taken from the production system.	X						
D18	Training/test environment must allow for production databases to be restored to it.	X						
D19	The production database must allow for any incident or data element to be accessed for a minimum of three (7) years.	X						
D20	System must include a reporting server so that reports are not run against the production server.	X						
D21	Event history must be stored in a RDBMS that utilizes Microsoft SQL Server and must be separated in File Groups for database spreading across multiple hard drives.			X				Spillman utilizes the Faircom cTree SQL database.
D22	Unit history must be stored in a RDBMS that utilizes Microsoft SQL Server.			X				Spillman utilizes the Faircom cTree SQL database.



D23	Primary SQL server must support failover to a secondary SQL replicated server.						X	At this time the failover is done via the virtual machine, not the SQL server.
D24	Upgrades must be performed through an install process (not a manual file replacement).	X						
D25	Database backups must be capable of writing to either a local or external disk.	X						
D26	Transaction log backups must automatically occur every 30 minutes.	X						This is performed outside the Spillman software, but can be done.
D27	The system must ensure that all aborted transactions are removed from the database so that the database remains in a consistent state.	X						
D28	All aborted transactions must be logged and available for troubleshooting and resolution.	X						The database engine manages this, although it is done through low level database tools and is not something the customer would do.
D29	The system must provide for database consistency in the event of a disk failure.	X						
D30	Servers must provide redundancy of processor, hardware, disk storage and duplicate PCI IO; DMR/TMR system.	X						
D31	The database server (RDBMS) software must be certified under the U.S. governments C2-Level security certification.							Although the FairCom database does not have C2-level security certification, the solution has many stringent security requirements, which we would be happy to discuss the Fluvanna County.

D32	The database server must allow full DDE/OLE integration.							Because DDE and OLE are client-side technologies, we request the opportunity to discuss this requirement in further detail with the agency.
D33	The database server must provide for Transactional Replication.						X	Replication is done at the virtual machine level. Transactions are guaranteed to be either committed or aborted when the failover machine is brought up.
D34	System must be Microsoft Windows.	X						

Fluvanna County Sheriff's Office, Virginia			
		Response	
	Hardware Requirements		
	System Hardware, Operating System and Database Software	QTY	Description
H1	Application Server(s) Itemize Below (Insert rows as needed)		
			<p>Based on Addendum 1, we are comfortable that Spillman can operate utilizing the existing network configuration and hardware.</p> <p>We request the opportunity to further discuss workflow, data storage processes and policies, data retention, and anticipated growth to determine the optimal solution.</p> <p>Regarding backup, high availability, and disaster recovery, more discussion is desired to determine the recommended solution.</p>
H2	Data Warehouse		
H3	VM Server		
			Spillman is compatible with many data warehouses.
H4	MS HYPER-V		
			Spillman is compatible with MS HYPER-V.
H5	SAN(s) Itemize Below (Insert rows as needed)		
			Spillman can utilize the existing SAN. SAN size requirement will largely be determined based on all software and data stored on the server. Further discussions are required.

		Response	
	<b>Hardware Requirements</b>		
	<b>System Hardware, Operating System and Database Software</b>	<b>QTY</b>	<b>Description</b>
H6	<b>CAD Workstations -- specify below (add rows as needed)</b>		
	Operating Systems Processor Memory Network card Screen resolution (pixels) Hard disk space Monitor		Windows 7 Pro SP1 (32-bit or 64-bit), Windows 8 Pro (32-bit or 64-bit), Windows 8.1 Pro (32-bit or 64-bit) Dual Core, 2 GHz or greater 4GB or greater 100 Mbps 1280x1024 3GB Dual 21" monitors or greater
H7	<b>Backup Server(s) (Insert rows as needed)</b>		
H8	<b>VM/HV Server &amp; SANS</b>		
			Spillman can provide varied backup solutions from continuing to the County's current operations to implementing a full HA/DR solution. Further discussions are required in order to determine the desired approach.
H9	<b>Application Server(s) Software and Operating System -- Itemize below (Insert rows as needed)</b>		
			Spillman is compatible with Windows Server 2012.

		Response	
	<b>Hardware Requirements</b>		
	<b>System Hardware, Operating System and Database Software</b>	<b>QTY</b>	<b>Description</b>
H10	Database Software -- Itemize Below (Insert rows as needed)		
			FairCom cTree SQL.
H11	Other Items (switch's, racks, etc.) -- Itemize Below (insert rows as needed)		
			Based on what is included Addendum 1, we are comfortable that Spillman can operate utilizing the existing hardware.
	<b>Mobile Data Computer System Hardware</b>	<b>QTY</b>	<b>Description</b>
H12	Message Switch Computer		Not applicable.
H13	Redundant Message Switch		Not applicable.
H14	Magnetic Strip Reader		Spillman is comptabile with several industry standard magnetic strip readers. We look forward to working with Fluvanna County to determine the optimal device.
H15	Fingerprint Scanner		Spillman works with multiple vendors to provide this equipment in Jail to process arrests. More discussion is desired to determine the intended use of fingerprint scanners in the Mobile environment.
H16	Bar Code Scanner		Spillman utilizes barcode scanners within our RMS related to the processing of property and evidence. More discussion is desired to determine the intended use in the Mobile environment.
H17	AVL/GPS Devices		Spillman is comptabile with several industry standard AVL/GPS devices. We look forward to working with Fluvanna County to determine the optimal device.
H18	Other itemes -- Itemize Below (inert rows as needed)		
			Any items desired beyond what is included in Addendum 1 will require further discussion.

## Exhibit I – Training Plan Course Descriptions

This Exhibit I is a general understanding and summary of the overall training plan included in Contractor's RFP response. This training plan will be further customized by the Parties' based on project scope and customer needs .

Under each courses description is a list of recommend attendees. This list should be followed to determine who attends each course. We also recommend that you think about sending other department supervisors to training that is not necessarily part of their job responsibilities but which may indirectly affect them. An example: If the agency has data entry personnel that will enter incident reports instead of patrol people, the patrol supervisor may want to attend this training so that they may observe how the hard copy patrol reports are affecting data entry.

### Overview of Who should Attend Training

#### **Agency Administration**

##### Recommended Training:

It is recommended that the agency administration i.e. Sheriff, Police Chief, Chief Deputy, Lieutenant, Captains, Supervisors, etc. attend the Project Team Training Course. This course is made up of the following courses: Inquiry Introduction, Data Entry and then an overview of all the modules being trained at the agency.

Of course it would be prudent to have Lieutenants, Captains and Supervisors attend all training related to their job responsibilities so that they understand what is required of their people and possibly other departments.

#### **Spillman Administrators**

##### Required Training:

The agency's Spillman Administrator(s) should attend every course being taught at least once. When building the schedule, please include the Spillman Administrator(s) in at least one of every course.

##### Recommended Training:

It is recommended that the Spillman Administrators attend a course more then once if it is being trained multiple times. The agencies Spillman Application Administrator will be

your in-house go to person(s) for the everyday user, so attending as many classes as possible will only help them learn the software in greater detail.

## **Users**

### **Required Training**

All users must attend the Inquiry Introduction and Data Entry prior to attending any other course. Remember that these two courses are taught as part of the Project Team Training course, so anyone attending the Project Team Training course will not need to take these two courses again. The users should attend all other courses related to their job responsibilities.

### **Overview of Courses Available**

#### **Courses for System Administrators only**

Project Team Training (2 - 4 Days)  
 Specialist Spillman Application Administration  
 CAD Administration  
     SPILLMAN Mapping Administration (has prerequisites)  
 Jail Administration  
 Mobile Administration (has prerequisites)

#### **User Courses**

##### **HUB**

Inquiry Introduction (required)  
 Data Entry (required)

##### **Law Records**

Incident Report Management  
 Criminal History  
 Case Management (has prerequisites)  
 Field Interviews  
 Wanted Persons  
 Intelligence Records

IBR (has prerequisites)

##### **CAD**

Computer Aided Dispatch  
 SPILLMAN Mapping User (has prerequisites)

GeoBase

Evidence Management

Evidence Bar-Coding (has prerequisites)

SPILLMAN Imaging

Mobile

Administration (has prerequisites)

RMS/State Queries

Voiceless Dispatch/AVL

Premises/Hazmat

Each course description that follows has the following components:

- Title of the course with its duration
- Any prerequisite course necessary to take this course
- And a list of Who Should Attend this course
- A course summary
- A list of the course objectives

The first list of course descriptions are for the Spillman Application and System Administrators with the User courses following.



## Administration Course Descriptions

Please be aware of the “Prerequisites” section under each course title. All courses have the prerequisites of Inquiry Introduction and Data Entry. Attendance at all courses is limited to 16 persons, with two persons sharing a computer (exception: GeoBase, IBR, and SAA).

### Project Team Training (24 Hours)

Prerequisite Course:

None required

Who Should Attend:

Spillman Administrator(s)

System Administrators

Sheriff's, Chiefs

Supervisors

Any Decision making personnel that can create or modify the agency's policies and/or procedures

Class Size:

Eighteen (18))

Course Summary:

HUB Classes

Inquiry Introduction

Data Entry

Overview of modules purchased.

Agency operations:

Will the Agency use the Racial Profiling module?

Will the Agency Report UCR and/or IBR?

Is the Agency Dispatching or Housing Inmates for Multiple Agencies?

Will the Agency host the machine for another Agency(s)?

Does the Agency have Data Entry Policies or Standards?

What division or departments exist within the Agency?

What are the responsibilities of each division/department?

Agencies anticipated training guidelines for new and existing employees.

Software and Security overview and importance.

Code table overview and set up.

Project Training Workbooks; how it is to be used by the SAA(s).

Make sure the correct personnel are attending the correct courses.  
 Review the schedule and make necessary changes.  
 Verify that all computers and machines used for training are working.  
 SAA Responsibilities

Course Objectives:

The objectives of the Project Team Training course is to teach the students all of the HUB classes and software features that will allow them to better understand/utilize the software's functionality. This class will also cover and explain the modules purchased, agency procedural issues and how each module functions, i.e., relational database, strengths and benefits of using this software daily, prepare the agency for a successful implementation and how Spillman will make each employees daily job much easier to manage. Each student will at a minimum, complete the practical exercises contained in this objective for the purpose of understanding how to apply each task contained in this objective, to their job and their agency.

## Specialist Spillman Application Administration

Prerequisite Course(s):

Inquiry Introduction  
 Data Entry

Recommended Attendees:

This course must be attended by all Spillman Application administrators and those who will be responsible for group or individual sections of the Spillman software i.e. section supervisors. IS department should attend if they will have day-to-day dealings with the Spillman software.

Course Summary:

Security Administration

- The System Privileges Table
- Involvement Security
- Searching for Added By, Modified By
- Maintaining the SYLOG

Application Administration

- Involvement Dates
- Creating Mail Groups
- Field Security
- Hiding Records
- Partitioning and Agency Security
- Security for Individual and Supplemental Narratives
- Text Fields and Application Cue Cards
- Changing *apnames* Code Numbers
- Code Table Administration
- System Parameters, Record Numbers, Backups
- Database Maintenance Programs

Course Objectives:

The Software Application manual and Code Table Setup manual should be available during class, for reference. This course could not possibly contain all items in the SAA Manual due to its comprehensive content. Because many applications cannot be run or modified by more than one user at a time, a few course items will be demonstration only.

## CAD Administration

### Prerequisite Course:

Spillman Application Administration  
Inquiry Introduction  
Data Entry  
CAD

### Who should attend:

Agency Spillman Application Administrators, dispatch supervisors, and other key personnel responsible for planning and implementing the CAD portion of the Spillman software.

### Course Summary

Code tables unique to CAD  
Code tables used in CAD and shared by other tables.  
Application parameters used in CAD

## Jail Administration

### Prerequisite Courses:

Spillman Application Administration  
Inquiry Introduction  
Data Entry  
Jail Management Course

### Recommended Attendees:

Agency Spillman Application Administrators, Jail supervisors, and other key personnel responsible for planning and implementing the Jail portion of the Spillman software.

### Course Summary:

Jail Management System Administration  
Jail Billing and Multi-Billing agencies  
Defining and Entering Housing Locations  
Inmate Risk Assessment  
Property Storage Locations

## User Course Descriptions

Please be aware of the “Prerequisites” section under each course title. All courses have the prerequisites of Inquiry Introduction and Data Entry. Attendance at all courses is limited to 16 persons, with two persons sharing a computer (exception: GeoBase, IBR, and SAA).

### Inquiry Introduction - required class for all participants

#### Prerequisite Course:

Familiarity with Microsoft Windows Mouse Functionality

#### Who Should Attend:

All personnel that will use any section of the Spillman Software regardless of which modules they will use or to what extent. **This course is a prerequisite** to any other Spillman Software training. Any Personnel that **does not** attend this training will not be allowed to attend any other Spillman Software training.

Records Personnel  
Communications Personnel  
Corrections Personnel  
Investigation Personnel  
Patrol Personnel  
Spillman Administrators  
Data Entry Personnel  
Administrations

#### Course Summary:

Software: Accessing, Moving Around, Fundamentals and Features  
Searching for a Name Record and the List, View Options  
Searching in Other Fields  
Searching the Scar, Mark, and Tattoo Fields  
Searching the MO and Addresses with Geobase  
Name Information, Associate Name Information and Involvements  
Working with Multiple Spillman Windows; the Vehicle, Property, and Wanted Persons Table  
Software Reports

#### Course Objectives:

The objectives of this course are to teach the user(s) how to use the system's features and functions, how to access the system (log on and off), move around the system, search for and find information in the database, and find and run system reports. This course teaches the basic system functionality that is required, and is consistent with each module. In other words, learn this class and the specific module training will be much easier. This class will also cover and explain the strengths and benefits of using the Spillman system daily, and how it will make each student's job

much easier to manage. Each student will, at a minimum, complete the practical exercises contained in this course.

## Data Entry – required class for all participants

### Prerequisite Course:

Inquiry Introduction

### Who should Attend:

All personnel that will use any section of the Spillman Software regardless of which modules they will use or to what extent. **This course is a prerequisite** to any other Spillman Software training. Any Personnel that **does not** attend this training will not be allowed to attend any other Spillman Software training.

Records Personnel  
Communications Personnel  
Corrections Personnel  
Investigation Personnel  
Patrol Personnel  
System Administrators  
Data Entry Personnel  
Agency Administration

### Course Summary:

Adding Names to the Names Table  
Modifying Records, Adding Alert Codes, Previous Addresses & Phone Numbers  
Adding Address Information to Geobase  
Adding S.M.T.'s, and MO Information  
Adding Comments, Using the Spillman Editor  
Additional Name Information  
Adding Vehicles  
Adding Property  
Adding Custody Records to the Property Table  
Creating Alias Records  
Adding Involvements to Records

### Course Objectives:

The objectives of the Data Entry course are to teach the students how to add data into the database, pointing out software features that will allow them to better utilize the software's functionality. This class will also cover and explain the strengths, benefits, and consistency of adding data into this database, and how it will make each student's daily job much easier to manage. Each student will, at a minimum, complete the practical exercises contained in this objective for the purpose of understanding how to apply each task to their job and their agency.

## Advanced Searching

### Prerequisite Course:

Inquiry Introduction

Data Entry

### Who Should Attend:

Records Personnel Supervisors

Communications Personnel Supervisors

Corrections Personnel Supervisors

Investigation Personnel Supervisors

Patrol Personnel Supervisors

Spillman Administrators

### Course Summary:

Using the JADD Search

Using the JRES Search

Using the JTBL Search

Searching Addresses using Geobase

System Reports

Searching/Adding the On-Call Scheduling, On-Call Status and Resource Table

Adding On Call Scheduling, and Resource Information

Dissemination Table

### Course Objectives:

The objective of the Spillman course is to teach the students more system search features that will allow them to better utilize the software's functionality. This class will also cover and explain the strengths and benefits of using this system daily, and how it will make each student's job much easier to manage. Each student will, at a minimum, complete the practical exercises contained in this objective for the purpose of understanding how to apply each task to their job and their agency.

## Law Records Management

### Law Incident Management

#### Prerequisites:

SPILLMAN Inquiry Introduction

SPILLMAN Data Entry

(This course is required for those taking IBR, UCR and Case Management courses)

#### Who Should Attend:

Personnel that should attend this class are those responsible for the entry and management of the agency's Law Incident Reports. The agency's departmental structure will determine exactly who should attend. It is not necessary for patrol, dispatch, etc. to attend this class unless they enter and manage Incident reports and/or narratives. Most commonly today agencies have personnel assigned to this task for the purposes of consistency and reporting UCR and/or IBR. The following list contains possible attendees.

Data Entry Personnel

Records Clerks

Spillman Administrator(s)

Patrol Supervisors

Investigation (Required for Case Management)

Chiefs, Sheriffs, etc., for decision making purposes

Patrol (Only if they will add and manage the incident reports)

#### Course Summary:

The Incident Table

Finding and Modifying Incident Reports

Adding Narratives

Adding Supplemental Narratives

Printing Narratives

Incident Involvements

Narrative Security

Reports

Option Line Features and Access

#### Course Objectives:

The objectives of the Incident Management course are to teach the students how to add, modify, and manage the data entered into the system, pointing out system features that will allow them to better utilize the software's functionality. This class will also cover and explain the strengths, benefits, and consistency of adding data into the Incident table and how it will make each student's daily job much easier to manage. Each student will, at a minimum, complete the practical exercises contained in this course for the purpose of understanding how to apply each task to their job and their agency procedures.

## Law Case Management

### Prerequisites:

SPILLMAN Inquiry Introduction  
 SPILLMAN Data Entry  
 Law Incident Management

### Who Should Attend:

Personnel that should attend this class are those persons responsible for the entry and management of the agency's Cases as they relate to the Law Incident Reports. The agency's departmental structure will determine exactly who should attend. It is not necessary for patrol, dispatch, etc. to attend this class unless they enter and manage Case Management Incident reports. It is recommend that the Chief Investigator and all other investigators attend this class. The following is a possible list of attendees by title.

Spillman Administrators  
 Patrol Supervisors  
 Investigation  
 Chiefs, Sheriffs, etc., for decision making purposes  
 Patrol (Only if they will add and manage the Case Management Records)

### Course Summary:

Case Management Introduction  
 The Case Management Record; Assignment and Status  
 Incident Narrative and Case Notes  
 Solvability Evaluation and Officer Activity  
 Case Management Involvements  
 Case Management Reports

### Course Objectives:

The objective of the Case Management course is to teach the students how to add data into the Case Management module for the purpose of tracking and managing their cases. This class will also cover and explain the strengths, benefits, and consistency of using this module, and how it will make each student's daily job much easier to manage. Each student will, at a minimum,



complete the practical exercises contained in this objective for the purpose of understanding how to apply each task to their job and their agency.

## Law Criminal History Records

### Prerequisites:

SPILLMAN Inquiry Introduction

SPILLMAN Data Entry

### Who Should Attend:

Personnel that should attend this class are those persons responsible for the entry and management of the agency's Criminal History Bookings (Non-Custody/Site and Release) as they relate to the Law Incident Reports, UCR and IBR. The agency's departmental structure will determine exactly who should attend. It is not necessary for patrol, dispatch, etc. to attend this class unless they enter and manage Criminal History Bookings. This course is not designed for the Jail Staff Personnel because the same course is covered during the Jail Training. The following is a possible list of attendees by title.

Spillman Administrators

Data Entry Personnel (Only if they will add and manage the Criminal History Bookings.)

Records Personnel (Only if they will add and manage the Criminal History Bookings.)

Patrol Supervisors (Only if they will add and manage the Criminal History Bookings.)

Investigation (Only if they will add and manage the Criminal History Bookings.)

Chiefs, Sheriffs, etc., for decision making purposes

Patrol (Only if they will add and manage the Criminal History Bookings.)

### Course Summary:

Introduction Arrest and Offense

Bonds, Fines and Payments

Management of Criminal History Bookings

Offense Summary Screen

Criminal History Reports

Transferring/Deleting Bookings

### Course Objectives:

The objectives of the Criminal History course are to teach the students how to add and manage non-custody bookings, pointing out system features that will allow them to better utilize the software's functionality. This class will also cover and explain the strengths, benefits, and consistency of how adding data into the Criminal History module affects UCR and IBR reporting, and how it will make each student's daily job much easier to manage. Each student will, at a minimum, complete the practical exercises contained in this course for the purpose of understanding how to apply each task to their job and agency.

## Law Field Interviews

### Prerequisites:

SPILLMAN Inquiry Introduction

SPILLMAN Data Entry

### Who Should Attend:

Personnel that should attend this class are those persons responsible for the entry and management of the agency's Field Interviews. The agency's departmental structure will determine exactly who should attend. It is not necessary or recommended for patrol, dispatch, etc. to attend this class unless they enter and manage Field Interview Cards.

Spillman Administrators

Data Entry Personnel

Patrol (Only if they will add and manage the entering of Field Interviews)

### Course Summary:

Overview of the Field Interview Table

## Law Wanted Persons

### Prerequisites:

SPILLMAN Inquiry Introduction

SPILLMAN Data Entry

### Who Should Attend:

Personnel that should attend this class are those persons responsible for the entry and management of the agency's Wanted Persons Records. The agency's departmental structure will determine exactly who should attend. It is not necessary for patrol, dispatch, etc. to attend this class unless they enter and manage Wanted Persons. Most commonly today agencies have personnel assigned to this task for the purposes of consistence and reporting UCR and/or IBR. The following list contains possible attendees.

Data Entry Personnel (Only if they will add and manage the Wanted Person Records)

Records Clerks (Only if they will add and manage the Wanted Person Records)

Dispatch (Only if they will add and manage the Wanted Person Records)

Spillman Administrators

Patrol Supervisors (Only if they will add and manage the Wanted Person Records)

Investigation (Only if they will add and manage the Wanted Person Records)

Patrol (Only if they will add and manage the Wanted Person Records)

### Course Summary:

Wanted Persons Screen

Wanted Persons Reports

### Course Objectives:

The objectives of the Wanted Persons course are to teach the students how to add, modify, and manage the data entered into the system, pointing out system features that will allow them to

better utilize the software's functionality. This class will also cover and explain the strengths, benefits, and consistency of adding data into the Wanted Persons table, and how it will make each student's daily job much easier to manage. Each student will, at a minimum, complete the practical exercises contained in this course.

Who Should Attend:

Personnel that should attend this class are those persons responsible for the entry and management of the agency's Wanted Persons Records. The agency's departmental structure will determine exactly who should attend. It is not necessary for patrol, dispatch, etc. to attend this class unless they enter and manage Wanted Persons. Most commonly today agencies have personnel assigned to this task for the purposes of consistence and reporting UCR and/or IBR. The following list contains possible attendees.

Data Entry Personnel (Only if they will add and manage the Wanted Person Records)

Records Clerks (Only if they will add and manage the Wanted Person Records)

Dispatch (Only if they will add and manage the Wanted Person Records)

Spillman Administrators

Patrol Supervisors (Only if they will add and manage the Wanted Person Records)

Investigation (Only if they will add and manage the Wanted Person Records)

Patrol (Only if they will add and manage the Wanted Person Records)

Law Intelligence Records

Prerequisites:

SPILLMAN Inquiry Introduction

SPILLMAN Data Entry

Who Should Attend:

Personnel that should attend this class are those persons responsible for the entry and management of the agency's Intelligence activity. The agency's departmental structure will determine exactly who should attend. It is not necessary or recommended for patrol, dispatch, etc. to attend this class unless they enter and manage Intelligence Records. It is recommended that the Chief Investigator and the investigators assigned to a task force unit, gangs, drugs, etc., attend this class. The following is a possible list of attendees by title.

Spillman Administrators

Task Force Members, i.e., Drugs, Gangs, etc.

Patrol Supervisors (Only if they will add and manage the Intelligence Records.)

Investigation (Only if they will add and manage the Intelligence Records.)

Chiefs, Sheriffs, etc., for decision making purposes

Patrol (Only if they will add and manage the Intelligence Records.)

Course Summary:

Intelligence Table Overview

Hangouts

Associates, Vehicles

Residence, Employment

Suspicious Activities, Miscellaneous Comments  
Protect Records

Objectives:

The objective of the Intelligence Records course is to teach the students how to add data into the Intelligence Records module for the purpose of tracking and managing their suspects, drug dealers, gang members, and criminal activity.

This class will also cover and explain the strengths, benefits, and consistency of using this module and how it can make each student's daily job much easier to manage. Each student will, at a minimum, complete the practical exercises contained in this course for the purpose of understanding how to apply each task contained in this objective to their job and agency.

## CAD Related Modules

### Computer Aided Dispatch

Prerequisite Course:

SPILLMAN Inquiry Introduction  
SPILLMAN Data Entry

Who Should Attend:

Dispatchers Personnel  
Call Takers Personnel  
Dispatch Supervisors  
Spillman Administrator(s)

Course Summary:

CAD Screen, Moving Around and Help Features  
Radio Log Entries  
Adding Calls, Dispatching Calls, Updating Calls, Units and Call Completion  
CAD Screen Sizing, Sorting and Configurations  
Using the Mouse to Manage the CAD Screen  
Modifying Calls, CAD Comments & with Units, Viewing Comments, Call Information Calls  
Screen  
Sending Backup Units

Canceling Calls, Units and Changing Responsible Units  
 Exchange Units and Update Unit Zones  
 Traffic Stop Command and The Traffic Stop Table  
 Turn Traffic Stops into Calls  
 Dispatching Using Intersection & Common place names  
 Dispatching and Managing Incidents for Call Types  
 Adding & Dispatching Multiple Calls types with Special Instructions  
 Final Exercise I  
 Adding Calls for On-Site Activity  
 Radio History, Unit and Officer Information  
 Adding Alarm Calls  
 Adding Information Calls  
 Adding Miscellaneous Calls  
 Dispatching Wreckers  
 Dispatcher Positions and Responsible Unit Review  
 Configuring Numeric Keypad; Saving and Loading Function Key Assignments  
 Adding & Dispatching, Simultaneous Tasks, Current Calls with Function Keys  
 Radio Log – Name and Vehicle Inquiries  
 Access to Tables from CAD  
 Re-Opening Completed Calls  
 Time Lapse Alerts & Pager Numbers  
 Merging Duplicate Calls  
 Water Sources  
 Dispatching with Premises Information  
 Hazardous Materials Table  
 Racial Profiling Table  
 Final Practical Examination II  
 What Recommended Units Does  
 Dispatching with Recommended Units  
 Letting the Software Automatically Recommend Units  
 Dispatching When the Response Calls for Multiple Units of Multiple Kinds  
 Address Specific Recommended Units

Course Objective:

The objective of the Computer Aided Dispatch (CAD) course is to teach the students how to use the CAD system with it's features and functions. This class will also cover and explain the strengths and benefits of using this system daily and how it will make each students daily job much easier to manage. Each student will at a minimum, complete the practical exercises contained in this course for the purpose of understanding how to apply each task contained in this course, to their job and their agency.

GeoBase (Varies)

Prerequisite Course:

SPILLMAN Inquiry Introduction

SPILLMAN Data Entry

Who should Attend:

Agency Administration

Spillman Application Administration

GIS personnel

Course Summary:

Explanation of differences in terminology in ArcGis and ArcView

Layout of Arc Map Screen

ArcMap Toolbars and Buttons

Spillman.mxt template

Adding Spillman Toolbar

Layers

Gbsteet layer attribute table  
Common Place layer attribute table  
Setting Snapping tolerances  
Creating features within a layer  
Editing features within a layer  
Using the tools within the Spillman Toolbar  
Transferring the files to Spillman

Course Objectives:

The objectives of the ArcView course is to introduce the students to basic concepts of building a map in ArcView for use in the Spillman software.

## Jail

### Jail Inquiry Introduction

Prerequisite Courses:

**Windows basics are not required for this course. However, it would be beneficial.**

You should be familiar with the standard features of Microsoft® Windows® before you use SPILLMAN. At minimum, you should know how to:

- Use a mouse or the keyboard to do basic tasks, such as choosing menu options and buttons.
- Work with Windows (selecting, minimizing, restoring, maximizing, sizing, scrolling, closing, and so on).



- Work with dialog boxes.

If you do not know how to do these tasks, refer to your Windows online documentation or complete an online Windows tour.

#### Who Should Attend:

All Jail personnel that will use the SPILLMAN software, regardless of the Jail modules they may use. **This course is a prerequisite** to all other SPILLMAN Jail Management training. Personnel that **do not** attend this training will not be allowed to attend any other Jail software training.

**Note:** If the student attended the HUB Introduction and Data Entry courses, it is not necessary for them to attend this course. If the students responsibilities include more than Jail Management, they must attend the HUB introduction and Data Entry courses.

Corrections Personnel

Software Administrators [only if the SAA did not complete the HUB courses]

Jail Data Entry Personnel

Jail Administrations

#### Course Summary:

Software: Accessing, Moving Around, Fundamentals and Features

Searching for a Name Record and the List Option

Searching in Other Fields

Searching the Scar, Mark, and Tattoo Fields

Name Information, Associate Name Information, and Involvements

Working with Multiple SPILLMAN Windows, and Accessing other Tables Software Reports

#### Course Objectives:

The objectives of this course are to teach the user(s) how to use the system features and functions, how to access the system (log on and off), move around the system, search for and find information in the database, and find and run system reports. This course teaches the basic system functionality that is required, and is consistent with each module. In other words, learn this class and the specific module training will be much easier. This class will also cover and explain the strengths and benefits of using the Spillman system daily, and how it will make each student's job much easier to manage. Each student will, at a minimum, complete the practical exercises contained in this course.

## Incident Based Reporting (IBR)

### Prerequisite Courses:

SPILLMAN Inquiry Introduction  
SPILLMAN Data Entry  
Incident Management  
Criminal History Bookings (or)  
Jail Management Bookings

### Who Should Attend:

Data Entry Personnel  
Records Clerks  
Spillman Administrators (Required)  
Personnel that will manage IBR reporting

### Course Summary:

UCR IBR Differences  
Spillman Tables Used, and How Data is Extracted  
Validation of IBR Information  
Submission of IBR Information  
IBR Setup Issues  
IBR Reports

### Course Objectives

The objectives of the NIBRS course are to teach the students how to add, modify, and manage the data entered into the software, pointing out software features that will allow them to better utilize the software's functionality for the purpose of IBR management and submission. This class will also cover and explain the strengths, benefits, and consistency of adding data into the Incident, Arrest, and Offense tables, and how it will make each student's daily job much easier to manage. Each student will, at a minimum, complete the practical exercises contained in this objective for the purpose of understanding how to apply each task to their job and their agency.

## Demographic Summary

### Prerequisite Course:

SPILLMAN Inquiry Introduction

SPILLMAN Data Entry

### Who should Attend:

Personnel Responsible for entering and maintaining Demographic Summary data. Supervisors  
Spillman Administrators

### Course Summary:

Explanation of the Demographic Summary Table

Searching the Demographic Summary Table

Adding Demographic Summary Records

### Course Objectives:

The objective of this course is to teach the students how to find and add data into the Demographic Summary Table. In addition this course will explain the possible uses of the data entered into this table and how the agency can use the data for agency static's. Each student will at a minimum, complete the practical exercises contained in this objective for the purpose of understanding how to apply each task contained in this objective, to their job and their agency.

## Evidence Management

### Prerequisite Courses:

SPILLMAN Inquiry Introduction

SPILLMAN Data Entry

### Who should attend:

Evidence Personnel

Spillman Administrator(s)

Personnel that will enter such data into this module

### Course Summary:

Evidence Entry

Custody Entry

Evidence History

Evidence Reports

### Course Objectives:

The Evidence Management Course will teach the students how to use the software to manage and track items of evidence, lost and found property. This course will teach the students the functions and features to successfully manage evidence and chain of custody records. Each student will complete the exercises contained in this course for the purpose of learning how to use this module.

## Evidence Barcoding

### Prerequisite Courses:

SPILLMAN Inquiry Introduction  
SPILLMAN Data Entry  
Evidence Management

### Who should attend:

Personnel that should attend this class are those responsible for Evidence Management, Inventory Management, and Jail functions. This would include the data entry for these areas. The agency's departmental structure will determine exactly who should attend. It is recommended that the Spillman Administrator attend this course.

### Course Summary:

History of Bar coding  
Hardware  
Why Bar Code  
Printing a Bar Code and Bar Code Sheet  
Handheld Inventory Auditing  
Handheld Inventory Auditing Reports  
Setup of Evidence Bar-coding  
Final Exam

### Course Objectives

The objective of the Bar Coding course is to give students a better understanding of how Bar Coding can help them enter and manage data. This class will also cover and explain how Bar Coding can make each student's daily job easier by reducing the time involved in data management and increase data integrity by reducing entry error. The student will be introduced to the hardware required for Bar Coding and which hardware best integrates with the Spillman application. The student will also explore the possible uses for Bar Coding as it applies to daily agency functions.

## Spillman Imaging

### Prerequisite Course

SPILLMAN Inquiry Introduction  
SPILLMAN Data Entry

### Who Should Attend

Spillman Administrator(s)  
Patrol Officers  
Data Entry Clerks  
Anyone who will add images to the Spillman Software

### Course Summary

What is SPILLMAN Imaging?  
Capturing and Importing Images  
Editing Images  
Viewing and Printing Images  
Copying & Pasting an Image  
Exporting Images  
Replacing & Archiving Images  
View Archived Images  
Deleting Images  
Merging Duplicate Name Records that Have Attached Images

### Course Objective

The objective of the SPILLMAN Imaging course is to teach the students how to capture/import images into the Spillman software then how to format those images.

## Mobile Modules

### Mobile Administration

#### Prerequisite Course:

SPILLMAN Inquiry Introduction  
SPILLMAN Data Entry  
Mobile State, RMS, Voiceless Dispatch and AVL as appropriate

Who Should Attend:

Spillman Administrators

Course Summary:

Installing Mobile

- Adding new Mobile Clients
- Setting user privileges for Mobile
- Administrative access
- Changing the IP address and host port
- Defining MDC Units
- Creating a status sequence for MDC units

General Setup The

- Options menu
- Customizing Toolbars and Menus

Mobile Modules

- State Queries
- Voiceless CAD
- AVL & Mapping

Setup Options

Mobile RMS/State Queries (1 hour)

Prerequisite Courses:

SPILLMAN Inquiry Introduction  
SPILLMAN Data Entry

Who Should Attend:

Patrol Officers

Employees that will be using SPILLMAN Mobile

Course Summary:

Software: Accessing, Toolbars

Name, Vehicles and Property Screens

Searching for Names, Vehicles, and Property

State Queries for Name, Vehicles, Property and Guns

Course Objectives:

Upon completion of this course, the student will be able to conduct queries from a patrol car, using a laptop, to the State.

Mobile Voiceless Dispatch/AVL (1 hour)

Prerequisite Courses:

SPILLMAN Inquiry Introduction

SPILLMAN Data Entry

SPILLMAN Mobile RMS-State Queries



Who Should Attend:

Patrol Officers

Employees that will be using SPILLMAN Mobile

Course Summary:

Software: Accessing, Toolbars

Computer Aided Dispatch (CAD) Screen

Radio Log and Histories

Understanding the AVL Software

Starting the Trimble Placer GPS Receiver

Map Screen

Selecting the Category of Units/Calls to be Displayed

Setting up the Map

Arranging the Map Layers

Location's latitude and longitude

List of Window commands used in SPILLMAN Mobile



## Exhibit J - Planned Enhancements\*

As Spillman Technologies develops and deploys new functionality, we have identified three core focus areas we believe will ensure the progressive evolution of the product and the continual satisfaction of our customers:

- Usability
- Integration
- Reliability

All development efforts, now and ongoing, will be focused on improving usability, enhancing system integration, and increasing reliability. Our Research and Development team has a pulse on industry needs and consistently implements feedback from our customers into future product enhancements.

The following information provides an overview of the current schedule that Spillman has outlined for its future plans and product enhancements. Only the major enhancements have been included; each release will also incorporate smaller enhancements and interfaces. Please note that this schedule may change according to adjusted priorities.

### 2016

- Arrest Field Report
- Vehicle Merge Tool
- Touch (native app on iOS and Android)

### 2017

- Iris (Community Engagement)
- Jail Disciplinary Actions
- Jail Work Release Management
- Call Comments Enhancements
- NG 9-1-1 Updates
  - Text-to-911
- Enhanced Flex Mobile Mapping
- DL Scanning in Touch

\*This Exhibit is for information purposes only and subject to change based on industry requirements and business needs determined by Spillman Technologies, Inc. and Motorola Solutions, Inc.



New releases are provided at no additional cost as long as the site is current with their current support/maintenance agreement for the modules licensed. The following table illustrates Spillman's research and development philosophy and commitment in more detail:

Area	Description	Value to Agency
User-Defined Enhancements	Submit and vote on software enhancements.	Allows agencies to determine the evolution of the Spillman software. Users can submit requests online, or discuss them personally with a product line manager at our annual Users' Conference.
Market-Driven Enhancements	Spillman invests millions of dollars annually in researching and developing innovative products.	This will ensure the investment in technology will not become obsolete. The Spillman software is developed to provide the features and functionality that our users need both now and ongoing.
Regular Software Upgrades	Our development team follows a product release schedule to provide upgrades in a timely, predictable timeframe.	Our customers are always able to receive the latest enhancements in the most up-to-date version. Upgrades are free with an executed support agreement.

\*This Exhibit is for information purposes only and subject to change based on industry requirements and business needs of Spillman Technologies, Inc and Motorola Solutions, Inc..

Exhibit K  
Appendix I

**COUNTY OF FLUVANNA**

**GENERAL TERMS, CONDITIONS AND**  
**INSTRUCTIONS TO BIDDERS AND**  
**CONTRACTORS**

## **GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS**

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

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

### **INTRODUCTION**

1. **VIRGINIA PUBLIC PROCUREMENT ACT AND ETHICS IN PUBLIC CONTRACTING:** The Virginia Public Procurement Act of Virginia Code §§ 2.2-4300 *et seq.* (hereinafter the “VPPA”) is incorporated herein by reference. Nothing in these General Conditions is intended to conflict with the VPPA and in case of any conflict, the VPPA controls. Specifically, the provisions of Article 6 of the VPPA (Virginia Code §§ 2.2-4367 through 2.2-4377) relating to ethics in contracting, shall be applicable to all Solicitations and Contracts solicited or entered into by the County. By submitting their Bids or signing any Contract, all Bidders and Contractors certify that they have not violated any of the provisions of Article 6 of the VPPA, including, but not limited to, that their Bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements.
2. **DEFINITIONS:** The definitions of Virginia Code §§ 2.2-4301, 2.2-4302.1 and 2.2-4302.2 are specifically incorporated herein by reference and as used in these General Conditions, whether capitalized or not, any of such defined terms have the same meaning as such terms have under the VPPA: such defined terms include: “Affiliate”, “Best Value”, “Business”, “Competitive Negotiation”, “Competitive Sealed Bidding”, “Construction”, “Construction Management Contract”, “Design-Build Contract”, “Employment Services Organization”, “Goods”, “Informality”, “Job Order Contracting”, “Multiphase Professional Services Contract”, “Nonprofessional Services”, “Potential Bidder or Offeror”, “Professional Services”, “Public Body”, “Public Contract”, “Responsible Bidder or Offeror”, “Responsive Bidder”, “Reverse Auctioning” and

“Services”. Additionally, as used in these General Conditions, the following terms, whether capitalized or not, have the following meanings:

- a. Bid/Proposal: The offer of a Bidder or Offeror to provide specific Goods or Services at specified prices and/or other conditions specified in the Solicitation. The term “Bid” is used throughout these General Conditions and where appropriate includes the term “Proposal” or any modifications or amendments to any Bid or Proposal.
- b. Bidder/Offeror/Vendor: Any individual(s), company, firm, corporation, partnership or other organization bidding or offering on any Solicitation issued by the County and/or offering to enter into Contracts with the County. The term “Bidder” is used throughout these General Conditions and where appropriate includes the term “Offeror” and/or “Vendor”.
- c. Contract: Any contract to which the County will be a party.
- d. Contractor: Any individual(s), company, firm, corporation, partnership, or other organization to whom an award is made by the County or whom enters into any contract to which the County is a party.
- e. County: The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, including where applicable all agencies and departments of the County.
- f. County Administrator: The Fluvanna County Administrator.
- g. County Attorney: The Fluvanna County Attorney.
- h. Purchasing Agent: The County Administrator is the County’s Purchasing Agent and is responsible for the purchasing activity of Fluvanna County; and has signatory authority to bind the County to all contracts and purchases made lawfully under the Fluvanna County Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all other contracts and purchases only after the contracts or purchases have been approved by a vote of the Fluvanna County Board of Supervisors.
- i. General Terms, Conditions and Instructions to Bidders and Contractors (also referred to herein as the “General Conditions”): These General Terms, Conditions and Instructions to Bidders and Contractors shall be attached to and made a part of all Solicitations by the County and all Contracts to which the County is party.
- j. His: Any references to “his” shall include his, her, their, or its as appropriate.
- k. Invitation to Bid (also referred to herein as an “IFB”): A request which is made to prospective Bidders for their quotation on Goods or Services desired by the County. The issuance of an IFB will contain or incorporate by reference the General Conditions and the other specifications and contractual terms and

conditions applicable to the procurement.

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

Unless specifically delegated by the Board or the Purchasing Agent, and consistent with the limited authority granted thereto, no other County officer or employee is authorized to order supplies or Services, enter into purchase negotiations or Contracts, or in any way obligate the County for any indebtedness. Any purchase or contract made which is contrary to such authority shall be of no effect and void and the County shall not be bound thereby.

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

### **CONDITIONS OF BIDDING**

4. **COMPETITION INTENDED:** It is the County's intent to encourage and permit open and competitive bidding in all Solicitations. It shall be the Bidder's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in a Solicitation to a single source. The County must receive such notification not later than seven (7) business days prior to the deadline set for acceptance of the Bids. In submitting a Bid, the Bidder guarantees that he or she has not been a party with other Bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render the Bid of any Bidder involved void.
5. **DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County does not discriminate against Bidders, Offerors or Contractors because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Whenever solicitations are made, the County shall include businesses selected from a list made available by the Department of Small Business and Supplier Diversity. Pursuant to Virginia Code § 2.2-4343.1, the County does not discriminate against "faith-based organizations", being a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Reconciliation Act of 1996, P.L. 104-193.
6. **CLARIFICATION OF TERMS:** Pursuant to Virginia Code § 2.2-4316, if any Bidder has questions or comments about the specifications or other Solicitation documents, the prospective Bidder should contact the County no later than seven (7) business days prior to the date set for the opening of Bids or receipt of Proposals. Any revisions to the Solicitation will be made only by written addendum issued by the County. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for opening of Bids/receipt of Proposals.
7. **MANDATORY USE OF COUNTY FORM AND TERMS AND CONDITIONS:** Unless otherwise specified in the Solicitation, all Bids must be submitted on the forms



provided by the County, including but not limited to, a Cover Sheet or Pricing Schedule, if applicable, properly signed in ink in the proper spaces and submitted in a sealed envelope or package. Unauthorized modification of or additions to any portion of the Solicitation may be cause for rejection of the Bid. However, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any Bid or Proposal which has been modified. These General Conditions are mandatory provisions of all Solicitations and all Contracts of the County.

**8. LATE BIDS & MODIFICATION OF BIDS:** Any Bid or modification thereto received at the office designated in the Solicitation after the exact time specified for receipt of the Bid is considered a late Bid or modification thereof. The County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder to ensure their Bid reaches County by the designated date and hour. The following rules apply to all Bids submitted to the County:

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

**9. WITHDRAWAL OF BIDS:**

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

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

- b. A Bidder for a Contract other than for public construction may request withdrawal of his or her Bid under the following circumstances:
  - i. Bids may be withdrawn on written request from the Bidder received at the address shown in the Solicitation prior to the time of opening.
  - ii. Requests for withdrawal of Bids after opening of such Bids but prior to award shall be transmitted to the County, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, Bidder work sheets, etc. If Bid bonds were tendered with the Bid, the County may exercise its right of collection.
- c. No Bid may be withdrawn under this Section 9 when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent (5%).
- d. If a Bid is withdrawn under the authority of this Section 9 the lowest remaining Bid shall be deemed to be the low Bid.
- e. No Bidder who, is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.
- f. The County shall notify the Bidder in writing within five (5) business days of its decision regarding the Bidder's request to withdraw its Bid. If the County denies the withdrawal of a Bid under the provisions of this Section 9, it shall State in such notice the reasons for its decision and award the Contract to such Bidder at the Bid price, provided such Bidder is a responsible and responsive Bidder. At the same time that the notice is provided, the County shall return all work papers and copies thereof that have been submitted by the Bidder.

- g. Under these procedures, a mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents and materials submitted by the bidder shall, at the bidder's request, be considered trade secrets or proprietary information subject to the conditions of subsection F of Virginia Code § 2.2-4342.

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

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

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

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

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

- 13. COMPLETENESS:** To be responsive, a Bid must include all information required by the Solicitation.
- 14. CONDITIONAL BIDS:** Conditional Bids are subject to rejection in whole or in part.
- 15. RESPONSE TO SOLICITATIONS:** In the event a Bidder cannot submit a Bid on a Solicitation, the Bidder is requested to return the Solicitation cover sheet with an explanation as to why the Bidder is unable to Bid on these requirements, or if there be no cover sheet for the Solicitation a letter to the County explaining the same.
- 16. BIDDER INTERESTED IN MORE THAN ONE BID AND COLLUSION:** More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids may be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. Each bidder, as a condition of submitting a bid, shall certify that he is not a party to any collusive action as herein defined. However, a party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a Bid directly for the work, materials or supplies.
- 17. BID OPENING:** Pursuant to Virginia Code § 2.2-4301, all Bids received in response to an IFB will be opened at the date, time and place specified, and announced publicly, and made available for inspection as provided in Section 21 of these General Conditions. Proposals received in response to an RFP will be made available for inspection as provided in Section 21 of these General Conditions.
- 18. TAX EXEMPTION:** The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder.
- 19. DEBARMENT STATUS:** By submitting their Bids, Bidders certify that they are not currently debarred from submitting Bids on Contracts by the County, nor are they an agent of any person or entity that is currently debarred from submitting Bids or Proposals on Contracts by the County or any agency, public entity/locality or authority of the State.
- 20. NO CONTACT POLICY:** No Bidder shall initiate or otherwise have contact related to the Solicitation with any County representative or employee, other than the Purchasing Officer or Purchasing Agent, after the date and time established for receipt of Bids. Any contact initiated by a Bidder with any County representative, other than the Purchasing Officer or Purchasing Agent, concerning this Solicitation is prohibited and may cause the disqualification of the Bidder.

**21. VIRGINIA FREEDOM OF INFORMATION ACT:** As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 *et seq.*, except:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
- b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect Bid records within a reasonable time after the opening of Bids but prior to award, except in the event that the County decides not to accept any of the Bids and to reopen the Contract. Otherwise, Bid records shall be open to public inspection only after award of the Contract;
- c. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect Proposal records within a reasonable time after the evaluation and negotiations of Proposals are completed but prior to award except in the event that the County decides not to accept any of the Proposals and to reopen the Contract. Otherwise, Proposal records shall be open to the public inspection only after award of the Contract;
- d. Any inspection of procurement transaction records under this Section 21 shall be subject to reasonable restrictions to ensure the security and integrity of the records;
- e. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of this Section 21 prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and State the reasons why protection is necessary; and
- f. Nothing contained in this Section 21 shall be construed to require the County, when procuring by “competitive negotiation” (RFP), to furnish a Statement of reasons why a particular Proposal was not deemed to be the most advantageous to the County.

**22. CONFLICT OF INTEREST:** Bidder/Contractor certifies by signing any Bid/Contract to/with the County that no conflict of interest exists between Bidder/Contractor and County that interferes with fair competition and no conflict of interest exists between Bidder/Contractor and any other person or organization that constitutes a conflict of interest with respect to the Bid/Contract with the County.

### **SPECIFICATIONS**

**23. OMISSIONS OR DISCREPANCIES:** Any items or parts of any equipment listed in a Solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for

in the specifications. Should a Bidder find a discrepancy or ambiguity in, or an omission from, the Solicitation, including the drawings and/or specifications, he or she shall so notify the County within twenty-four (24) hours of noting the discrepancy, ambiguity or omission and in any event no less than five (5) days prior to the date set for the opening of Bids. If necessary, the County will send a written addendum for clarification to all Bidders no later than three (3) days before the date set for opening of Bids. Any notification regarding specifications received less than five (5) days prior to the date set for the opening of Bids may or may not be considered by the County in its sole discretion. The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

- 24. BRAND NAME OR EQUAL ITEMS:** Pursuant to Virginia Code § 2.2-4315, unless otherwise provided in the Solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the Solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive. Unless the Bidder clearly indicates in its Bid that the product offered is "equal" product, such Bid will be considered to offer the brand name product referenced in the Solicitation.
- 25. FORMAL SPECIFICATIONS:** When a Solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the Bidder will be required to furnish articles in conformity with that specification.
- 26. CONDITION OF ITEMS:** Unless otherwise specified in the Solicitation, all items shall be new, in first class condition.

### **AWARD**

- 27. RESPONSIBLE BIDDERS:** In determining whether a Bidder is a responsible Bidder as defined herein, at minimum, the following criteria will be considered:
- a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required under the Solicitation;

- b. Whether the Bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of previous Contracts or Services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or Services;
- f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
- g. The quality, availability and adaptability of the Goods or Services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract;
- i. The number and scope of the conditions attached to the Bid;
- j. Whether the Bidder is in arrears to the County on debt or Contract or is a defaulter on surety to the County or whether the Bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County, the Purchasing Agent or the Purchasing Officer having a bearing on the decision to award the Contract. If an apparent low Bidder is not awarded a Contract for reasons of nonresponsibility, the County shall so notify that Bidder and shall have recorded the reasons in the Solicitation or Contract file.

**28. AWARD OR REJECTION OF BIDS; WAIVER OF INFORMALITIES:** The County shall award the Contract to the lowest responsive and responsible Bidder complying with all provisions of the IFB, provided the Bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose Proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The County reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, or to reject any or all Bids and to waive any informality in Bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County. The County also reserves the right to reject the Bid if a Bidder is deemed to be a non-responsible Bidder. Pursuant to Virginia Code § 2.2-4319, an IFB, a RFP, any other solicitation, or any and all bids or proposals, may be canceled or rejected by the County at any time. The reasons for cancellation or rejection shall be made part of the contract file. The County shall not cancel or reject an IFB, a RFP, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror.

**29. EXCLUSION OF INSURANCE BIDS PROHIBITED:** Pursuant to Virginia Code § 2.2-4320, notwithstanding any other provision of law or these General Conditions, no insurer licensed to transact the business of insurance in the State or approved to issue surplus lines insurance in the State shall be excluded from presenting an insurance bid proposal to the County in response to a RFP or an IFB; excepting that the County may

debar a prospective insurer pursuant to its Debarment Policy, see Chapter 2 of the County's Procurement Policies and Procedures.

**30. ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a Contract as a result of this Solicitation, the County will publicly post such notice on the County's bulletin board located at 72 Main Street, 2<sup>nd</sup> Floor, Palmyra, Virginia 22963. Award results may also be viewed on the County's website.

**31. QUALIFICATIONS OF BIDDERS OR OFFERORS:** The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any Bid or Proposal if the evidence submitted by or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

**32. TIE BIDS AND PREFERENCE FOR VIRGINIA PRODUCTS WITH RECYCLED CONTENT AND FOR VIRGINIA FIRMS:**

- a. Pursuant to Virginia Code § 2.2-4328, in the case of a tie bid on an IFB only, the County may give preference to Goods, Services and construction produced in Fluvanna County or provided by persons, firms or corporations having principal places of business in Fluvanna County. If such choice is not available, preference shall then be given to Goods produced in Virginia, or for goods, services or construction provided by Virginia persons, firms, corporations, pursuant Virginia Code § 2.2-4324. If no County or State choice is available, the tie shall be decided publicly by lot. The decision by the County to make award to one or more such Bidders shall be final.
- b. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this Section 32, the County may rely upon the accuracy of the information posted on this website.
- c. Notwithstanding the provisions of subsections a and b, in the case of a tie bid in instances where goods are being offered, and existing price preferences have



already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content.

- d. For the purposes of this Section 32, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

**33. NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER:** Pursuant to Virginia Code § 2.2-4318, unless cancelled or rejected, a responsive Bid from the lowest responsible Bidder shall be accepted as submitted, except that if the Bid from the lowest responsible Bidder exceeds available funds, the County may negotiate with the apparent low Bidder to obtain a Contract price within available funds. However, the negotiation may be undertaken only under conditions and procedures described in writing and approved by the County prior to issuance of the IFB and summarized therein.

### **CONTRACT PROVISIONS**

**34. APPLICABLE LAW AND COURTS:** Any Bid or Contract resulting from a Solicitation and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.

**35. PROVISION AND OWNERSHIP OF INFORMATION:** The County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in the County's possession which the County may lawfully release including, but not limited to Contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under any Contract. The County reserves its rights of ownership to all material given to the Contractor by the County and to all background information documents, and computer software and documentation developed by the Contractor in performing any Contract.

**36. DOCUMENTS:** All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Contractor pursuant to any Contract shall be the sole property of the County. At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties. The County shall be entitled to delivery of possession of all documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents.

**37. CONFIDENTIALITY:** Contractor shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by Contractor of its services hereunder, without prior written approval of the County. Contractor, cognizant of the sensitive nature of much of the data supplied by the County, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services hereunder without the prior written approval of the County, unless disclosure of such information by it is required by law, rule or regulation or the valid order of a court or administrative agency.

**38. INDEPENDENT CONTRACTOR:** The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.

**39. INSURANCE:** The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public Liability	\$1,000,000	
Professional Liability	\$1,000,000	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)
Worker's Compensation	Amount required by Virginia law	

The Contract may specifically require the Contractor to carry higher minimum amounts of insurance.

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

**40. KEY PERSONNEL:** For the duration of any Contract, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment, or as expressly approved by the County. The Contractor

shall notify the County within five (5) calendar days after the occurrence of any of these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating any proposed substitution, complete resumes for the proposed substitute, and any additional information requested by the County. The proposed substitute should have comparable qualifications to those of the person being replaced. The County will notify the Contractor within fifteen (15) calendar days after receipt of all required information of its approval or disapproval of the proposed substitution.

- 41. SEVERABILITY:** If any term, covenant or provision of these General Conditions or any Contract shall be held to be invalid, illegal or unenforceable in any respect, these General Conditions and any Contract shall remain in effect and be construed without regard to such provision.
- 42. TITLES:** The titles and section headings herein and in any Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.
- 43. ATTORNEYS' FEES:** In the event of a dispute between the County and Contractor under any Contract which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.
- 44. NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by the County, nor any extension of time, shall operate as a waiver of any provision of any Contract, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of any Contract be held to be a waiver of any other or subsequent breach. Failure of the County to require compliance with any term or condition of any Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
- 45. NO FINANCE CHARGES:** No finance charges shall be paid by the County.
- 46. ANTITRUST:** By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the County all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States or the State, relating to the particular Goods or Services purchased or acquired by the County under said Contract. Consistent and continued tie bidding could cause rejection of Bids by the County and/or investigation for antitrust violations.
- 47. PAYMENT:** Pursuant to Virginia Code § 2.2-4352, unless more time is provided in the Solicitation or Contract, payment will be made forty-five (45) days after receipt by the County of a proper invoice, or forty-five (45) days after receipt of all Goods or acceptance of work, whichever is later. The County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the

provision of the Contract or any modifications thereto. Within twenty (20) days of receipt of proper invoice or of goods or services, the County shall notify the Contractor if any defect or impropriety that would prevent payment by the payment date. The following provisions apply to such payments:

- a. Invoices for items/Services ordered, delivered/performed and accepted shall be submitted by the Contractor in duplicate directly to the payment address shown on the purchase order, Solicitation or Contract, as applicable. All invoices shall show the Contract number, purchase order number, or Solicitation number, as applicable, and as required under Virginia Code § 2.2-4354, either the individual Contractor's social security number or the Contractor's federal employer identification number, whichever is applicable.
- b. Any payment terms requiring payment in less than forty-five (45) days will be regarded as requiring payment forty-five (45) days after receipt of proper invoice or receipt of all Goods or acceptance of work, whichever occurs later. Notwithstanding the foregoing, offers of discounts for payment in less than forty-five (45) days are valid and enforceable.
- c. Pursuant to Virginia Code § 2.2-4353, the date any payment shall be deemed the date of postmark in all cases where payment is made by mail.
- d. The County's fiscal year is July 1 to June 30. Contractors are advised to submit invoices, especially for Goods and/or Services provided in the month of June, for the entire month (i.e. June 1 - June 30), so that expenses are recognized in the appropriate fiscal year.
- e. Any payment made by the Contractor to the County shall only be made in U.S. Dollars. If payment is received in foreign currency the County may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.

**48. SUBCONTRACTORS:** Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by Contractor in connection with the work, Contractor shall:

- a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either:
  - i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the subcontractor under any Contract; or
  - ii. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
- c. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under any Contract, except for amounts withheld as allowed in subdivision (a)(II) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
- d. The Contractor shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
- e. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 48 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.

**49. RETAINAGE ON CONSTRUCTION CONTRACTS:** Pursuant to Virginia Code 2§ 2.2-4333, if a Contract for construction provides for progress payments in installments based upon an estimated percentage of completion, then the contractor shall be paid at least ninety-five percent (95%) of the earned sum when payment is due, with no more than five percent (5%) being retained to ensure faithful performance of the contract. All amounts withheld may be included in the final payment. Any subcontract related to work on a Contract that provides for similar progress payments shall be subject to the provisions above and the Contractor agrees to include such provisions in every subcontract.

**50. SUCCESSORS AND ASSIGNS:** The County and the Contractor bind themselves and their respective successors and assigns to any Contract. The foregoing notwithstanding, the Contractor shall not assign, sublet or transfer its interest in any Contract without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. Nothing hereinafter mentioned shall be construed as creating any personal liability on the part of any officer, agent or employee of the County, nor shall it be construed as giving any benefits hereunder to anyone other than the County and the Contractor.

**51. DEFAULT:** Failure of a Contractor to deliver Goods or Services in accordance with Contract terms and conditions and/or within the time specified, or within reasonable time as interpreted by the County in its sole discretion, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the County, or failure of the Contractor to act in accordance with the Contract in any material respect, as reasonably determined by the County, shall constitute

a “default” by the Contractor and shall further authority for the County to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the County, for any expense incurred in excess of Contract prices including, but not limited to, any purchase and administrative costs. Such purchases shall be deducted from the Contract quantities, if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the County. In case of any default, the County, after due oral or written notice if required in accordance with the Contract, may terminate the Contract at its option in its sole discretion effective immediately. These remedies shall be in addition to any other remedies which the County may have, including but not limited to, any remedies at law, under the Contract or in equity.

Notwithstanding the foregoing, the Contractor shall not be liable for damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the County's opinion, are beyond the control of the Contractor. Under such circumstances, however, the County may, at its sole discretion, terminate or cancel the Contract effective immediately.

**52. NON-DISCRIMINATION ASSURANCES:** The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act:

- a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and Solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section 52.
- b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.

**53. MODIFICATION:**

- a. Pursuant to Virginia Code § 2.2-4309, these General Conditions and any Contract entered into by the County and any Contractor shall not be subject to change, modification, or discharge except by written instrument signed by the County and Contractor, but no fixed-price contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the County's Board. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its bid or offer.
- b. The County may, but is not obligated to, extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.
- c. Nothing in this Section 53 shall prevent the County from placing greater restrictions on contract modifications.

**54. INDEMNIFICATION:** Contractor agrees to indemnify, keep and save harmless the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with the Contractor's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of any Contract. The Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by any Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. Nothing contained in this Solicitation or the Contract shall be deemed to be a waiver of the County's sovereign immunity.

**55. DRUG-FREE WORKPLACE:** Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a Statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the

foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this Section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this the VPPA and the County’s Procurement Procedures, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

**56. TERMINATION:** Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire Contract requirements;
- b. Terminated by the County upon thirty (30) days written notice to the Contractor at the County’s convenience in the County’s sole discretion (“termination for convenience”), unless a termination for convenience is specifically and expressly prohibited by the Contract. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the termination;
- c. Terminated by the County for cause, default or negligence on the part of the Contractor. However, pursuant to Section 51 of these General Conditions, the County may hold the Contractor responsible for any resulting additional purchase and administrative costs. There is no advance notice requirement in the event of Termination for Cause and termination is effective immediately upon notice to Contractor of the termination for cause;
- d. Extended upon written authorization of County and accepted by Contractor, to permit ordering of unordered balances or additional quantities at Contract prices and in accordance with Contract terms.

**57. APPROPRIATIONS:** Notwithstanding any other provision of any Contract, the payment of the County's obligations under any Contract shall be subject to annual appropriations by the Board of Supervisors of the County in each fiscal year of monies sufficient to satisfy the same.

**58. REFERENCES TO VIRGINIA LAW:** Any reference in these General Conditions to the Code of Virginia or other relevant Federal, State or local law is incorporated in whole herein by reference as in effect at the time of the Solicitation or Contract as such statutory provisions may be amended or replaced by any statute dealing with the same or similar subject matter.



**59. COOPERATIVE PROCUREMENT:** Except as prohibited by the current Code of Virginia, all resultant Contracts will be extended to other Public Bodies of the Commonwealth of Virginia, to permit their ordering of Goods, supplies and/or Services at the prices and terms of the resulting Contract (“cooperative procurement”). By submitting any Bid or entering into any Contract with the County a Bidder/Contractor expressly authorizes cooperative procurement under Virginia Code § 2.2-4304 to the full extent permitted by law. If any other public body decides to use any Contract, the Contractor must deal directly with that public body concerning all matters relating thereto, including but not limited to, the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. The County acts only as the “Contracting Agent” for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor’s responsibility to notify the public bodies of the availability of the Contract. Fluvanna County shall not be held liable for any direct or indirect costs, damages or other claim of any kind incurred by another public body or any Contractor as a result of any cooperative procurement.

**60. AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period.

**61. GUARANTIES AND WARRANTIES:** All guarantees, representations and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on any Contract is made. In addition to any guarantees, representations and warranties required under the Contract, the Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or owner;
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery;
- c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to the Contractor’s own work or to the work of other contractors, for which the Contractor’s workers are responsible;
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County; and
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor;

- f. At minimum supply all Goods or Services with the manufacturer's standard warranty, if applicable; and
- g. For any Contract involving Services of any nature, the Contractor further agrees to:
  - i. Enter upon the performance of Services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence;
  - ii. Allow Services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County;
  - iii. Acknowledges that the County shall be under no obligation to compensate Contractor for any Services not rendered in strict conformity with the Contract; and
  - iv. Stipulates that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the Contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of any Contract. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

**62. PRICE REDUCTIONS:** If at any time after the date of the Bid/Contract the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to any Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this Solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract documents. The Contractor in addition will within ten (10) days of any general price reduction notify the County of such reduction by letter. FAILURE TO DO SO IS A DEFAULT UNDER THE CONTRACT AND MAY RESULT IN TERMINATION OF THE CONTRACT IN THE COUNTY'S DISCRETION. The Contractor, if requested, shall furnish, within ten (10) days after the end of the Contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid or Contract, or (2) if any such general price reductions were made, that as provided above, they were reported to the County within ten (10) days and the County was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by

the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the County was notified of any such reduction.

**63. COMPLIANCE WITH IMMIGRATION LAW:** Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**64. VIRGINIA STATE CORPORATION COMMISSION:** Pursuant to Virginia Code § 2.2-4311.2, Any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.

**65. CLAIMS PROCEDURE:**

- a. The procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, *et seq.*
- b. In addition, pursuant to Virginia Code § 2.2-4364, contractual claims, whether for money or other relief, shall be submitted in writing to the County Administrator no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a Contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the Goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.
- c. No written decision denying a claim or addressing issues related to the claim shall be considered a denial of the claim unless the written decision is signed by the Board or the County Administrator. The contractor may not institute legal action prior to receipt of the final written decision on the claim unless the County fails to render a decision within ninety (90) days of submission of the claim. Failure of the County to render a decision within ninety (90) days shall not result in the contractor being awarded the relief claimed or in any other relief or penalty. The sole remedy for the County's failure to render a decision within 90 days shall be the contractor's right to institute immediate legal action.

- d. A Contractor may not institute legal action, prior to receipt of the County's decision on the claim, unless the County fails to render such decision within the time specified by law. A failure by the County to render a decision within the time provided by law shall be deemed a final decision denying the claim by the County.
  - e. The decision of the Board or the County Administrator shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in Virginia Code § 2.2-4364.
  - f. No administrative appeals procedure pursuant to Virginia Code § 2.2-4365 has been adopted for contractual claims by the County.
  - g. Nothing herein shall be construed to prevent the County from instituting legal action against any Contractor or Bidder.
- 66. NOTICES:** All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance with the terms of this Section 66; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed.

### **DELIVERY**

- 67. SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the Solicitation or Contract, as applicable, each case, crate, barrel, package, etc., delivered under the Contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 3:00 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.
- 68. RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the Contract until they are delivered

at the designated point. The Contractor shall additionally bear all risk on rejected materials or supplies after notice of rejection is tendered by the County. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at the Contractor's risk and expense or dispose of them as abandoned property.

- 69. INSPECTIONS:** The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and Services conform to the specification in the Solicitation, Bid or Contract, as applicable. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. Unless otherwise specified in the Contract, if inspection is made after delivery at the destination specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
- 70. COMPLIANCE:** Delivery must be made as ordered and in accordance with the Solicitation, Bid or Contract, as applicable, or as directed by the County when not in conflict with the Bid/Contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of Goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the County, such extension applying only to the particular item or shipment affected. Unless otherwise specified in the Contract, should the Contractor be unreasonably delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction Contracts.
- 71. POINT OF DESTINATION:** All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated specifically in the Solicitation, Bid or Contract, as applicable. The materials must be delivered to the "Ship To" address indicated on the purchase order or Solicitation, as applicable.
- 72. REPLACEMENT:** Materials or components that have been rejected by the County, in accordance with the terms of the Contract, shall be replaced by the Contractor at no cost to the County.
- 73. DAMAGES:** Any and all damages to property of the "County" that is the direct result of the Contractor, the employees of the Contractor and/or its subcontractors, agents, licensees, successors, or assigns, shall be the sole responsibility of the Contractor. The

property shall be repaired to its last known condition prior to the damages and/or replaced at no cost to the County. The County shall approve any and all repairs/replacements prior to acceptance of the repairs/replacement.

**74. PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

- a. Purchase Order Number;
- b. Name of Article and Stock Number;
- c. Quantity Ordered;
- d. Quantity Shipped;
- e. Quantity Back Ordered; and
- f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the Goods.

**75. ADDITIONAL CHARGES:** No delivery charges of any kind shall be added to any invoice; except that (i) if Goods are expressly bought F.O.B. "shipping point" under the Contract and the Contractor prepays transportation, then delivery charges shall be added to invoices; and (ii) if express delivery is authorized and substituted by the County on orders for the method specified in the Contract, then the difference between freight or mail and express charges may be added to invoice.

**76. METHOD AND CONTAINERS:** Unless otherwise specified, Goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.

**Exhibit M**  
**AGREEMENT IN LIEU OF BUSINESS ASSOCIATE, CONFIDENTIALITY AND NON-  
DISCLOSURE AGREEMENT**

This AGREEMENT IN LIEU OF BUSINESS ASSOCIATE AGREEMENT, CONFIDENTIALITY AND NON-DISCLOSURE (the "Agreement") is entered into by and between **SPILLMAN TECHNOLOGIES, INC.** (hereinafter the "Business Associate"), a Utah corporation authorized to transact business in Virginia, and **FLUVANNA COUNTY**, a political subdivision of the Commonwealth of Virginia, (hereinafter the "County") and the **FLUVANNA COUNTY SHERIFF'S OFFICE** (the "Sheriff") effective as of the date of the Computer Aided Dispatch/Public Safety Software Solution Contract (the "Contract") between the County and the Business Associate to which this Agreement is attached.

Fluvanna County and the Sheriff are collectively referred to herein as the "County". Any capitalized terms shall have the same meaning as in the Contract, unless otherwise defined in this Agreement. For valuable consideration, the parties agree as follows:

In lieu of entering into that Business Associate Agreement which is a part of Exhibit O to the Contract, Business Associate is Criminal Justice Information Services (CJIS) compliant and agrees to maintain such status for the term of the Contract, including the Warranty Period and all renewals of Maintenance Services.



## **Functional Proposal for Fluvanna County, VA**

Request for Proposals for  
a Computer-Aided Dispatch/Public Safety Software Solution



## Letter of Transmittal

December 20, 2016

Attn: Cyndi Toler  
132 Main Street  
Palmyra, VA 22963

RE: RFP # 2017-03 for a Computer-Aided Dispatch/Public Safety Software Solution

Fluvanna County:

Spillman Technologies is pleased to present this proposal in response to Fluvanna County's request for proposals (RFP) for Public Safety Software.

Spillman understands that public safety software is vital for protecting agency personnel and the communities they serve, and our commitment to this fundamental purpose is evident in our continuous development of the tools that public safety professionals rely on for access to accurate and efficient data. These unmatched products, paired with our quality services and company ideals, are a direct reflection of this exclusive focus.

### Spillman Advantages

- Product upgrades and enhancements included with purchase
- Fully integrated system to minimize redundant entry
- Site licensing structure for all system modules and users

Spillman Technologies is uniquely qualified to help Fluvanna County meet its computing needs with a single vendor. We appreciate your consideration, and look forward to establishing a long-term partnership. Please do not hesitate to contact us with questions regarding this response, or our solution.

### Vendor Contact

Doug Hut, Field Sales Executive  
4625 Lake Park Blvd., Salt Lake City, UT 84120 | P: 801.902.1882 E: dhut@spillman.com

Sincerely,



Joe Lunt  
MSSSI Vice President – Sales and Marketing

### Key Statistics

- 35 years of experience serving the public safety software industry
- 100% dedication to public safety software
- 1,700+ customers in 44 states

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Attachment 1 – List of Standard Reports

~~Attachment 2~~ – INTENTIONALLY OMITTED REPLACED BY FINAL CONTRACT

Attachment 3 – Team Resumes

~~Attachment 4~~ – INTENTIONALLY OMITTED REPLACED BY FINAL CONTRACT

~~Attachment 5~~ – INTENTIONALLY OMITTED REPLACED BY FINAL CONTRACT

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~~Attachment 7~~ – INTENTIONALLY OMITTED REPLACED BY FINAL CONTRACT

~~Attachment 8~~ – INTENTIONALLY OMITTED REPLACED BY FINAL CONTRACT

~~Attachment 9~~ – INTENTIONALLY OMITTED PROPRIETARY INFORMATION

~~Attachment 10~~ – INTENTIONALLY OMITTED REPLACED BY FINAL CONTRACT

Attachment 11 – Addenda

Attachment 12 – Sample Data Conversion Overview

\*\*\*Note: This Table of Contents has been modified by the Parties by mutual agreement for inclusion in the final contract.

## Executive Summary

Spillman Technologies appreciates the opportunity to introduce our public safety software solution to Fluvanna County. It is our mission to provide advanced technologies for safer communities, and we look forward to working with you to successfully implement and support this vital project. Our experience providing solutions in other Virginia projects have uniquely qualified Spillman to meet the needs of the County.

### The Spillman Advantage

Spillman has been committed to developing and implementing public safety software for more than 30 years. During this time, Spillman has earned a reputation for providing an extremely reliable product, having excellent customer service, and providing the functionality and flexibility our customers need. This puts Spillman in a unique position to support agencies in meeting their goals of improving the efficiency and safety of their public safety employees.

### Spillman Longevity

Spillman has been developing cutting edge public safety software since 1982. Since then, Spillman has developed a comprehensive suite of products and services. Spillman's leadership has always focused on customer satisfaction and controlled growth, leading to its sizeable, loyal customer base. Spillman currently provides services to more than 1,700 customers nationwide. We attribute this loyalty to an extraordinary service record and an unwavering commitment to managing streamlined agency implementations.



### Spillman Reliability

The public safety software industry has grown considerably over the last 30+ years. During that time Spillman has provided a consistently viable solution; we constantly strive to integrate the latest technology with a unified design, enabling us to meet and exceed customers' needs in a constantly changing industry. Spillman's drive to exceed customers' standards has led to an unprecedented record of contract-compliant performance, customer satisfaction, and on-budget implementations.

## Spillman Flexibility

The Spillman system can be tailored to meet the individual needs of Fluvanna County. Our customers leverage fully customizable features that provide immediate access to information across all modules and record types, while allowing administrators to evaluate efficiencies using a variety of performance-based matrixes. This flexibility is made possible by complete system integration, a benefit that Spillman has become recognized for.

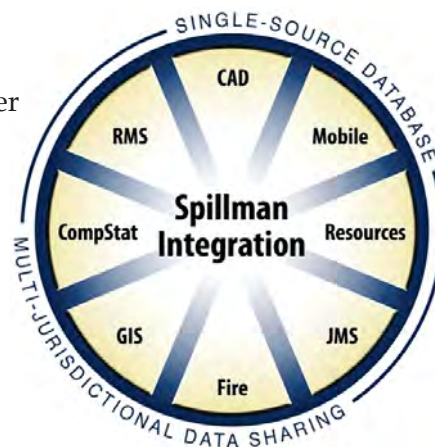
## The Spillman Solution

The Spillman system is powered by dynamic growth, superior technology, and unsurpassed service excellence. This vast expertise enables Spillman to produce a solution that meets the progressive needs of our expanding customer base.

### System Integration

Spillman's unique system integration enhances user efficiency, improves data accuracy, and amplifies officer safety. It prevents duplicate data entry and makes current content available at all times. The following system features make this possible:

- Unified, single-source database
- System-wide information access
- Immediate, seamless system access at all times



### Site License Structure

Spillman's site license enables agencies to utilize the system to its full potential and adapt to changing needs. Additionally, Spillman's system provides room for additional personnel, eliminating agency concerns regarding growth and expanding user needs. Features include:

- Site license for all modules
- System-wide access to all modules
- No price increases for extra licenses
- Unlimited number of users

## The Spillman Support Structure

In an industry where vendors come and go, and where agencies often change software vendors in 5-10 year cycles, reliability is more of an exception than the rule. Spillman is proud of our impeccable implementation and support track record. In the company's 35-year history, Spillman has maintained an unprecedented success rate for new system implementations, and has never failed to complete awarded contracts. Our continued growth in recent years can be attributed to both our powerful solution and the unmatched support Spillman customers have come to rely on.

**Implementation**

Spillman's implementation team ensures optimal communication, execution, and timeline management throughout the fulfillment process. Additionally, Spillman will educate agency staff on how to optimize their use of the system using a variety of training methods and courses:

- Project Management Institute (PMI) implementation and training framework
- On-site and end user training with classroom instruction, written exams, and practical application
- Focused support during and after implementation

**Upgrades and Enhancements**

Spillman's system includes a support agreement that enables customers to take full advantage of continuously improving technology for the lifetime of the partnership. It includes:

- Software upgrades and enhancements
- Comprehensive software maintenance

**Dedicated Support**

Spillman is dedicated to maximizing customer satisfaction through effectively coordinating resources during implementation and providing professional, ongoing, attentive support. Spillman enhances this commitment to customer satisfaction with:

- Dedicated account managers assigned at implementation
- Knowledgeable Spillman support technicians
- Accessible Help Desk assistance, available by phone or email

**Conclusion**

Spillman's mission is to increase user efficiency and amplify officer and public safety for Fluvanna County by providing state-of-the-art technology. Spillman will deliver a system that improves data accuracy, streamlines information gathering, and helps staff optimize their daily operations. Additionally, Spillman's software supports system-wide data integration for better coordination, and enables controlled data access according to specific agency needs.

Our unique licensing structure also accounts for agency expansion, and will give the County room to grow at no additional cost. Additionally, Spillman's dedicated implementation management and support personnel will ensure that the State experiences a smooth transition by delivering professional, attentive, ongoing support.

## Response to Requirements

- I. **SCOPE OF SERVICES** Offeror must be willing to meet all the requirements, supply all the items and materials, and perform all the work and Services for the System (the “Project”) and related matters, including, but not limited to the following Services:

1. **General Requirements:**

- a. The County desires to establish a contractual relationship with Offeror that has products and services best suited to meets the Sheriff’s Office needs and for a new System, and services and work related thereto. Offerors should also be equipped to perform the seamless migration of data from the current system to the new System, facilitate the transition of the Sheriff’s Office’s operations to the new System and provide training, maintenance, warranty and other support services. The Offeror must be prepared to coordinate with and educate the County’s IT Director as well as Sheriff’s Office officers, staff and others who need to access or use the System. The System shall be broadly defined to include the new System itself, hardware, software, technology infrastructure, support and equipment of any kind related thereto as proposed by the Offeror.

### **Experience**

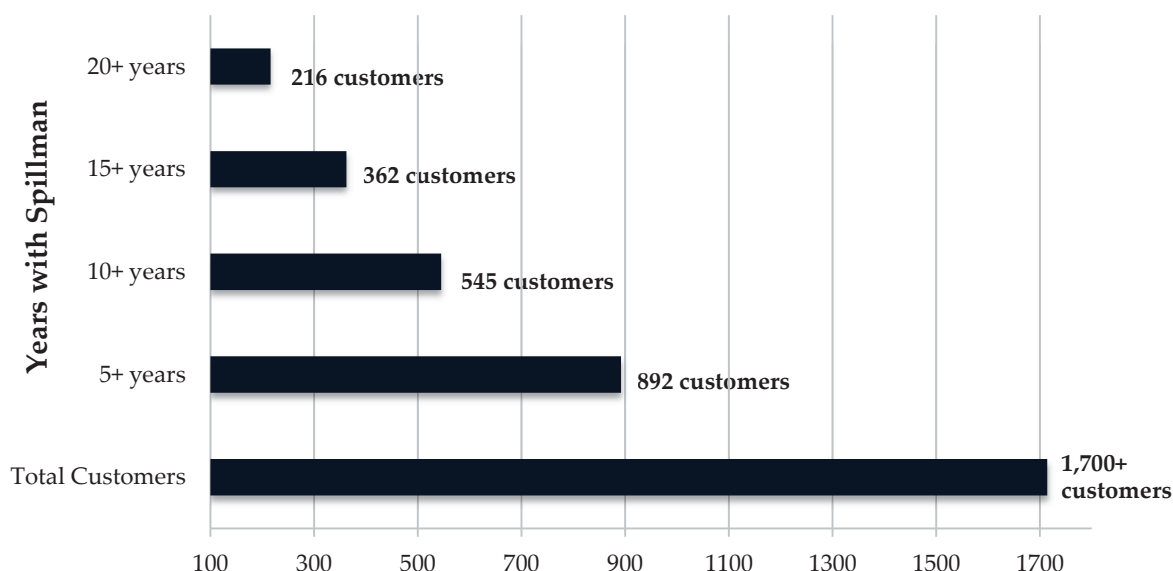
Spillman has a long history of experience serving the public safety software industry. Since 1982, we have steadily grown—due to the strong partnerships we establish with each of our customers.

In fact, of our more than 1,700 customers across the United States, more than 500 of them have used the software for more than 10 years, 350 have been with Spillman for more than 15 years, and more than 200 have utilized our services for over 20 years.

Building long-term partnerships is a very important facet of our business philosophy – we strive to provide our customers with the best technology and support in the industry. And we look forward to working closely with Fluvanna County to establish a solution that provides the products and services best suited to the County’s specific needs.



### Spillman Customer Longevity



### Data Conversion

As part of this project, Spillman will leave the existing DaPro system running so that Fluvanna County can continue to access legacy data. Spillman has also included pricing for data conversion should the County want to have legacy data from the DaPro database migrated to the Spillman database.

In this case, Spillman would coordinate conversion efforts with Fluvanna County's Information Technology Director and Sheriff's Office staff to ensure the data migrated is valid and complete. Spillman will work closely with the Fluvanna team throughout the implementation project to minimize the disruption of normal operations.

### Implementation, Training, and Support

Also addressed in detail within this proposal is our approach to implementation, training, and support. Spillman truly understands that, in order to ensure a successful project, a solution must include world-class services that complement a fully functional system.

As a result, we have carefully refined our methodologies and communications with customers over the course of our 35 years in business to anticipate and properly address agency needs—both during the initial implementation and throughout our partnership.

In fact, we welcome Fluvanna County representatives to contact the references we have provided as all can speak to our industry-leading services.

## **System Definition**

The system as defined by Spillman is any and all software, services, hardware, expressly included in the pricing proposal. As a general practice, Spillman does not train, warranty, support or maintain any item, infrastructure, program, etc. not included in the pricing proposal or executed Spillman contracts. We look forward to discussing a mutually-agreeable definition of the system with the County in order to set proper expectations for the aforementioned support, training, warranty and maintenance.

- b. The Offeror must be able to update the System as updates become available and when changes are requested by the County or required under applicable law, ordinance or regulation of any local, state or federal authority. The System should be easily adapted to the Sheriff Office's operation without requiring custom programming or new hardware (other than the new CAD RMS and mobile field reporting software being parts of the System itself) except as specifically laid out in the Offer's Proposal.**

## **Ongoing Upgrades and Enhancements**

All Spillman-licensed software enhancements and releases are provided as part of a current maintenance and support agreement with Spillman Technologies. As a result, Fluvanna County can take full advantage of continuously improving technology for the lifetime of the partnership.

We typically schedule major releases approximately every four (4) months, and will notify the County prior to any release with comprehensive update notes and information. Spillman also employs industry-leading support professionals who will be available to answer any questions.

Spillman's maintenance policy includes updates to state (StateLink) and federal (UCR/IBR) requirements. Typically, no additional charges are applied for changes based on revisions in federal or state requirements. Updates based on changes to local requirements are contingent upon the maintenance agreement signed with the County; should any charges apply, they would be based on the scope of the changes involved.

## **Customizable Off-the-shelf Solution**

While Spillman's solution is commercial-off-the-shelf, the system can also easily be configured to meet the needs of Fluvanna County in order for the agency to fully maximize its investment.

Users can configure the system's look and feel, code tables, and ad hoc reports. Among many other features including workflow management and routing options, personnel can also configure security settings using unique credentials, password protection, agency-defined permissions, user privileges, and module



access preview to ensure maximum system security. We look forward to demonstrating these capabilities during future communications with County representatives.

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

### **Comprehensive Training**

Thorough initial training is critical to the successful operation of any public safety software system. Well-trained users input data more efficiently, make fewer mistakes, and generally contribute more to agency objectives. Spillman's approach to training ensures the agency has an optimal understanding of how to maximize its use of the solution.

#### **Experienced Instructors**

Spillman's trainers are committed to providing professional guidance to each individual they serve. Most of our trainers are current or former public safety professionals, and are familiar with the challenges that public safety agencies face. Many served as SAAs during their tenure with their own agencies, and our customers benefit greatly from their expertise in using the system. These experienced professionals work closely with project administrators to determine the agency's specific training needs, and to customize a plan that will meet and exceed those needs.

#### **End User Training**

Spillman's training philosophy is based on the idea that working directly with the software is the best way to learn its functionality. End user training consists of classroom instruction, written exams, practical exercises, and interactive discussion forums. In the classroom, the Spillman instructor reviews documentation, software maintenance policies, and the correct procedures to follow for timely maintenance response. This ensures that maintenance is addressed efficiently by both the customer and Spillman. The written exams evaluate conceptual understanding, and the practical tests evaluate the end user's ability to operate the software.

### System Administrator Training

The agency's SAA offers specialized training courses and documentation. SAA. These courses include instruction on basic application administration, system fundamentals, maintenance operations, code table setup, and project team development. The SAA typically has "super user" privileges, which allow them to perform any task at any time (for example, maintenance, security, and user application). The SAA also assists users with system applications, and operates a help desk for system issues.

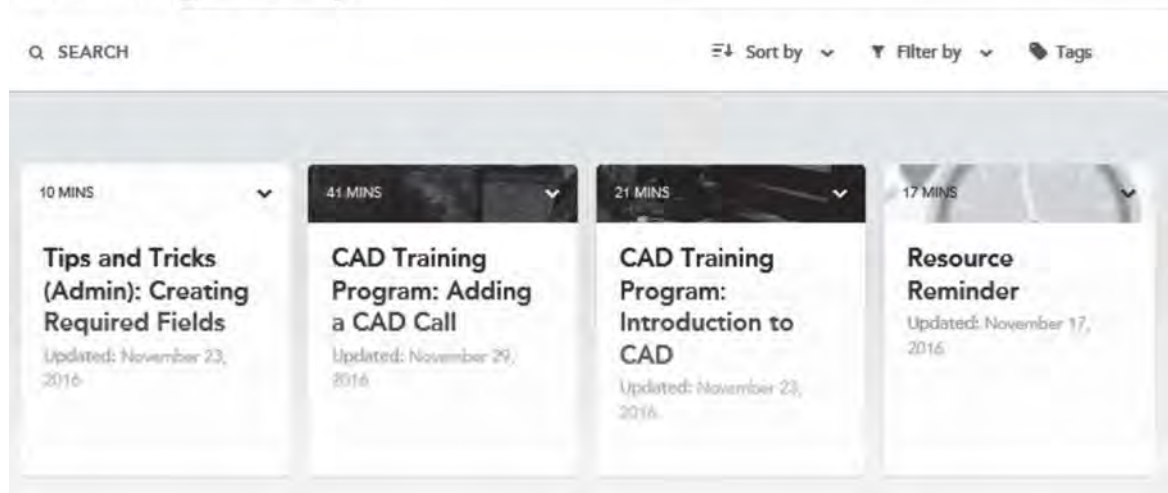
### Onsite Training Meeting

Spillman's training coordinator meets onsite with agency representatives to finalize the training schedule for agency approval, and conduct a workflow analysis designed to prepare Spillman trainers for unique agency needs.

### Web-Based Training

Spillman offers a wide variety of web-based training resources to help users learn critical skills. All of our customers have access to a full, online classroom education website specifically designed to train users. This website contains a software training and tutorial video library, in which Spillman instructors guide users through the system.

## Learning Library



Spillman's web-based training leads users through a variety of practical exercises

Also included are module quizzes, documentation, glossaries, discussion forums, and links to other websites that provide valuable background information.

Spillman also conducts periodic web demonstrations. This education is traditionally provided through a conference call, in which agency personnel follow along at their own workstations. Our team of highly skilled trainers leads web sessions focused on Spillman's fundamental software products, in addition to new features and products that are still in the development process.

### **Additional Training Resources**

For additional training, agency representatives can attend Spillman's annual Users' Conference in Salt Lake City, Utah. This annual conference provides opportunities to receive in-depth instruction, assess new products and services, and network with other public safety professionals. In 2016, more than 800 people attended the conference, representing almost 330 customer agencies from all over the country.



During Users' Conference, Spillman traditionally offers more than 80 different classes over a three-day period:

- Courses are organized according to specific module, or Spillman product; for example, CAD, Mapping, Jail, and Response Plans.
- Training targets System Administrators specifically, in addition to beginning, intermediate, and advanced users of the software.
- In-depth discussion forums for administrators promote efficiency and help agencies realize the full value of the system.

Each year, many of our account managers, support personnel, and trainers attend User's Conference to offer immediate answers to our customers' unique needs. With expert-led instruction and hands-on training, users can learn how to truly maximize their system proficiency, streamlining daily operations and improving results.

As a subsidiary of Motorola Solutions, Spillman has relationships with Motorola Account Managers throughout the state. These Account Managers can easily and quickly communicate to Spillman any issues in a timely matter. Additionally, Spillman utilizes local representatives to service and warranty many of the products included in our pricing proposal.

## Ongoing Support

Spillman's support services are unparalleled in the public safety industry. Our ongoing commitment to customer support includes trained customer service agents dedicated to responding to customer issues as well as the use of state-of-the-art technology.

## Toll-Free Hotline Support

Spillman Technologies provides a toll-free number for use by certified Spillman Applications Administrators. Each call is routed through support staff to ensure immediate assistance and maximum customer satisfaction.

## Software Support

Spillman offers both standard and extended technical support coverage options for customer agencies. Standard coverage includes support during normal business hours, Monday through Friday, excluding holidays. Extended coverage that consists of support 24 hours per day, seven days per week, is also available for an additional charge.



## After-Hours Support

For customers who do not select extended coverage, after-hours technical support is still available, but is subject to additional charges. Spillman support personnel are on-call 24 hours per day, seven days per week, including holidays. These after-hours charges are applicable to any work performed after hours, regardless of the cause, even if it was reported and/or initiated during coverage hours.

## Annual Support Includes "Bug" Fixes

A bug is defined as any failure of the Spillman software to conform in all respects to the Spillman software documentation. When bugs occur, the software is modified by Spillman development or support personnel, or new routines are developed, at no charge to the software support customer. Bug fixes are provided on an as-needed basis throughout the year.

## First Year Support Included in Purchase Price

The price of the software includes the cost of the first year's software support with standard coverage hours. The first year is defined as the 12 months immediately following project Go-live. First-year software support is not included in the price of any future add-on modules. Maintenance, prorated to the normal contract billing date, is billed in addition to the price of the module.

## **Software Release Updates**

All Spillman-licensed software enhancements and releases are provided as part of a current maintenance and support agreement with Spillman Technologies. Spillman typically schedules major releases approximately every four (4) months. All of our customer agencies receive update notes and information prior to any release.

Spillman employs industry-leading support professionals that are available to answer any concern for all of our customers. As a company practice, we do not outsource any of our support or customer service operations. Instead, all support and customer service are responded to directly from Spillman corporate headquarters located in Salt Lake City, UT. This allows our support technicians to interact closely with our developers and product instructors for answers to complex questions as necessary.

## **Full Documentation**

In addition to our comprehensive support services, Spillman provides extensive documentation to ensure all users of the system are fully proficient. Additionally, we provide all of our customer agencies with immediate access to all updated materials following the release of any new enhancements. This ensures our customers stay current on the newest technology and amplifies internal training opportunities.

### **User Manuals**

All modules come with corresponding user manuals. These manuals provide detailed system information and describe system functionality in-depth. All end users receive manuals for each of their areas of operation.

### **Student Manuals**

Every user receives a student manual for each training course they attend. These student manuals contain fundamental information about how to use each module, and are enhanced with Frequently Asked Questions (FAQs), detailed module instructions, and practice exercises. During training, a Spillman instructor references these manuals to train users on the system.

### **Administrative Manuals**

The administrative manuals contain information about system privileges, application parameters, and user restrictions. These manuals also describe unique administrative functions, such as how to modify formatting to meet an agency's needs and how to customize system logs.

**Keyboard Templates**

Spillman's standard system documentation includes keyboard templates for agency use during the training process. These templates allow users to operate the system more quickly and efficiently.

Spillman is committed to training end users to operate the software solution correctly and efficiently, both during and after implementation.

**Technical Assistance**

Spillman's technical services team will be readily available to assist the County in implementing system updates as they become available. To accommodate your needs, Fluvanna County can elect to implement a new release at any time and, as mentioned, Spillman will provide all software upgrades for licensed modules as part of the agency's support and maintenance agreement. Spillman does not mandate the installation of new releases, though upgrades are included for the life of our partnership in our Support Agreement.

Further, before Spillman initiates any new release or upgrade, our support technicians ask agencies about existing configurations or customizations that will help meet their needs. Spillman then saves all configurations to a separate location before performing an upgrade, and upon completion, the agency's unique configurations are reloaded.

**Experienced Change Management**

Spillman understands that the implementation of a new software system involves extensive organizational change. Therefore, we have developed a detailed approach to assist in the process of technical migration and organizational changes involved in the transition.

Because the motivation for change is usually dissatisfaction with current operations, we begin by gradually helping the agency "thaw" its old ways of doing things. We then work with the customer to restructure old processes, create new ones, and ultimately re-freeze workflows to better meet the organization's needs. In other words, the change problem is: realization of an improved future condition, components of the current state to be left behind, and a structured organized process for transitioning from one to the other.

Throughout the Change Management process, Spillman focuses on leadership, planning, and communication. Our leaders play an integral role in ensuring the success of the project, using leadership tools designed to build momentum and guide the project to successful resolution. Essentially, Spillman leaders are trained to:



- **Lead** – by providing a roadmap that is clearly communicated
- **Model** – by setting a positive example of enthusiasm to be a part of the solution
- **Coach** – by making ourselves available to answer questions and provide feedback.

Further, to facilitate the overall process of transitioning to the new system, Spillman anticipates three stages of change, which we have taken the appropriate measures to study and truly understand. These stages will help to ensure continued success during the software implementation and into the future:

1. **The New Toy Stage** – Agencies are typically more interested in the exciting early stages of the implementation. Personnel tend to enjoy learning about the new product and performing advanced operations with the new system capabilities, which produce immediate results with little effort. This, in turn, increases motivation to move on to the next stage, where processes can become more challenging.
2. **The Learning Stage** – As personnel begin to engage in full change, enthusiasm may dip as the effort required becomes more difficult and the results are less immediate. In this stage, some users may begin to resist the change – similar to when someone learns to ride a bicycle for the first time and the idea of simply parking the bike in order to walk may seem more appealing because it is familiar. As a result, implementation as a whole can become more challenging for a time.
3. **The Effectiveness Stage** – With time and effort, users then gain a full understanding of the software and the effort required for learning is reduced considerably. At the same time, results and efficiency increase – which improves the overall organization view of the implementation process. The most successful implementations reach this stage as quickly as possible.

A more in-depth discussion related to Organizational Change Management will take place with the Fluvanna County following contract signing. The overall goal during this process will be to establish a mission statement with built-in action plans that are aimed at reaching the goals of this project and our ongoing partnership.

### **Data Backup and Archiving**

To ensure the retention and safety of data, it is critical that the System Administrator perform data backup procedures. Any of the following can cause damage or loss of data and file systems:

- System crash (unplanned program termination due to a hardware or software failure)
- Malfunction within a hard disk or a controller card
- Deletion of information by users

Spillman Technologies strongly recommends using a UPS (Uninterruptible Power Supply), which keeps the system running when there is no electrical power.

Having an accurate and current backup is essential to minimizing an agency's loss of data if something does happen to the system. It will be the responsibility of the County's System Administrator to maintain current backups. Without current backups, Spillman Technologies is limited in our ability to help the agency restore data when system or user errors occur. Spillman recommends the following:

- Regularly scheduled backups—the more active the system, the more frequently the SAA should make backups
- Verification of backup completeness and accuracy
- Proper storage of backups until they are needed

Agencies are encouraged to retain old backups in case a new backup is corrupt (for example, in case a sector of the hard disk goes bad and that sector is copied to the backup tapes). If the system crashes and the backup tapes are bad, data cannot be restored from those tapes. In addition to backing up current data, the agency may have a need to back up archive data, such as old radio logs or configuration files, for permanent storage.

### **Scheduling Backups**

Spillman Technologies recommends that every agency perform a full system backup at least once a month, as well as at the following times:

- Following initial setup of the agency's machine
- After the agency establishes security privileges and all codes are entered into the software
- After all historical data (e.g., past arrests) is entered into the software
- Before and after any software and hardware updates
- After completing any system changes that are difficult to remember or reenter

The most convenient time to perform a backup is during early morning hours when system use is low. The backup can be scheduled to run automatically, or if



the agency chooses, backups can be executed by on-duty employees and takes approximately 30 minutes to two hours. Also, it is important to maintain a log of all backups.

### Alternating Backup Tapes/Diskettes

Establish a backup procedure that helps ensure a reliable set of storage media (such as tapes, etc.) for restoring the system. Each set must contain enough of the agency's chosen storage media for one backup. Use backup media sets on a rotating schedule. Spillman recommends at least three sets of backup media for a full system backup and the database backup, to be used on a rotating schedule. A database set contains enough backup media to perform a daily backup.

For example, an agency may back up the full system each Monday morning using backup media set one, while backing up the database on each of the remaining days of the week. In the second week, the same backup procedures can be performed using media set two, starting with the full system then making daily database backups. In the third week, the agency would return to media set one, and so on. The full system backup can be made weekly, monthly, or quarterly, depending on the agency's needs.

### Backup Log

To maintain a regular backup schedule, a backup log for the system should be developed (an example backup log is shown in the table below). The County can also customize the tables for its own backups incorporating the backup media used by the agency.

Date	Backup Type	Tape Number	Verified Y/N	Start Time	End Time	Errors	Signed
9/13 (Fri)	Full	Full Sys 1 DB A6a DB A6b					
9/14 (Sat)	Data	DB A7a DB A7b					
9/15 (Sun)	Data	DB B1a DB B1b					
9/16 (Mon)	Data	DB B2a DB B2b					

## **Types of Backups**

Spillman recommends four different types of backups:

### **Bootable operating system backup**

This kind of backup will allow the County to boot the computer from specific backup media and reload the operating system as necessary. This option restores the operating system to its state at the time of backup, though the agency might need to load additional backup media to retrieve the rest of the files and data. Included in this type of backup are emergency boot disks and BOSboot disks. These diskettes let the agency boot the system with minimal configuration so it can perform system maintenance when the system is down.

### **Full system backup**

This backup is not a bootable from the backup media, but includes all the system files and executable programs. This is a comprehensive backup for the entire system—database, software, everything. Consequently, this backup takes longer than the other backups and need not be done as often.

### **Spillman database backup**

This backup archives all data the agency has entered into the Spillman system, including narratives. It backs up tables from all Spillman modules, the code tables, and the User Privileges Maintenance table. It does not back up the executable programs that make up the software itself. In instances where files are stored off the server, a separate backup for those files may be needed. For example, some Spillman customers choose to store images or file attachments on a SAN or other server. In such cases, files need to be backed up separately.

### **Backup of individual files or directories**

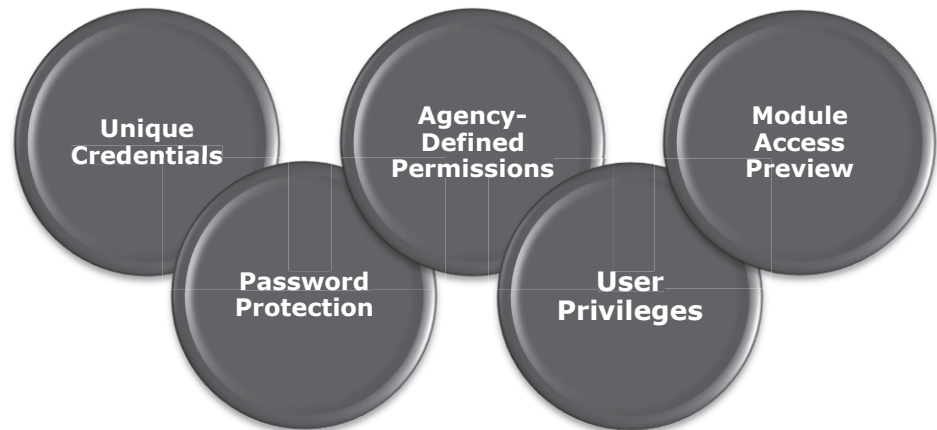
This backup includes only the files or directories specified. The County can use this backup to archive radio log files before purging them from the system to free up hard disk space. This backup is used to save user files, if needed.

## **Software Security**

To maximize data integrity, administrators will have the ability to establish distinct security privileges for users and groups within Spillman. For example, they will have the option to seal, unseal, and hide sensitive documents. Spillman operates with a variety of security features, which will allow the agency to define individual access and user rights:

**Unique Credentials**

The agency's Spillman Applications Administrator (SAA) will have the ability to define, change, and reassign usernames as needed. Users will be responsible for maintaining their own passwords, but may be required to change them at designated intervals established by the agency's SAA during system setup.



Spillman provides multiple security levels

**Password Protection**

Users can hide entire records behind a password so no one knows the record exists, unless they have the appropriate privileges. For example, a user with privileges may hide an Intelligence record's suspicious activities information, or the full text narrative associated with an incident or arrest. To provide extra security for sensitive data, the agency's SAA can also hide an entire table or program behind a password.

**Agency-Defined Permissions**

System access levels are customizable to include anything from "inquiry only" access to "full modify" or "delete" capabilities. As defined by the agency, only those tables and programs to which users have been granted access are listed on their system menus, or through Spillman's command line.

**User Privileges**

Within an individual table, users can perform those functions they are authorized to perform. Customizable user privileges include read/print, add, modify, and delete. Additionally, any *field* within a table can be denied to a user if deemed appropriate. For example, should an agency want to provide user access to the Arrest table, but not the Arrest narrative, privileges can be established accordingly.

**Module Access Preview**

The main menu provides a complete list of all Spillman modules that a user has been given access to. The agency's SAA will have the authority to customize a menu, or multiple menus, to suit the particular needs of a specific user by combining programs from various modules. The system allows users to access only those menus related to tables and programs that are within their security clearance.

Spillman's advanced security features provide maximum flexibility system-wide, or at the individual level. To ensure data integrity, individuals with the appropriate privileges can set security preferences for unique records and fields. Full data partitioning is also available for increased information sharing within the agency and beyond.

**Equipment**

After reviewing Fluvanna County's hardware specifications, Spillman plans to install our software on the existing Dell PowerEdge R930 server. Furthermore, Spillman will rely on the County's existing hardware, software, connectivity and back-up processes, including the following:

- GeoComm Mapping Server (Dell PowerEdge 720)
- Switches and routers
- Workstations and vehicle laptops
- Off-site cloud back-up (discussed at pre-bid)
- CenturyLink fiber internet connection.
- Wireless cards and service

Spillman assumes that this hardware and software is in good working condition; therefore, we have not included additional hardware or replacement hardware in our price proposal.

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

Understood. Spillman's approach to data conversion is addressed in response to Item 1.a above. Additionally, our comprehensive implementation, installation, and training services are outlined in response Item 5 "Implementation Plan."

- e. **By submitting a Proposal Offeror certifies that it has carefully examined all of the documents for the Project, has carefully and thoroughly reviewed this RFP and any amendments, attended the mandatory pre-offer conference and understands the nature and scope of the Services.**

Understood.

## **2. General System Requirements:**

- a. **Offerors must submit a full written plan for the new System at the Sheriff's Office's; and such shall include the costs of all products, services, labor, materials or other items being a part of, or required for, the System (the Services on the System is broadly defined to include any work, services, training, materials, equipment, installation, products, data migration, or other item being a part of or related to the System as defined under this RFP.**

This proposal outlines our approach to the project. Pricing is outlined within the "Pricing" section of the response.

The services as defined by Spillman is any and all software, services, hardware, expressly included in the pricing proposal. As a general practice, Spillman does not train, warranty, support or maintain any item, infrastructure, program services, etc. not included in the pricing proposal or executed Spillman contracts. We look forward to discussing a mutually-agreeable definition of the system with the County in order to set proper expectations for the aforementioned support, training, warranty and maintenance.

- b. **The Contractor is to provide all system, hardware, software and related equipment and materials required to implement the System. Offerors are to deliver, install all necessary software and hardware, lead the program and data migration to the new System platform and to provide all necessary service and support to implement the new System. Any and all materials, products or items being a part of the System shall be new condition and not refurbished or of a similar nature and shall come with the manufacturer's warranty which will be assigned to the County.**

Spillman's approach to providing hardware, software, etc. is addressed in response to Item 1.c above. Additionally, Spillman's approach to data conversion is addressed in response to Item 1.a above.

Spillman's project management team will lead the software installation process, using system tools to customize the software to meet the County's needs and to provide training for all end users.

Any materials or products provided by Spillman as part of the software installation will be new and not refurbished and any related manufacturer's warranties will be assigned to the County.

- c. **Requirements defined herein for the System are only general in nature and the County is relying on the Offerors to present a System that adequately meets the Sheriff's Office's needs as evidenced by the mandatory pre-bid conference. The System must provide a high level of flexibility in meeting the Sheriff Office's varied current and future requirements. The proposed System shall be designed to provide the utmost capability in meeting changing requirements. Flexibility must be provided to meet external and internal management, regulatory, reporting requirements and provide a means to execute ad hoc queries and reports.**

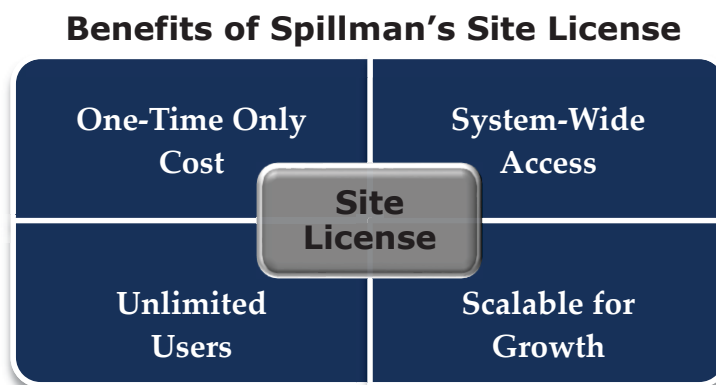
### **Spillman Flexibility**

With more than 50 integrated software modules, Spillman's "Flex" enterprise solution is designed with the flexibility needed to meet the individual needs of our public safety clients. And by leveraging the system's customizable features, the County will be able to tailor the software to optimize its specific day-to-day operations. Additionally, Spillman is XML- and ODBC-compliant with more than 350 interfaces with third-parties—greatly expanding the system's overall capabilities.

### **Unique Site License**

We truly understand the evolving needs of public safety agencies and the ongoing need for growth and expansion. As a result, Spillman offers a unique site license structure, which grants users system-wide access to all modules, with no price increase for extra licenses – ever.

This key feature allows our customers to effortlessly adapt according to their changing needs, and truly utilize the system to its full potential:



**One-Time Only Cost**

Spillman's site license gives agencies the confidence that their budget allocations are accurate. Agencies incur a one-time only licensing fee at the time of contract execution. Spillman does not include extra charges for additional licenses for new users or workstations.

**System-Wide Access**

Based on appropriate permissions, a site license provides complete access to all modules system-wide. Some licensing structures limit the number of users, or require an administrator to pre-determine access parameters to accommodate their license limitations. Spillman's site license ensures users have full access to all modules in the system at all times.

**Unlimited Users**

Another noteworthy advantage of a site license is that an unlimited number of *total* users, and an unlimited number of *concurrent* users, have access to the system at all times. This allows agencies to operate with the assurance that regardless of the demand or circumstance, the system will remain fully functional and fully accessible.

**Scalable for Growth**

We recognize that agencies are often required to operate within the confines of very strict budgetary constraints. Because a site license is scalable, our customers can grow without ongoing budget considerations. Spillman's licensing structure anticipates and supports agency growth by allowing agencies to expand fluidly, without additional licensing costs, in order to accommodate population growth or changing community needs.

Spillman's site license is a unique feature in the industry; one that provides significant benefits to our customers. Spillman's site license eliminates licensing and system access limitations, enabling agencies to dedicate more resources to performing critical job functions and keeping the public safe.

**Powerful Reporting**

Due to the system's fully integrated design, Spillman is also uniquely qualified to meet the County's reporting requirements by offering several methods of maintaining records and retrieving data.

Specifically, users can easily generate content for crime analysis, presentation, and archiving by pulling preformatted reports from the system or configuring customized reports as needed. An agency can also compile detailed crime summary and activity information such as offenses, arrests, and law incidents for submitting UCR and IBR reports.



## Preformatted Reports

An extensive suite of preformatted reports comes standard with the system to help agencies efficiently compile information for crime analysis and recordkeeping. Spillman offers more than 2,000 preformatted reports that support the tracking and maintenance of critical information through the following report types:

- Statistics by agency, unit, and zone
- Incident summary by date and time
- Total offenses by statute, officer, and class
- Response time by location and unit

 <b>SPRINGFIELD POLICE</b> Radio Log Summary Report, by Agency					
Agency: HPD Hampshire Police Department					
Time & Date	Unit	Zone	Call ID	Code	Description
09:57:03 12/30/08	4102	LC		ONDT	
09:57:04 12/30/08	4118	LNE		ONDT	
Agency: KPD Kane Police Department					
Time & Date	Unit	Zone	Call ID	Code	Description
08:55:53 04/10/08	170	LNW	C1494	CMPLT	incid#-08K-00001 Con
14:39:17 04/11/08	170	LNW	C1506	ENRT	incid#-08K-00002 Em
14:39:20 04/11/08	170	LNW	C1506	CMPLT	incid#-08K-00002 Con
14:47:35 04/11/08	170	LNW		BUSY	out to lunch
09:13:03 04/24/08	170	LN	C1522	PAGED	Paged call=11
09:15:02 04/24/08	170	LN	C1522	ENRT	Enroute to a Call call=1
09:15:50 04/24/08	170	LN	C1522	ARRVD	Arrived on Scene call=1
09:50:30 04/24/08	170	LN	C1522	CMPLT	Completed Call call=33
08:30:37 05/01/08	170	LNW	C1529	PAGED	incid#-08K-00003 Pdg
08:32:06 05/01/08	170	LNW	C1529	ENRT	incid#-08K-00003 Em

## MISSING PERSON

### HARRY ROBERTS



#### DESCRIPTION

Date of Birth:	08/10/45	Place of Birth:	Unknown
Height:	6'05"	Weight:	225
Eyes:	Green	Complexion:	Dark, Freckled
Hair:	Sandy	Build:	Rotund
Sex:	M	Race:	N-White, Non-Hisp
Ethnicity:	Non-Hispanic		

 <b>SPRINGFIELD POLICE</b> Descriptive Name Search Report, by Last Name					
Name	Name #	Address	City	DOB	
Anderson, Lee D.	430	630 N 12TH ST	Pierre	09/03/52	
Armstead, Glenn	25	341 SEYMORE AVE	Springfield	08/08/65	
Barclay, Travis	412	315 KINGSTON DR	Springfield	04/16/65	
Bean, Kurt	408	405 S MAIN ST	Springfield	05/05/64	
Blanke, Mitchell N.	9	800 BELLEMEADE AVE	Springfield	10/23/60	
Butler, Joseph J.	18	300 W ALABAMA ST	Springfield	10/18/76	
Cobb, Jack	21	200 N CEDAR ST	Springfield	12/10/26	
Craft, Jeremy W.	29	1100 GLENN AVE	Springfield	12/20/80	
Drimmon, John W.	272	221 W MATTHELOU ST	Springfield	09/25/68	
Duncan, Charles R. Jr	410	450 N MAIN ST	Springfield	12/13/75	
Farris, Lewis W.	53	2010 CHISHOLM RD	Springfield	03/14/48	
Flowers, Thomas L.	241	200 NORMANDY DR	Springfield	08/08/45	
Goodman, Richie L. Jr	281	150 N 11TH ST	Pierre	12/01/45	
Gordon, David	266	100 SOUTHERN BLVD, SOUTHERN BLVD	Pierre	10/01/65	
Groven, Steven M.	435	300 S COX BLVD	Pierre	09/09/81	
Gulley, Timothy W.	394	134 SMITH ST	Springfield	01/23/81	
Hammer, Joe E. Judge	243	100 S WEAKLEY ST	Springfield	03/03/32	
Hanson, Louis J.	438	240 CHUCKY CHEESE ST	Pierre	05/30/84	
Bobby W.	93	515 E MOBILE ST	Springfield	03/30/60	
Joshua A.	94	1303 ALHAMBRE DR	Huntsville	04/08/80	
B.	381	212 16TH ST	Pierre	01/14/82	
Edith L. Jr	225	412 AETNA ST	Springfield	01/12/34	
	118	201 W LIMESTONE ST	Springfield	08/09/43	
	265	300 W 1ST ST	Pierre	11/01/60	
DAVID J.	459	3809 TESS LN	SANTA CLARA	07/07/64	
	377	121 12TH ST	Pierre	08/08/78	
	282	100 W 2ND ST	Pierre	01/01/45	
	195	2312 BOWER DR	Springfield	08/10/24	

## SPRINGFIELD POLICE

### Commissary Purchases Summary Report, by Inmate

Inmate: Cooper, Cynthia Donna (33)

Item Number	Item Description	Quantity	Total Cost
8	Chili Ramen	1	\$2.00
11	Snickers	1	\$1.02
14	Butterfinger	1	\$1.12
16	Almond Joy	1	\$1.02
24	Toothbrush Holder	1	\$1.00
40	Dr. Pepper, Drinks	2	\$1.68
Inmate Total:			7 \$7.84

More than 2,000 preformatted reports come standard with Spillman software



**Ad Hoc Reports**

Users always have the option to customize any standard report, or create their own with unique parameters. Spillman has two directories for reports. One holds all preformatted reports that come standard with the system. The other holds reports that are customized by the agency.

Spillman software also provides quick and easy access to a data dictionary, located directly within the system. Just right-click on any desired field to gain access to the data dictionary, which provides the agency all of the tools necessary to easily create customized reports. The system saves every ad hoc report to the custom directory for full access by future users.

**Built-In Query Tools**

Users can perform instant searches with minimal information, streamlining the situational awareness process. Spillman's precise searching capabilities allow agencies to search individual fields, or a combination of fields using a wide range of search types. Users then have the option to export the search set to the appropriate ad hoc report. The individual fields users can search include:

- Partial pattern match (wild card)
- Date or value range
- "Sounds like"
- "Less than"
- "Equal to"
- "Greater than"

**Compatibility with Third Party Reporting Tools**

The Spillman system is Open Database Connectivity (ODBC) compliant, and adheres to GJXDM protocols for data exports. This enables agencies to use a number of third party query and reporting tools to create charts, graphs, and other reports. Microsoft Excel and Crystal Reports are programs commonly used to create these reports.

**Knowledgebase and Report Sharing**

Users can search for relevant, pre-built reports that reflect best practices from contributing agencies nationwide. Agency users can also download ad hoc reports from Spillman's online knowledgebase. Our online knowledgebase is accessible to all customers, and is designed to enhance agency operations opportunities. Agency personnel can easily find information and solutions to common needs. Our knowledgebase offers information compiled specifically for our customers, and includes materials designed to augment system usability.

In addition to the reporting tools described above, Spillman provides the ability to search and report on any field in the system, in any order. Many of these fields support the creation of customized statuses and values, allowing agencies to remodel reports in these fields. There is no limit to the number of customized statuses that an agency can put into the system.

**Attachment 1** shows a list of standard, preformatted reports included in the Spillman system.

- d. The Offeror will furnish all software, labor, materials, products, tools, transportation, related travel expenses, and supplies required to complete the Services on the System. The Offeror will provide services to the Sheriff's Office as required by this Article IV.**

Spillman will furnish all software, labor, materials, products, tools, transportation, related travel expenses, and supplies required to complete the installation of the System. As specified in our response to item 1.c, Spillman will rely on the County's existing hardware and connectivity.

- e. Offer shall provide as a part of the System a CAD/Public Safety Software Solution. The desired solution will include new CAD, RMS and mobile field reporting software. The System must include a "state of the art" CAD and crime analysis system to seamlessly integrate with many essential business applications currently in production/use by the Sheriff's Office. The proposed solution must be a fully redundant system with failover capability. Given the continuous growth and development of the Sheriff's Office, the CAD system must be adaptable while maintaining stability and effectiveness. The System must be compatible with all existing applications, software, hardware and other equipment used by the Sheriff's Office including, but are not limited to, RMS environment and data, prior reports, active warrants, caution notes, the Virginia Criminal Information Network (VCIN), ANI/ALI dump from the existing AIRBUS system, and an interface or export system compatible with FIREHOUSE, ImageTrend, and any other RMS software that may be utilized in the future. The System shall have the capability of interfacing data with existing systems including but not limited to SQL and Oracle Database Architecture systems.**

### **Compatibility with Existing Environment**

The information technology specialist present at the pre-bid meeting indicated that the County's server is currently backed-up using a cloud-based service. Spillman did not include any additional back-up, redundancy or failover capabilities. If the County determines that the existing solution is insufficient and desires an offsite server to be procured and installed with fail-over capabilities, Spillman would be happy to provide pricing for the additional hardware, software and services necessary to do so.

### **Adaptable, Off-the-shelf Solution**

With more than 50 integrated software modules, Spillman's "Flex" enterprise solution is designed with the flexibility needed to meet the individual needs of our public safety clients. And by leveraging the system's customizable features, the County will be able to tailor the software to optimize its specific day-to-day

operations. Additionally, Spillman is XML- and ODBC-compliant with more than 350 interfaces with third-parties—greatly expanding the system’s overall capabilities.

### **Software Overview**

Spillman welcomes the opportunity to demonstrate our comprehensive functionality to County representatives during further communications about this project.

Our full service solution reflects a 35-year dedication to public safety software and a continual refinement of our products and services based on industry best practices. And while many vendors tout “state of the art” features, our Flex suite of software was truly designed from the ground up to optimize agency operations.

Rather than simply offering a patchwork system of separate databases linked to convey a cohesive look and feel, Spillman has been deliberately developed around the unique concept of a single, centralized server—which support real-time information access and true data integrity system-wide.

Again, we look forward to presenting a live demonstration of the many modules within Spillman. And to facilitate the County’s review, the following system overview highlights key advantages of the proposed solution.

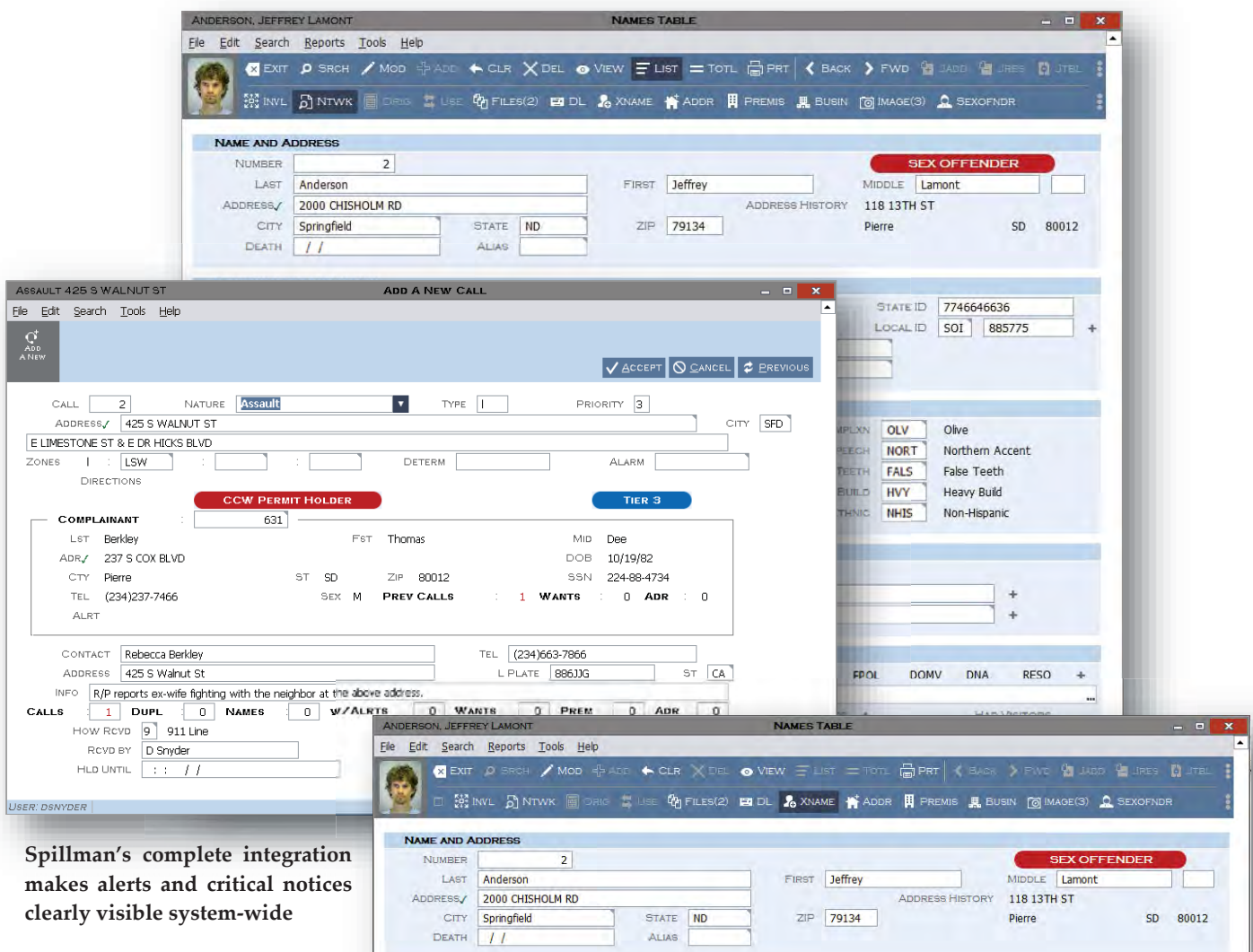
Fluvanna County, VA

## System Overview – General Functionality

### Integrated Hub

This design allows all information to be entered, stored, and extracted in real-time. Additionally, all applications in the system reference the same repository of information, preventing duplicate data entry and saving time. Lastly, it provides agencies with instant access to information as soon as they enter it into the system. Spillman's system provides these time-saving benefits with the following technology:

- Centralized database
- Central tables that cross-reference information system-wide accuracy.



The screenshot displays three overlapping windows from the Spillman Integrated Hub software:

- NAMES TABLE (Top Window):** Shows a profile for ANDERSON, JEFFREY LAMONT. Fields include: NUMBER 2, LAST Anderson, FIRST Jeffrey, MIDDLE Lamont, ADDRESS 2000 CHISHOLM RD, CITY Springfield, STATE ND, ZIP 79134, and SEX OFFENDER status. Address history shows 118 13TH ST, Pierre, SD 80012.
- ADD A NEW CALL (Middle Window):** Shows a call entry for CALL 2, NATURE Assault, TYPE 1, PRIORITY 3. Address is 425 S WALNUT ST, CITY SFD. It includes fields for COMPLAINANT (631), CONTACT (Rebecca Berkley), and various status flags like CCW PERMIT HOLDER, TIER 3, and DUPL.
- SEX OFFENDER (Right Window):** Shows a profile for a sex offender with STATE ID 7746646636, LOCAL ID SOI 885775, and various physical characteristics like OLIV (Olive), NORT (Northern Accent), FALS (False Teeth), HVY (Heavy Build), and NHIS (Non-Hispanic).

Spillman's complete integration makes alerts and critical notices clearly visible system-wide

The system's master tables share information among all modules in real-time. Because Spillman's Integrated Hub automatically transfers data between all Spillman applications, our customer

agencies have immediate access to all data from the moment it is entered. To facilitate this integration, the system features several central tables that cross-reference information system-wide, including names, vehicles, wanted persons, and property.

## **Imaging**

Spillman's Imaging module allows agencies to create a library of full-color digital images that are fully searchable from anywhere in the system. Mug shots, accident photos, and other images can be stored in multiple locations throughout the system and viewed by other users. The program is an all-in-one application for importing, organizing, editing, and sharing photos. Because it connects seamlessly with other modules in the Spillman software, agencies are able to do more with their information.

### **Unlimited Capture Workstations**

Spillman customers can choose to make every user workstation an image capture station at no extra cost. Spillman customers do not need extra licenses to use our Imaging module, and users benefit from the convenience of unlimited capture workstations, while agencies take advantage of the long-term savings.

### **Quick View of Images**

Images appear as thumbnails on all Spillman records. Click the thumbnail to view the image, or any archived image. Users can see differences between new and old images, allowing personnel to determine if a subject has changed his or her appearance.

### **File Description**

Users can quickly access information about each file attached to a particular record. Spillman's File Capture feature allows users to enter the complete name of each file and create an accompanying description. Icons displayed on the record enable users to see what types of files are attached without opening them.

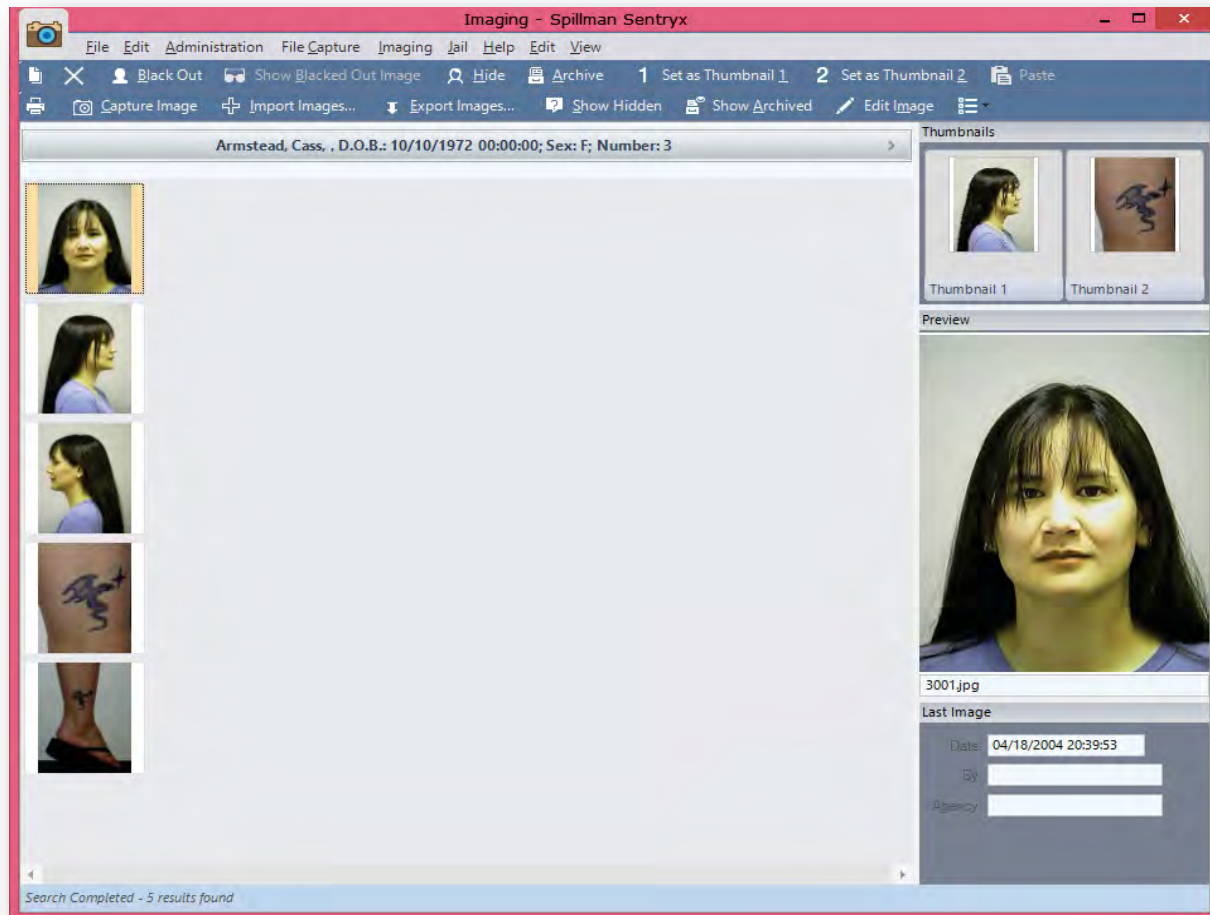
### **File Capture Technology**

Spillman's File Capture feature allows users to quickly organize images and other files. Users can easily add files to a record by dragging and dropping them onto the correct field. They can do this with single or multiple files. Users can also create an accompanying description for each file to promote easy content identification by other users.

### **Intuitive Editing Features**

The imaging module gives users access to several tools for enhancing and editing the quality of digital images. For example, if photos taken at an accident scene are less vivid than expected, users can easily adjust brightness, sharpness, and contrast with the click of a button. Users can also rotate and resize images as needed.





Spillman's Imaging module allows users to attach photographs directly to records

## Geographic Information Systems (GIS)

GIS technology is at the core of Spillman's mapping technology. GIS helps users make proper decisions based on accurate location information. Spillman partners with Esri®, the nation's most trusted mapping provider to leverage the latest technology. Spillman's GIS interfaces directly with the Esri® ArcGIS server, eliminating an agency's need to load mapping information into the local database.

### Dispatch-Friendly Features

Spillman's GIS solution maximizes dispatchers' use of the system. It automatically routes every call to the correct dispatcher, and reduces the likelihood of responding to the same incident twice. Additionally, Spillman's solution gives dispatchers the tools to make sure the closest unit responds to a given call. Spillman provides these solutions with:

- Zone assignments
- Alerts for duplicate calls
- Directions to call locations
- CAD Mapping and Mobile AVL

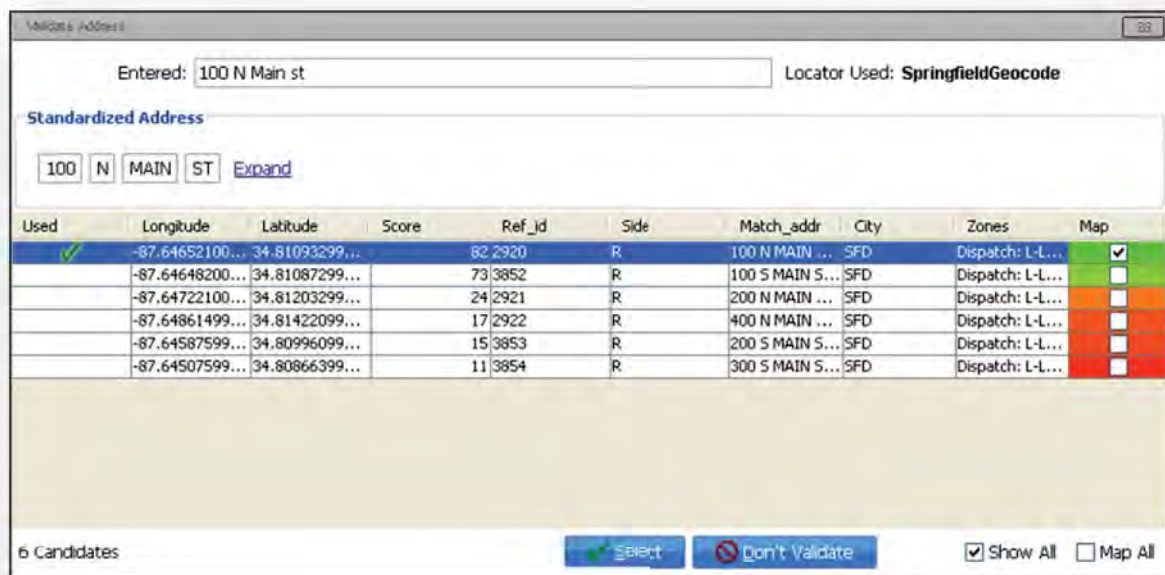
## Common Place Names

Agencies can customize the Spillman GIS solution to reflect specific jurisdictions. Agency-defined common place names save users time by allowing them to input place names instead of street addresses. For example, users can enter “State Capitol” instead of the capitol’s street address. The system also accommodates landmarks, mile markers, highway exits, street intersections, and overpasses based on how the agency builds the database.

## Accurate Address Verification

Spillman’s GIS solution optimizes agency responses, eliminates confusion, improves accuracy, and gives users the ability to quickly identify correct addresses when the system cannot find an exact match. Spillman’s address verification does this by displaying:

- Accurate and verified geographic information
- Specific addresses and intersections, including x- and y-coordinates
- Color-coded address candidates
- Spillman’s Address Selection screen



Entered: 100 N Main st      Locator Used: SpringfieldGeocode

Standardized Address

100 N MAIN ST    Expand

Used	Longitude	Latitude	Score	Ref_id	Side	Match_addr	City	Zones	Map
<input checked="" type="checkbox"/>	-87.64652100...	34.81093299...		82.2920	R	100 N MAIN ...	SFD	Dispatch: L-L...	<input checked="" type="checkbox"/>
<input type="checkbox"/>	-87.64648200...	34.81087299...		73.3852	R	100 S MAIN S...	SFD	Dispatch: L-L...	<input type="checkbox"/>
<input type="checkbox"/>	-87.64722100...	34.81203299...		24.2921	R	200 N MAIN ...	SFD	Dispatch: L-L...	<input type="checkbox"/>
<input type="checkbox"/>	-87.64861499...	34.81422099...		17.2922	R	400 N MAIN ...	SFD	Dispatch: L-L...	<input type="checkbox"/>
<input type="checkbox"/>	-87.64587599...	34.80996099...		15.3853	R	200 S MAIN S...	SFD	Dispatch: L-L...	<input type="checkbox"/>
<input type="checkbox"/>	-87.64507599...	34.80866399...		11.3854	R	300 S MAIN S...	SFD	Dispatch: L-L...	<input type="checkbox"/>

6 Candidates             ☒ Show All    ☐ Map All

Address options are scored for relevance and color-coded for easy viewing

## Reverse Geocoding

Spillman GIS simplifies operations by translating geographic coordinates into estimated addresses plotted on a map. By reverse geocoding data, users can quickly select the appropriate location for any situation. When users enter coordinate data, the software displays a list of all matching addresses.

**Safe Incident Response**

Spillman's GIS solution improves officer safety by notifying users of warrants, alerts, and past criminal incidents associated with an address. Visual alerts allow users to make informed decisions and prepare for any possible scenario. For example, address alerts appear in red, and indicate details about any previous incidents. If an address has multiple alerts, a plus sign (+) appears at the end of the alert.



## **System Overview – Computer-Aided Dispatch**

### **Spillman CAD**

Spillman's CAD enables dispatch personnel to access mission-critical information, and effectively manage calls for individual and multi-jurisdictional agencies. Advanced features such as real-time call updates, unit responses, and automatic alerts for wanted persons and dangerous locations help ensure the most appropriate units are dispatched efficiently.

All system modules are fully integrated, enabling dispatchers to easily access data from any table, with the assurance that duplication and redundancy are virtually impossible. This integration allows users to generate incident reports with the most current system data, improving dispatch accuracy, maximizing time, and increasing officer safety. For example, users can instantly query name, vehicle, property, and law incident records directly from Spillman's Records Management System, without leaving the CAD status screen.

### **Visible Name and Address Alerts**

Spillman's Alerts feature prepares officers for call response and enables them to anticipate hazards. Users can easily share information regarding unsafe historical incidents, and alerts appear clearly in red so dispatchers can quickly identify impending dangers and communicate any safety concerns. The alerts module accomplishes this by:

- Providing information about individuals and locations
- Allowing users to view address or name-related hazards
- Allowing dispatchers to tag a record with one or several alerts

### **Flexible User Functions**

Spillman's CAD is designed to accommodate both new and advanced users. Experienced dispatchers can simplify steps with keyboard shortcuts or use the command line to operate the system. New users can easily adapt to the system by performing actions like selecting icons, dragging and dropping, and right-clicking. This flexibility allows users to train at their own pace.

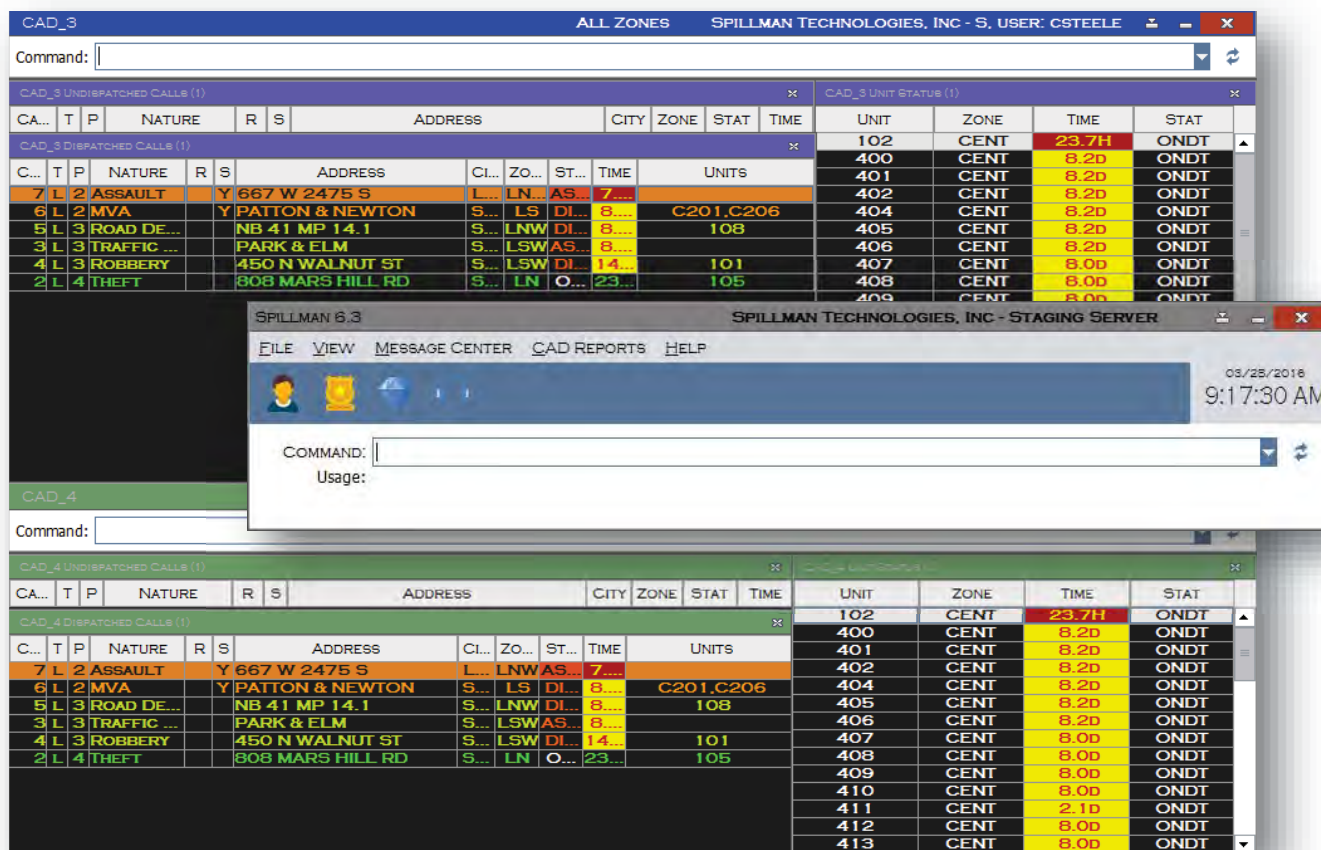
### **Real-Time Status Alerts and Timers**

Spillman's alerts and timers help ensure officer safety by keeping dispatchers aware of all call and unit activity. Additionally, they inform users of any actions needed or time lapses exceeding agency thresholds with audible and visual alerts that provide real-time status updates.

### **Multiple Sessions**

Spillman's flexible architecture maximizes operational efficiency by enabling users to open multiple CAD sessions at a time. The screen shot below shows how any authorized personnel can open and manage multiple command lines representing multiple sessions.

## Fluvanna County, VA



The screenshot displays the Spillman CAD interface with multiple sessions open. The main window shows a list of calls and unit status. A smaller window titled 'SPILLMAN 6.3' is overlaid, showing a 'MESSAGE CENTER' and 'CAD REPORTS' menu. The 'CAD\_3' session shows a list of calls with columns for CA, T, P, NATURE, R, S, ADDRESS, CITY, ZONE, STAT, TIME, and UNITS. The 'CAD\_4' session shows a similar list of calls. The 'SPILLMAN 6.3' window shows a 'COMMAND:' field and a 'Usage:' field. The 'MESSAGE CENTER' window shows a date and time of 09/25/2016 9:17:30 AM.

Users have the option to open multiple CAD sessions simultaneously to streamline operations

### Quick CAD Commands

Spillman's CAD command line can maximize dispatcher efficiency. Every action the system supports can be executed using quick CAD commands, saving users valuable time as they dispatch units, add calls, and search data.

### Automatic Radio Log Entries

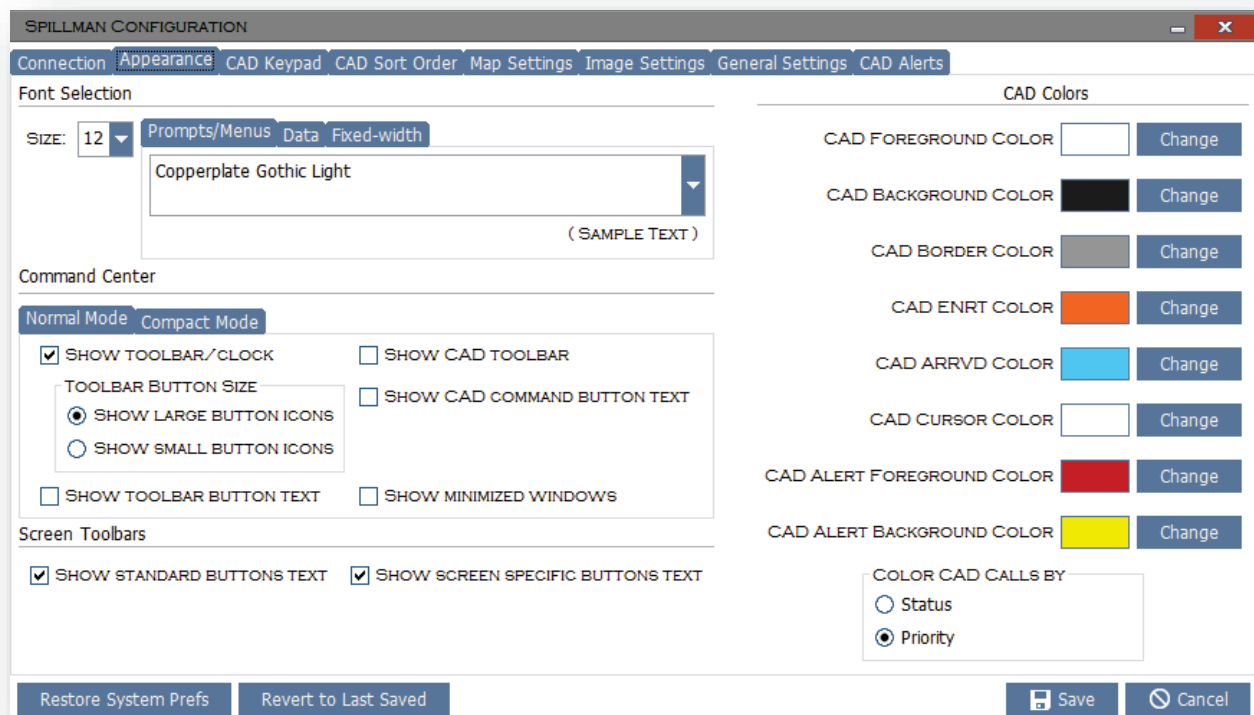
Spillman's automatic radio log functionality saves users time while increasing unit safety. The CAD solution automatically tracks radio transmissions, and creates a log entry for every status change. This ensures all communications are recorded with complete accuracy, and allows dispatchers to focus on other time-sensitive tasks. Consequently, units have immediate access to timely information, and administrators can review all unit activities at their own discretion.

### Customizable Screen Options

Spillman allows dispatchers to customize system settings to their full advantage. For example, agencies can choose to display only calls from specific geographic areas, or lock the settings system-wide for uniformity. Some of the features that users can customize include:

## Fluvanna County, VA

- Display windows
- Column settings
- Toolbar buttons
- Right-click commands
- Color display options



Individual users can easily customize their unique viewing preferences

## CAD Mapping

Spillman's CAD Mapping module provides users with powerful access to location and call information. Dispatchers can quickly view jurisdictional data, including street names, major buildings, landmarks, police districts, and fire/EMS zones. The system automatically plots call locations, and allows dispatchers to view detailed data.

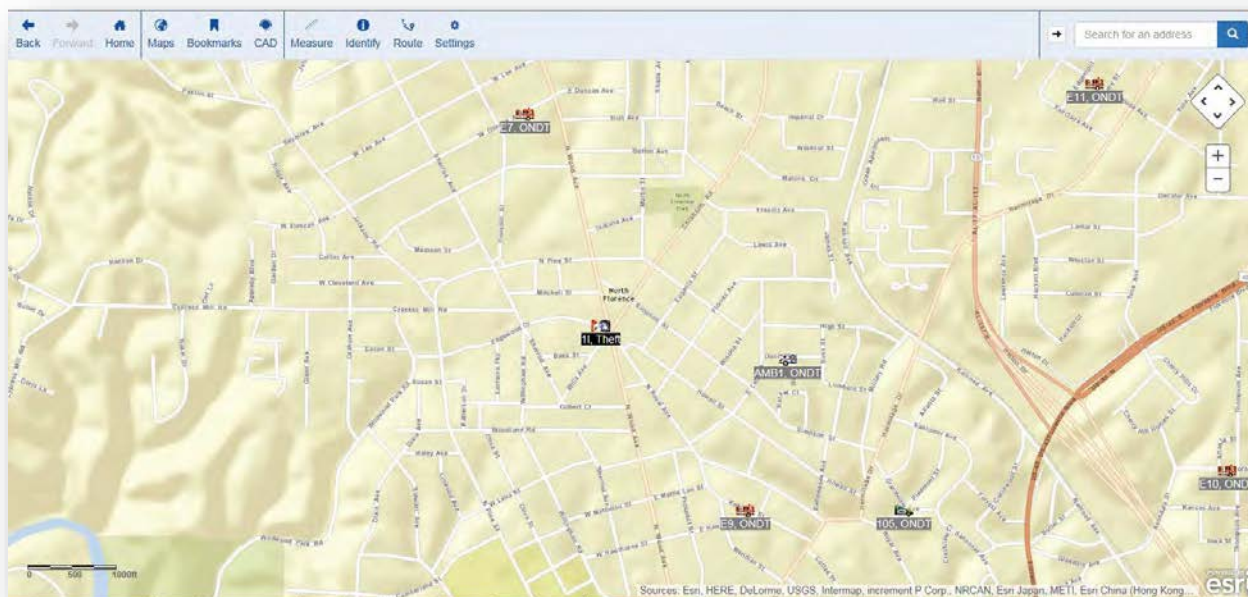
Dispatchers can also click on the map to view information about a specific location. Spillman's CAD Mapping uses the Esri® ArcGIS server to communicate directly with the GIS. This eliminates the need to load map data into a separate database to streamline accurate address verification. Our mapping solutions are compliant with Phase I and Phase II wireless requirements, displaying longitude and latitude points at the approximate location of the call.

## Flexible Dispatching

The flexibility of Spillman's system accommodates a variety of user preferences. Users can quickly and easily dispatch units using the mouse, or retain full use of the keyboard by:

## Fluvanna County, VA

- Dragging and dropping a unit symbol to a call, or vice versa
- Entering any function directly into the CAD command line



Spillman's GIS integration allows for accurate real-time positioning of all units

### Customizable Features

Spillman facilitates efficient operation in accordance with user preferences by enabling agencies to configure CAD Mapping software in a way that meets both agency and individual user needs. Agencies can customize map icons by selecting from a list and upload agency-defined symbols. Additionally, users have the option to center new calls on the map; add map layers such as street, landmarks, and districts; and change map element colors to reflect roads, city boundaries, and more.

### Mapping Toolbar

Spillman's CAD Mapping toolbar streamlines the dispatching process using intuitive navigation tools. Users can quickly zoom in, zoom out, pan, view the entire map, and change layer properties as needed. The system provides reminders of each button's function by displaying tool tips that enhance usability. Users also have the option to control the map directly from the CAD command line.

### Call and Unit Information

Suggested revision: Spillman's CAD Mapping gives users direct access to call and unit information, ensuring improved response times and appropriate officer actions. Timely access to data increases officer safety, improves response results, and helps defuse potentially dangerous situations. Users achieve this timely access by right-clicking on a unit or call symbol and selecting the specific information they want to view. For example, users can choose to view information regarding:

- Call number or nature
- Address
- Complainant
- Assigned officer

### **System Integration**

Spillman's CAD Mapping fully integrates with the CAD and AVL modules, and our GIS system. With Spillman's GIS, CAD calls automatically appear on the agency's jurisdictional map. Spillman's AVL Mapping module, when used in conjunction with Global Positioning System (GPS), displays real-time location information for all units on the CAD map.

### **Automatic Vehicle Locator (AVL)**

Spillman's AVL Mapping module employs the highest technological standards for this type of software. State-of-the-art AVL technology is leveraged to track the location of all fleet units using GPS receivers.

#### **Real-Time Unit Tracking**

Knowing unit location in relation to an active CAD call enables users to quickly dispatch backup or provide further instruction. The AVL Mapping module allows CAD to display the real-time location of all AVL-equipped units. The software displays:

- Status
- Active call
- Assigned zone and agency
- Current location
- Most recent radio log entry

#### **Direct AVL**

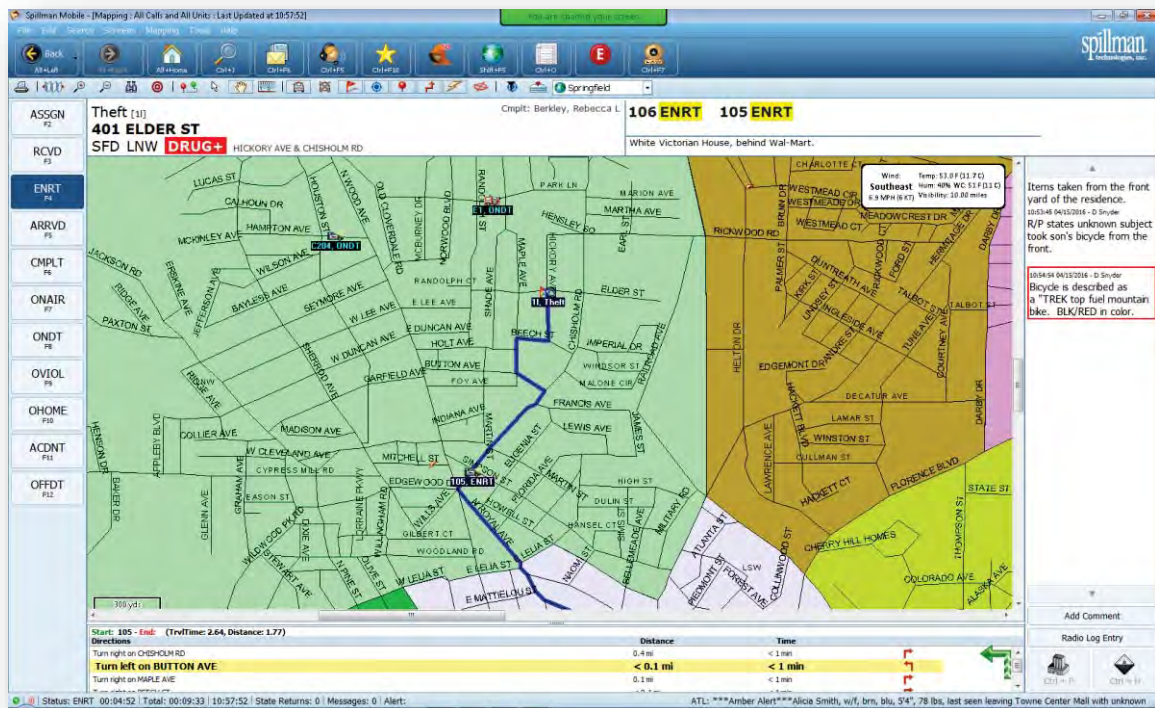
Direct AVL shows users the location of a unit the instant the vehicle is started, and its transmitter begins sending pulses. This information is sent directly to the agency using a combined GPS transmitter and wireless modem. Dispatchers can view the unit's real-time movements on the CAD map.

#### **Indirect AVL**

Indirect AVL enables users to view the unit's movements on the CAD map. It uses a wireless modem to receive real-time location information from a GPS transmitter connected to a mobile laptop computer. The GPS data, with other information from the laptop, is then transmitted to the agency's dispatch center.



## Fluvanna County, VA



Spillman's AVL Mapping technology supports efficient and accurate unit response

### Improved Response Times

Dispatchers can use Spillman's Quickest Route feature to determine the active unit with the fastest route to an incident, greatly reducing response time. Based on a unit's current location, the Quickest Route module calculates the total drive time to reach a call, and allows users to view the ideal route and driving directions. This feature takes into account the agency's local street network, while recognizing barriers such as rivers, canyons, and limited-access highways. In addition to proximity calculations, it computes actual drive time to determine which unit can respond first.

### E9-1-1 Interface

Spillman's E9-1-1 interface improves the effectiveness and dependability of wireless 9-1-1 services by quickly identifying the location of a cellular user, allowing agencies to pinpoint cellular call locations. As the interface receives automatic number and location information (ANI/ALI) from a standard E9-1-1 system, it populates the data to the Spillman CAD system. Additionally, the system meets federal regulations for Phase I and Phase II compliance.

### Automatic Field Entry

This feature minimizes data entry requirements, enables the rapid creation of accurate call records, and reduces the potential for data entry errors. The information it automatically adds to the CAD screen includes:

- Contact name

- Address
- City
- Phone number

### **Accurate Mapping**

When used with Spillman's CAD and CAD Mapping modules, the E9-1-1 Interface improves data accuracy, promotes faster response, and enables users to make informed dispatching decisions. As a service call is received, the E9-1-1 interface automatically validates the call location with Spillman's GIS solution. Once verified, the call location is automatically plotted on Spillman's CAD map and routed to the appropriate dispatcher's screen. Dispatchers can view the street name, call location, and nearest cross streets.

### **Call Data Preservation**

Spillman's E9-1-1 interface allows agencies to store valuable call information in the call record. When the agency receives a call from a wireless device, the initial Automatic Location Information (ALI) generally contains Phase I information. This information automatically populates the Address field of Spillman's CAD Add Call screen. When an ALI rebid is performed to receive any additional Phase II latitude and longitude data, the updated location information also populates the Add Call screen. Agencies can configure to automatically transfer the original ALI information to the Comments field of the call record. Thus, the agency can perform continual ALI rebids to update location information while retaining a history of all ALI information received.

### **Response Plans**

Spillman's Response Plans module allows public safety agencies to prepare well-defined response plans that include personnel and resource recommendations, instructions, and guidelines for any call type or location. They can do this by defining agencies and units that will respond to a law, fire, or EMS call at a specified alarm level; or, by integrating Response Plans with other system modules like the Equipment Maintenance and Premises Inspection module.

### **Unit Recommendations**

The software streamlines unit assignment for a specified call. Agencies can configure the system to recommend units when a response plan has been activated, and users can create plans that identify:

- Order in which units are commended
- Units that have unique capabilities or equipment

### **Call-Back Assignments**

The Response Plans module helps agencies prepare for a variety of incidents, and request mutual aid from other agencies if needed. It lists call-back assignments and instructions for agencies, divisions, shifts, and officers. The plans also include personnel with specific skills, or display pertinent request information.

**Resource Management**

Users have the ability to prepare responses that include equipment recommendations and instructions for any type of incident. These plans can include items such as map references, water resources, and tiered recommendations for units, personnel, and other equipment.

**Premises Integration**

Agencies can use the Premises Integration module with the Premises Inspection module to give personnel the information they need to make immediate decisions in emergency situations. This enables personnel to include specific information in their response plan, such as:

- Structure type
- Hazardous materials on premises
- Proximate populations
- Additional instructions

**Premises Information and HazMat**

The Spillman Premises Information & HazMat module enables agencies to respond accurately to disasters or calls at unfamiliar sites. They can record extensive data on residential, commercial, or public lots within a jurisdiction. Personnel can also view hazardous chemical data and obtain instructions regarding first-aid response, recommended protective clothing, and proper chemical handling.

**Detailed Premises Data**

Agencies can make informed decisions regarding appropriate incident response when they have detailed premises information. Users will know exactly which agency should respond, enabling quicker dispatch. They can quickly view structure information such as alarm types, alarm locations, number of floors, and a physical premises description. The system will also provide information regarding all responsible law, fire, and EMS agencies.

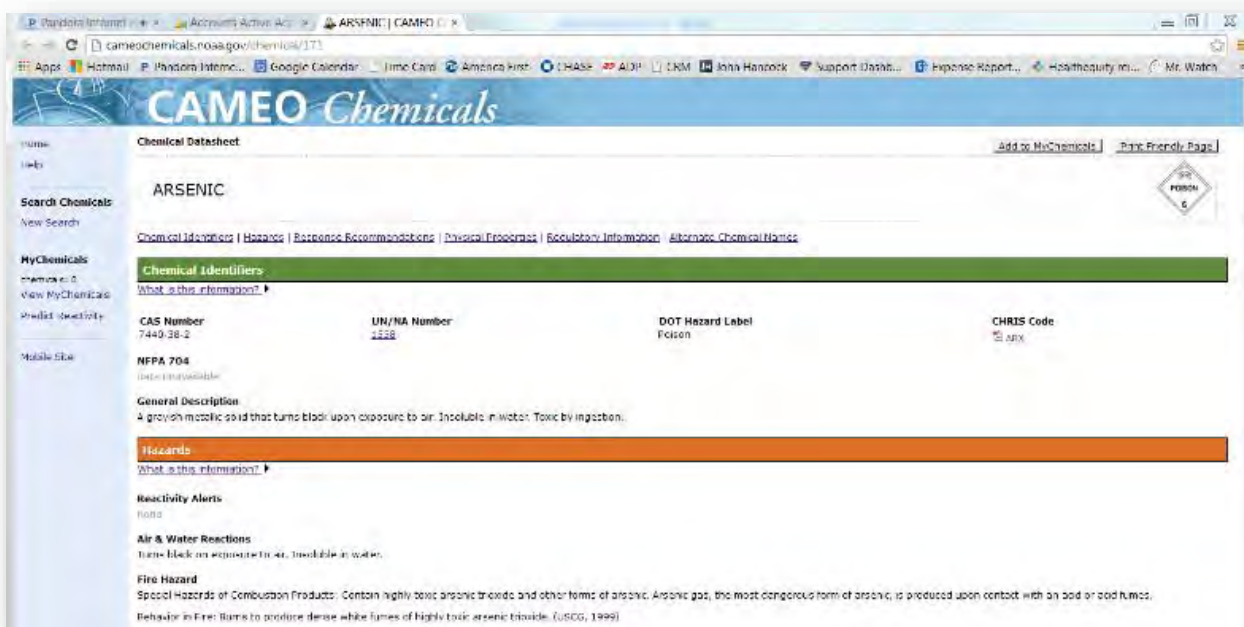
**Proximate Populations**

The information an agency has about a population directly impacts citizen safety. Spillman software enables users to store information about populations near a potentially hazardous business, such as a chemical plant or a toxic waste site. Within the proximate populations detail window, the agency can record population name and type, maximum number of persons occupying the premises, population address, business hours, and more.



## CAMEO® Chemical Database

The ability to view hazardous chemical information can affect the health and safety of both agency personnel and the public. Users can link the Premises & HazMat module to the CAMEO® Chemical Database to view hazardous chemical information. This database enables users to access data on more than 4,150 chemicals obtained from the National Oceanic and Atmospheric Administration (NOAA). Additionally, it provides instructions for handling chemicals, first-aid responses, and recommends protective clothing.



Users can access the CAMEO Chemicals database directly from the Spillman application

## HazMat Response

HazMat Response helps keep personnel safe by giving them the information they need to prepare for an emergency response involving hazardous materials. The information they can obtain includes: NOAA chemical number, health hazard potential, flammability, level of reaction, natural physical state, burning tendencies, appropriate firefighting tactics, and first aid procedures.

## Alarm Tracking and Billing

The Alarm Tracking and Billing module assists public safety personnel in record keeping by:

- Assigning incident numbers
- Tracking false alarms
- Managing alarm tracking fees

## Detailed Reports

Detailed Reports ensure detailed, accurate alarm tracking. Alarm tracking reports enable users to create lists of registered alarms and identify discrepancies in false alarm incidents.

## Fluvanna County, VA

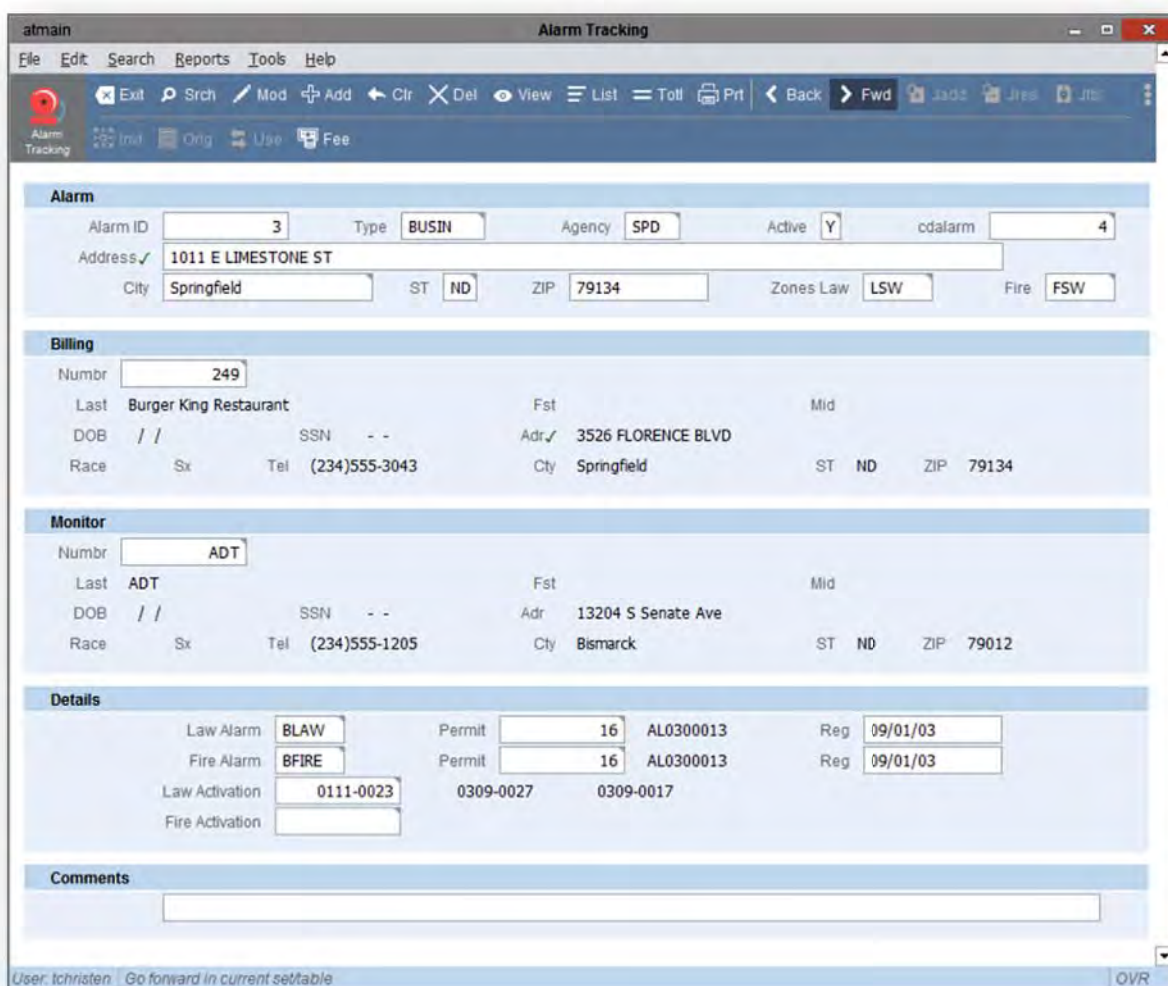
Pre-formatted reports will display false alarm counts, enabling the agency to more quickly identify a false alarm at a particular business or residence. In addition to calculating false alarm fees, Reports will also display revenue generated from false alarm fines.

### Comprehensive Alarm Records

This allows the agency to responsibly track all devices, including false alarm incidents. Users can add an alarm tracking record for every alarm in the agency's jurisdiction. Under the alarm record, users can enter billing information, alarm tracking agency, alarm type, law and fire activation incident numbers, and unlimited comments for each alarm.

### Fee Management

The Alarm Tracking and Billing module enables users to efficiently manage fees for alarm records. The system tracks incidents involving unregistered alarms, false alarms, and overdue bills. Users can create letters, tickets, and summaries for businesses and residents that owe fines. Proper tracking methods help ensure the agency collects the money it is owed.



The screenshot displays the 'Alarm Tracking' application window. The interface includes a menu bar (File, Edit, Search, Reports, Tools, Help) and a toolbar with various icons. The main form is divided into several sections:

- Alarm Section:** Contains fields for Alarm ID (3), Type (BUSIN), Agency (SPD), Active (Y), cdalarm (4), Address (1011 E LIMESTONE ST), City (Springfield), ST (ND), ZIP (79134), Zones Law (LSW), and Fire (FSW).
- Billing Section:** Contains fields for Numbr (249), Last (Burger King Restaurant), Fst, Mid, DOB (/ /), SSN (- -), Adr (3526 FLORENCE BLVD), City (Springfield), ST (ND), ZIP (79134), Race, Sx, and Tel ((234)555-3043).
- Monitor Section:** Contains fields for Numbr (ADT), Last (ADT), Fst, Mid, DOB (/ /), SSN (- -), Adr (13204 S Senate Ave), City (Bismarck), ST (ND), ZIP (79012), Race, Sx, and Tel ((234)555-1205).
- Details Section:** Contains fields for Law Alarm (BLAW), Permit (16), AL0300013, Reg (09/01/03), Fire Alarm (BFIRE), Permit (16), AL0300013, Reg (09/01/03), Law Activation (0111-0023), 0309-0027, 0309-0017, and Fire Activation.
- Comments Section:** A text area for user comments.

The status bar at the bottom indicates 'User: tchristen' and 'Go forward in current set/table'.

Spillman allows users to track alarms and manage fees

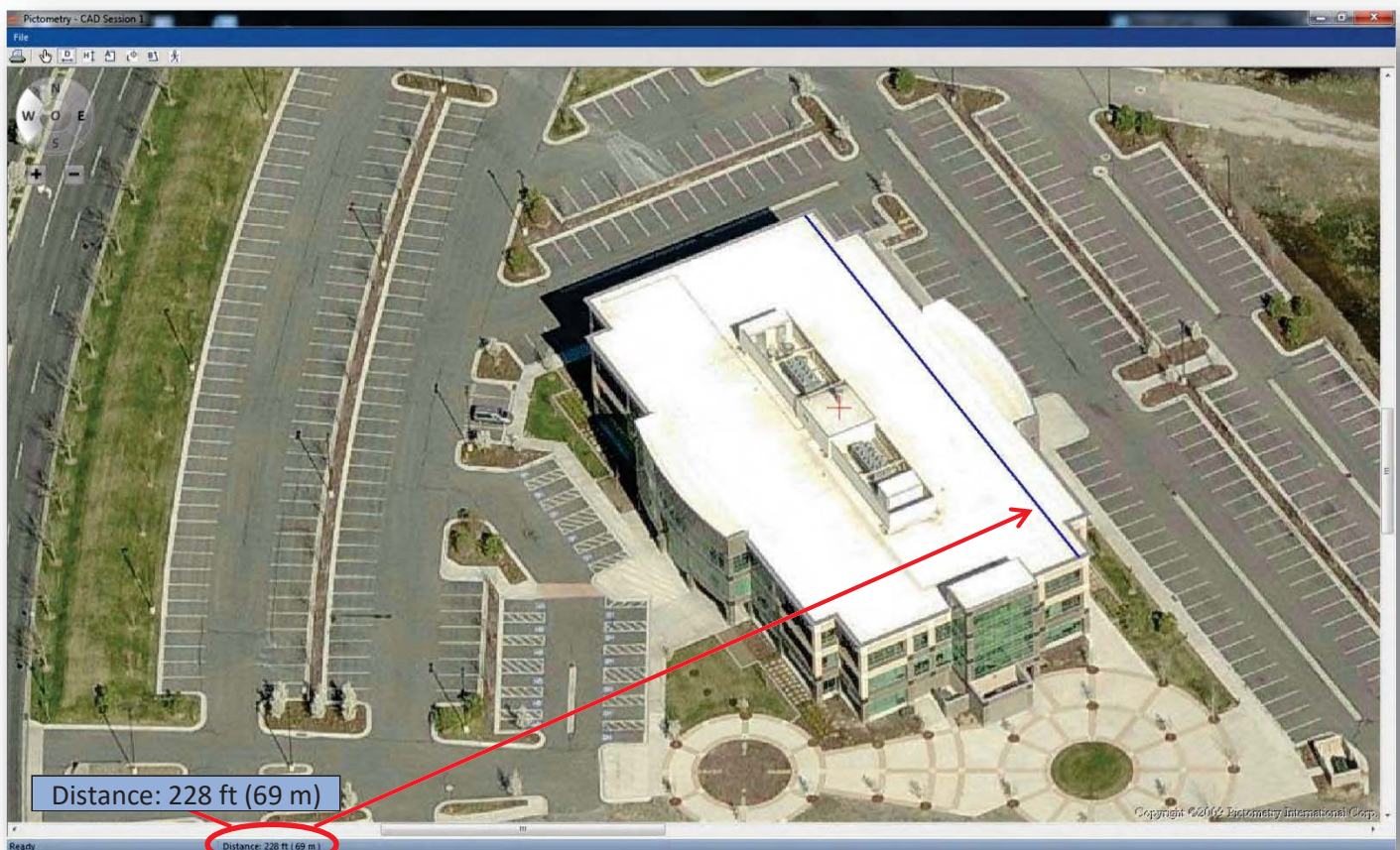
## Rapid Notification (Rip and Run)

Spillman's fully integrated Rapid Notification module allows users to send automatic report-of-call details to responding units. This module gathers information from the CAD screen and sends it to a printer at the responding agency. Information gathered from the screen includes details such as:

- Address
- Nature of call
- Contact name and priority

## Pictometry® Interface

Agencies can leverage Pictometry to conduct surveillance, plan raids, coordinate search and rescue efforts, create emergency pre-plans, and more. With Spillman's Pictometry interface, users are able to view a map image from five different aerial perspectives: north, south, east, west, and from above. Pictometry also provides viewing from all sides of a structure and displays its height, area, pitch, and distance from other objects. . Because our Pictometry interface is fully integrated with CAD Mapping, Mobile AVL Mapping, Pin Mapping, and Fire Mobile AVL Mapping modules, users have quick access to Pictometry images from any location on the map.



Pictometry displays 3-dimensional images and calculates dimensions such as height, area, and length (the blue line)



Agencies with access to Pictometry imagery for their jurisdictions would only require the Spillman interface. This will allow the agency to integrate their existing Pictometry images with Spillman's mapping software, take measurements, and view objects on the map from multiple perspectives. If there are agencies without Pictometry imagery, the agency would need to purchase both Spillman's Pictometry Interface and the Pictometry imagery of their jurisdictions.

## CAD Management Dashboard

Spillman's CAD Management Dashboard allows communications managers to review performance, target resources, and improve response times. Personnel can view the number of calls their center receives, track response times, and display specific call natures and date ranges.

### Viewable Call Frequency

Spillman's CAD Management Dashboard gives agencies an at-a-glance view of the nature and frequency of calls. Agencies can also use the dashboard to see how many calls occurred per day or per hour and compare call frequency and response time by week, month, quarter, or year.



The CAD Management dashboard helps to optimize dispatch operations

**Response Time Tracking**

Using the dashboard, dispatch management can see how response times compare to department standards or to national standards set by the Association of Public-Safety Communications Officials (APCO) and the National Emergency Number Association (NENA). The dashboard enables managers to see which dispatchers meet response time standards, allowing agencies to adjust staffing or schedule additional training to increase employee effectiveness.

**Customizable Agency Information**

Agencies can customize the CAD Management Dashboard module to meet dispatch center needs. The dashboard gives management complete control in determining what call natures are displayed and what date ranges are shown. Agencies can also customize the appearance of the CAD Management Dashboard by adding agency name and badge image.

**Call Mapping**

The CAD Management Dashboard enables agencies to view calls on Google Maps™, allowing management to quickly determine which jurisdictional areas are generating the most calls for service and emergency response.

## **System Overview – Records Management**

### **Records Management System (RMS)**

Spillman's Law Records Management System consolidates all law incident records into one database, providing easy-to-generate incident and case management reports. Each record has information associated with name, incident number, property, item, and vehicle involved. Agencies can track complaints, victims, offenders, suspects, witnesses, evidence, vandalism, arson, vehicles, or stolen and recovered property for criminal and non-criminal incidents.

#### **Accurate Reports**

Users can easily clarify department initiatives and document progress by developing preformatted reports or configuring ad hoc reports for:

- Crime analysis
- Presentation
- Archiving

Agencies can also compile detailed summaries and activity information for submitting UCR reports as necessary.

#### **Detailed Case Management**

Agencies have the ability to track cases from beginning to end by following detailed status information. Spillman's case management feature uses Involvements® to link information on all persons, property, and vehicles associated with a case.

#### **Dispatch Integration**

Spillman's integrated solutions ensure rapid and consistent data entry. The RMS module is linked directly with Spillman CAD, which allows the software to automatically transfer appropriate information from calls to related incidents.

#### **Advanced Security and Intelligence**

Administrators can protect data integrity with flexible security features that allow users to secure privileged information. The Spillman system allows agencies to store an unlimited amount of data regarding the following characteristics of individuals or groups:

- Hangouts
- Associates
- Vehicles
- Employment
- Activities

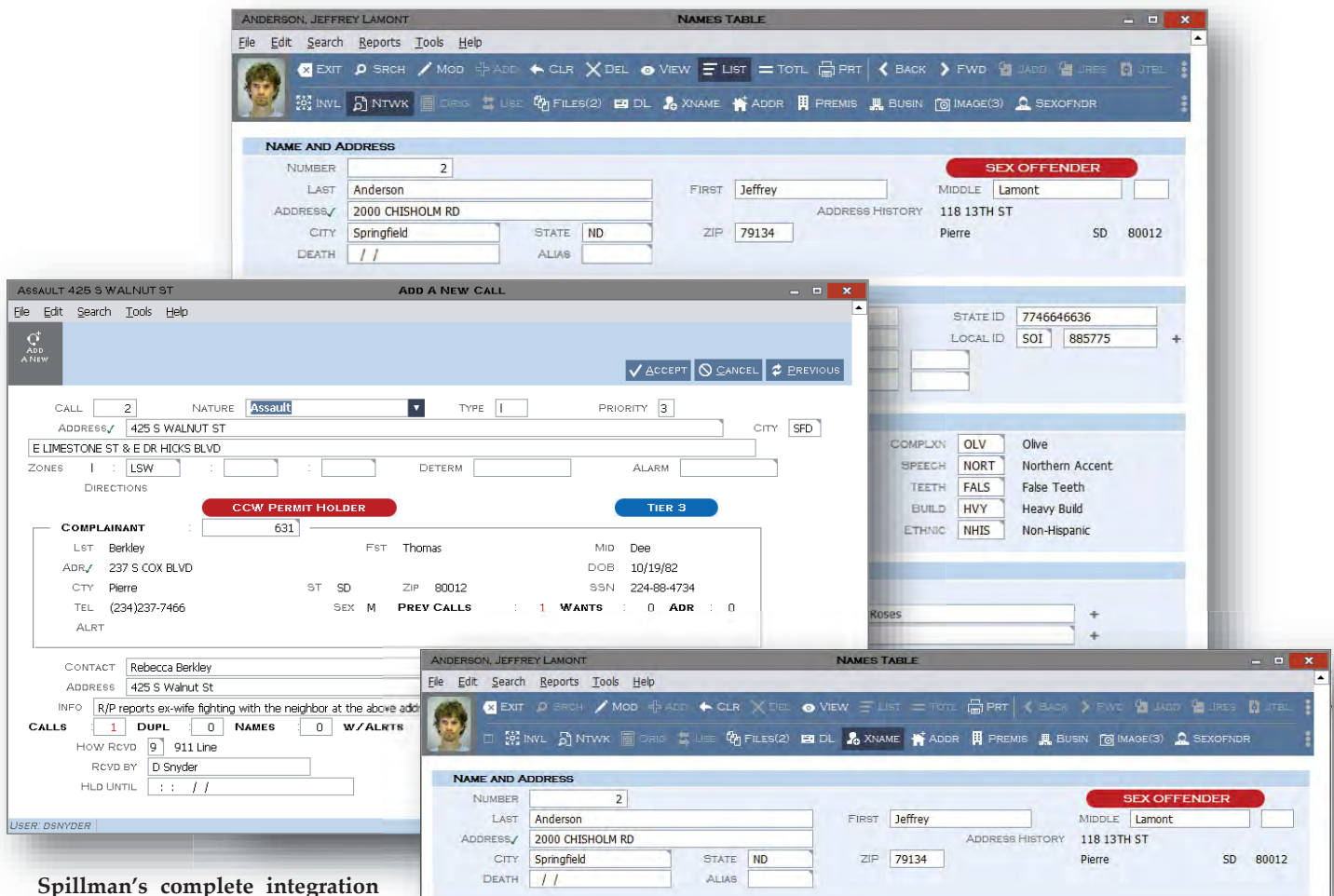
## Fluvanna County, VA

### Organized Dissemination

The system provides information accountability by tracking all information disseminated through the RMS module. Users can record the full text of the disseminated information, and create a link to the name record of the party receiving the information.

### Automatic Visual Alerts

Agencies improve investigator and officer safety with alerts that indicate dangerous, wanted, or missing persons. Once an alert is attached to a record, Spillman's integration populates the alert wherever the record exists.



**ANDERSON, JEFFREY LAMONT** **NAMES TABLE**

File Edit Search Reports Tools Help

EXIT SRCH MOD ADD CLR DEL VIEW LIST TOTL PRT BACK FWD JADD JRES JTBL

INVL NTKW ORIG USE FILES(2) DL XNAME ADDR PREMIS BUSIN IMAGE(3) SEXOFNDR

**NAME AND ADDRESS**

NUMBER 2

LAST Anderson

ADDRESS 2000 CHISHOLM RD

CITY Springfield STATE ND ZIP 79134

DEATH // ALIAS

**SEX OFFENDER**

FIRST Jeffrey MIDDLE Lamont

ADDRESS HISTORY 118 13TH ST

Pierre SD 80012

STATE ID 7746646636 LOCAL ID SOI 885775

COMPLEX OLV Olive

SPEECH NORT Northern Accent

TEETH FALS False Teeth

BUILD HVY Heavy Build

ETHNIC NHIS Non-Hispanic

Roses +

**ASSAULT 425 S WALNUT ST** **ADD A NEW CALL**

File Edit Search Tools Help

ADD A NEW

ACCEPT CANCEL PREVIOUS

CALL 2 NATURE Assault TYPE 1 PRIORITY 3

ADDRESS 425 S WALNUT ST CITY SFD

E LIMESTONE ST & E DR HICKS BLVD

ZONES LSW DETERM ALARM

DIRECTIONS

**CCW PERMIT HOLDER** **TIER 3**

**COMPLAINANT** 631

LST Berkley FST Thomas MID Dee

ADR 237 S COX BLVD DOB 10/19/82

CTY Pierre ST SD ZIP 80012 SSN 224-88-4734

TEL (234)237-7466 SEX M PREV CALLS 1 WANTS 0 ADR 0

ALRT

CONTACT Rebecca Berkley

ADDRESS 425 S Walnut St

INFO R/P reports ex-wife fighting with the neighbor at the above add

CALLS 1 DUPL 0 NAMES 0 W/ALRTS

HOW RCVD 9 911 Line

RCVD BY D Snyder

HLD UNTIL //

USER: DSNYDER

**ANDERSON, JEFFREY LAMONT** **NAMES TABLE**

File Edit Search Reports Tools Help

EXIT SRCH MOD ADD CLR DEL VIEW LIST TOTL PRT BACK FWD JADD JRES JTBL

INVL NTKW ORIG USE FILES(2) DL XNAME ADDR PREMIS BUSIN IMAGE(3) SEXOFNDR

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LAST Anderson

ADDRESS 2000 CHISHOLM RD

CITY Springfield STATE ND ZIP 79134

DEATH // ALIAS

**SEX OFFENDER**

FIRST Jeffrey MIDDLE Lamont

ADDRESS HISTORY 118 13TH ST

Pierre SD 80012

Spillman's complete integration makes alerts and critical notices clearly visible system-wide, no matter where the information is accessed

## **Uniform Crime Reporting (UCR) and Incident-Based Reporting (IBR)**

Spillman's system enables the agency to easily compile detailed crime summary and activity information such as offenses, arrests, and law incidents for submitting UCR and IBR reports that meet state and federal standards. The software automatically retrieves information from the system upon data entry, eliminating manual efforts to create UCR and IBR reports. This retrieval enables the system to produce audit reports that verify the accuracy of reported data. Additionally, Spillman holds state reporting certification and offers an integrated National Crime Information Center (NCIC) interface that aids in required report submissions.

## **Evidence Management**

Spillman's Evidence Management module simplifies evidence tracking, allowing each agency to maintain a complete and accurate chain of custody for every piece of evidence. The Evidence Management module records changes in the location, status, and custodian of evidence, providing a detailed history from reception to release, or disposal of the item.

### **Complete Evidence History**

Users can automatically track modifications to evidence records from processing, through lab analysis and court appearances, to the release or disposal of the item.

### **Evidence Reporting**

Spillman enables users to maintain optimal awareness and accountability of evidence and its status. Users can generate reports that show evidence custody, create barcodes for any code table, and show the location of evidence. Some of the reporting tools include:

- The Case Closed Evidence List Report
- The Generate Barcode List Report
- Evidence Location Summary Report

### **Detailed Evidence Data**

Spillman's solution facilitates efficient entry, adding, modifying, and searching for records within the screen. Using the Evidence Management screen, users can manage:

- Property item
- Storage location
- Identification number
- Activities associated with the item
- Comments

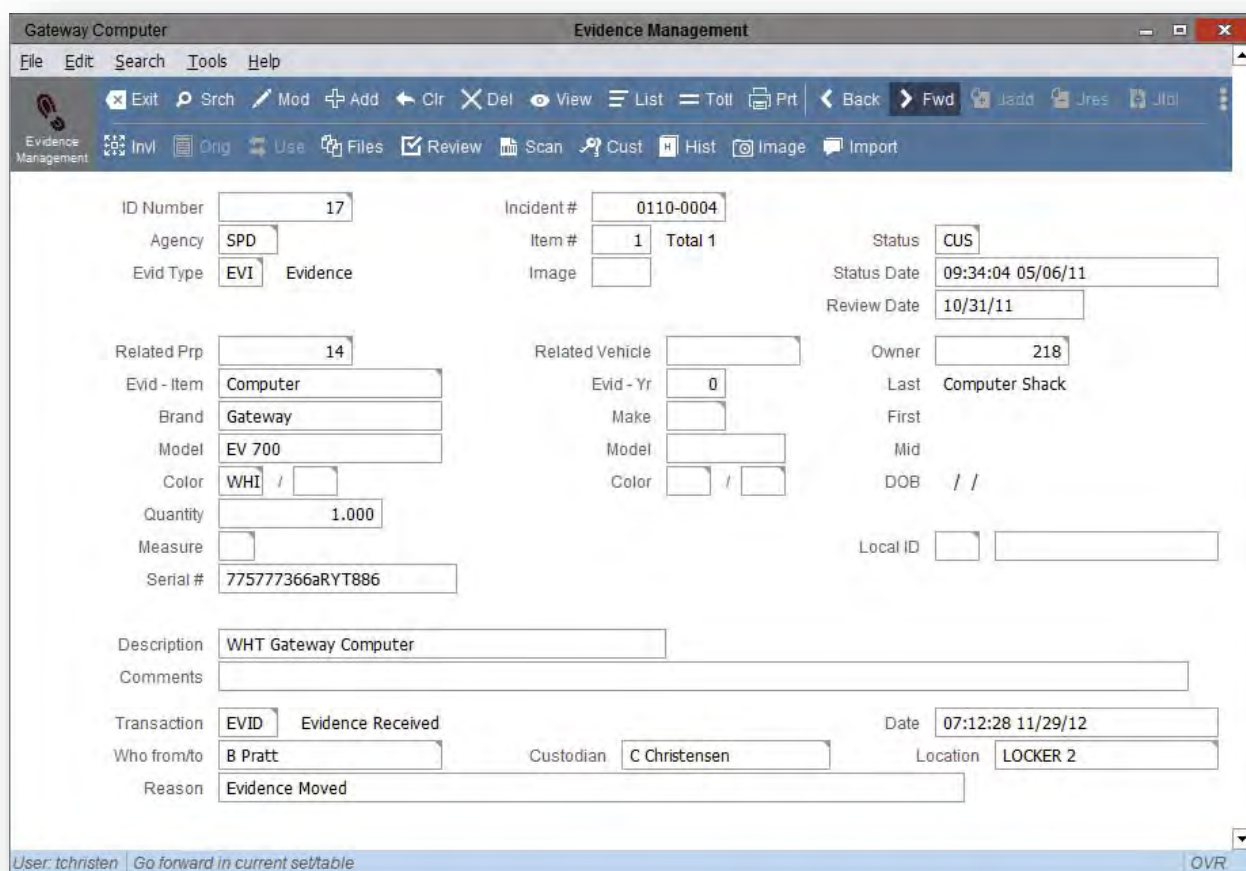
### **Interface Features**

Spillman's optional Evidence Barcode & Audit Interface module enables users to manage the evidence room in minutes, saving hours of personnel time. The interface's barcoding functionality allows for simplified data entry, precise labeling, and hand-held auditing of storage locations. Participating agencies can easily inventory and audit evidence using a



Fluvanna County, VA

handheld barcode reader to check data against the Evidence Management table for discrepancies in item location.



Spillman's Evidence Management module provides detailed evidence data

## Evidence Barcode and Audit Interface

The Evidence Barcode and Audit Interface module provides agencies with barcoding capabilities for evidence management. It also includes a portable handheld barcode reader to inventory and audit evidence rooms, for tracking location and movement.

### Automatic Data Transfer

Spillman's Automatic Data Transfer saves time and ensures accuracy for agencies as information is tracked throughout the evidence life cycle. Users have the ability to attach barcode labels to evidence items, and use a scanner to automatically transfer the data into an evidence record. Additionally, the status of multiple evidence items can be changed simultaneously by using the "Scan" option of the interface.

### Barcode Printing

Spillman's solution facilitates efficient entry, adding, modifying, and searching for records within the screen. Using the Evidence Management screen, users can manage:

- Property item
- Storage location
- Identification number
- Activities associated with the item
- Comments

### **Inventory and Evidence Tracking**

Users can easily collect and store scanned inventory details with a handheld barcode reader, including the item number, storage location, and custodian's name. Information on moved evidence items can be tracked as well, including item number, storage location, custodian's name, transaction code, time and date of transaction, quantity moved, and reason for move.

### **Detailed Reporting**

The Import Inventory Barcode Report and the Import Move Inventory Report ensure data integrity. Users can check for discrepancies between the data downloaded from the portable barcode reader and the information contained in the Evidence Management table.

### **Traffic Information**

Spillman's Traffic Information module delivers consistent, accurate data for shaping sound traffic safety policies and procedures. The software monitors activity on your roadways and generates quantifiable reports for traffic management. The following are key features of this powerful tool:

#### **Citations and Warnings**

Users can easily access citation and warning data. Full integration allows the agency to create a new name and vehicle record for a new contact, or link an existing name and vehicle while creating a citation or warning. They can also track:

- Offense
- Name information
- Vehicle description
- Citation dispositions
- Bail and/or fine collections

#### **Traffic Reporting**

This feature quickly turns data into comprehensive information. Users can view several preformatted reports and a full snapshot of warning and citation activity from the traffic reports menu. It also provides:

- Demographic analysis
- Accident summary reports

## Imaging Integration

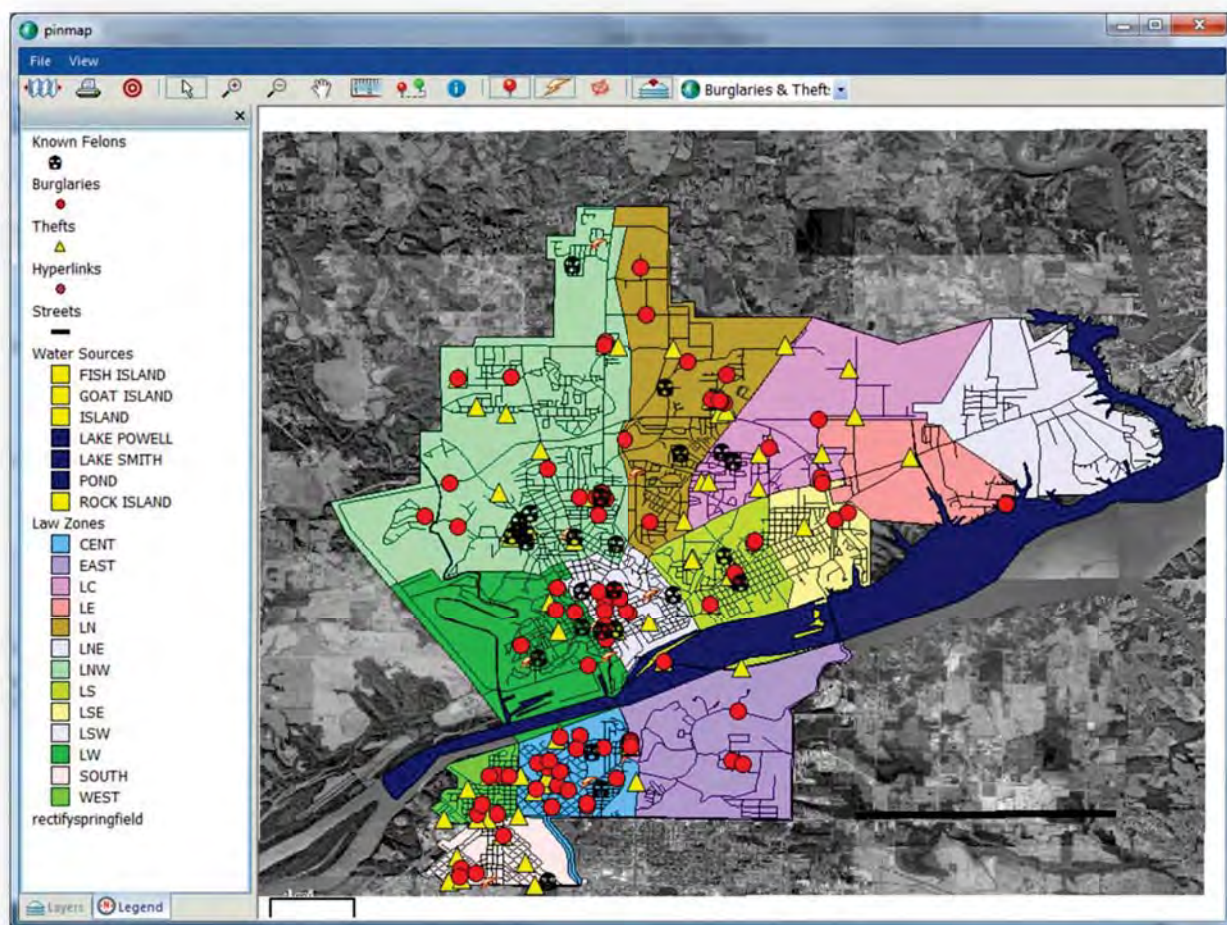
Utilizing Spillman's optional Imaging module, users can attach photos to any record for quick reference during an investigation. The agency can capture and archive high-quality digital photos from accident scenes. Additionally, they can print or copy and paste images in a report. Users can attach multiple images to each vehicle record.

## Powerful Searching

System integration enables users to search multiple record sources at once, providing detailed information on vehicles or persons involved in the same traffic accident or citation.

## Pin Mapping

Spillman's Pin Mapping module provides investigators with accurate and timely data they can use to analyze incidents and crime trends. Thorough crime investigations are supported with powerful searching capabilities that allow users to access critical information for effective decision-making, rapid deployment tactics, and prompt assessments.



Spillman's Pin Mapping module allows users to view crime trends for a specific geographic area

**Powerful Mapping Options**

Spillman's comprehensive toolbar enables users to identify trends and ensure address consistency through a comprehensive database of street and address information. Users can:

- View different map layers
- Change the color, size, and type of points
- Restrict or show all incidents on the map

**Efficient Analysis**

The Pin Mapping module enhances investigative needs by allowing agencies to access any piece of data, record, or a combination of fields from any point on the map.

**Comparative Statistics (CompStat)**

Spillman's CompStat Dashboard modules provide tools that statistically identify crime trends and determine the best utilization of agency resources. This allows agencies to maximize the software and manage resources by identifying patterns in specific areas or demographics, using information captured in the Spillman database. Agencies can use the dashboard to identify trends, make informed decisions, and monitor the health of their organizations. Comparing statistics over user-defined periods of time and user-defined geographic areas allows agencies to evaluate the success of crime fighting strategies, and make appropriate adjustments to improve public safety.

**Main Dashboard**

The CompStat Dashboard allows agencies to customize the time period and location for specific statistics, which allows users to compare information from week-to-week, month-to-month, or throughout the year. This allows users to view a wide variety of agency statistics. The Quick Glance column (on the left of the screen) displays exactly how many crimes, quality-of-life offenses, accidents, and traffic citations have occurred in a specific jurisdiction over a user-defined period of time.

**Crime Dashboard**

The Crime Dashboard allows users to see which locations have the highest crime rates. For greater efficiency, the module automatically categorizes crime types as Part I and Part II crimes based on federal reporting policies; these crime types can be modified to fit specific agency needs. Users can see the following crime trends:

- Increases over time
- Decreases over time
- Time and location of incidents
- Personnel dispatched



**Quality-of-Life Dashboard**

The Quality-of-Life Dashboard is designed to reveal whether quality-of-life factors in a specific location have increased or decreased over a designated period of time. It enables users to analyze the frequency and location of criminal activity in the community, such as gang problems, graffiti, and animal attacks, and automatically produces a detailed graphic based on user-established parameters.

**Traffic and Accidents Dashboard**

The Traffic and Accidents Dashboard is useful when agencies want to see how many injuries or fatalities have occurred in an area, and the resulting monetary damage. It enables users to see how the frequency of accidents and citations has changed over an established time period.

**Community Dashboard**

The Community Dashboard provides real-time, agency-definable information that can empower citizens with the knowledge needed to help keep their communities safe. Shared information can include:

- Incident types
- Time of day
- Location of incident

**Community Access to Information**

Spillman's Community Dashboard consolidates crime rates and statistics based on more than 250 reports, providing citizens with comprehensive information. The public can view incidents and offenses, examine specific types of incidents, and see crime trends over an agency-determined period of time. They can also see how frequently crime occurs within specific zones like schools, neighborhoods, business districts, or other locations. Additionally, a customizable period comparison chart provides users with a visual representation of crime for specific time periods and locations, while a chart displays a breakout of each crime category. The public can also view the number of incidents by day or hour on a line graph.

**Incident Mapping**

Viewers can see incidents or offenses on Google Maps. This allows users to determine their proximity to events and examine hotspots in local communities. Users can also show partial map addresses or no addresses to protect the privacy of residents where the incidents occurred.

**Customizable Dashboard Features**

The dashboard provides complete agency control in determining what information the public views. Agencies can also:

- Decide which incident categories to show

- Display incidents or offenses
- Define comparison dates and locations
- Add agency name and badge to the dashboard header

## **Spillman Analytics**

Spillman's Intelligence-Led Policing (ILP) initiatives enable users to make informed public safety decisions based on aggregate data. Users can visualize crime patterns, determine trends, and respond accordingly. The Analytics module allows personnel to:

- Initiate queries and display data on a map using multiple data layers
- Identify geographic profiles and hotspots
- View time comparisons with customizable data ranges

### **Map-Based Intelligence-Led Policing**

The Spillman Analytics module offers a map-based tool to assist in ILP initiatives by allowing agencies to prioritize search areas with geographic profiling. They can do this by identifying hotspots and coordinating responses, which allows users to visualize crime patterns, determine trends, and respond accordingly. This module integrates with existing Spillman web application servers, eliminating the need for additional hardware or software.

### **Multiple Reporting Tools**

Users can select from more than 100 reporting tools. They can export data at any time, set permissions to determine what data gets exported for reports, and set data permissions based on individual user profiles. This ensures that sensitive information remains partitioned, and that incidents are not exported prematurely. For example, if an agency exports assault cases, and has a sensitive case involving a police officer, they can add a privacy code to the case preventing it from being exported until the investigation is complete.

### **Cross Agency and Multi-Jurisdictional Mapping**

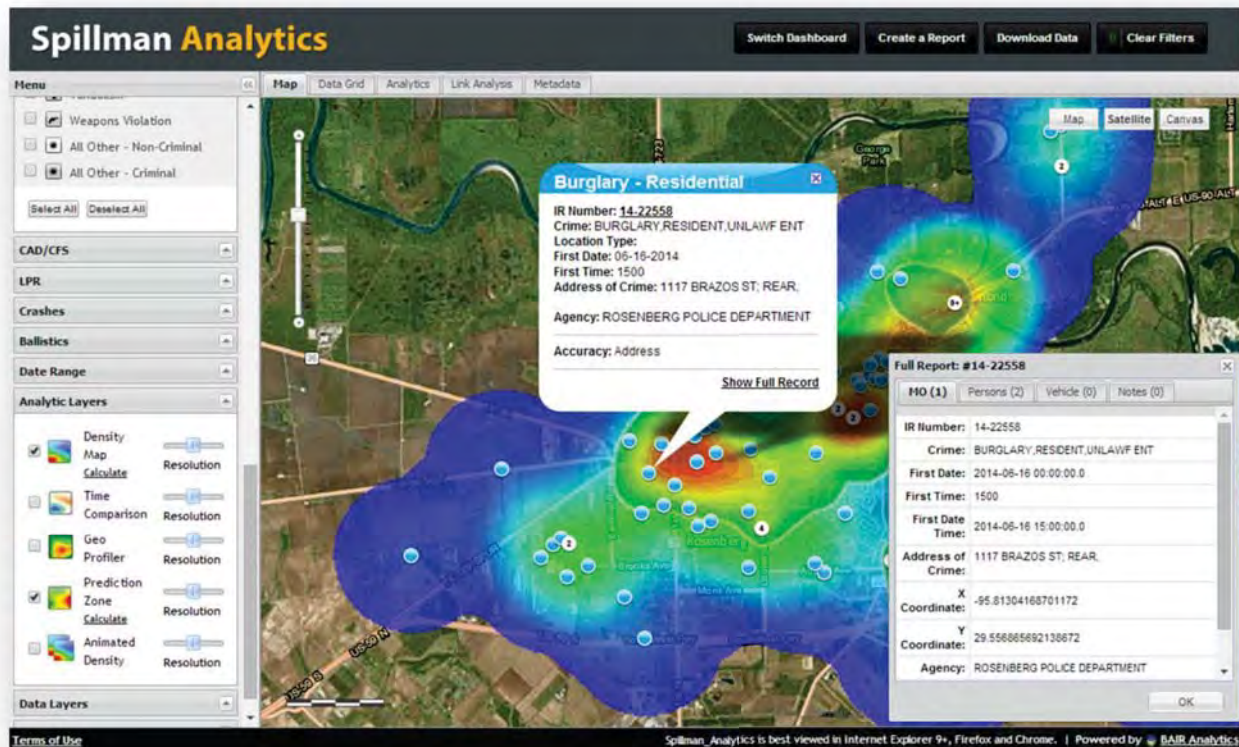
Users can determine which surrounding agencies and data sets they want to share by exporting to BAIR Analytics with automated historical submissions. The Spillman Analytics interface will send emails to users as jobs are completed, notifying the users that the agency's data has finished exporting to BAIR. With export logging, as incidents or calls are exported, they are automatically logged on the Logging screen. Users can resubmit individual incidents or calls from this page, or remove records from the BAIR system.

### **Export and Share Data**

Users have access to a large database of data, and can refine searches to make the information gathering process more efficient. Users can initiate queries on more than 130 data elements from a map, using multiple data layers. Agencies can use FBI standard

## Fluvanna County, VA

location types or create agency specific location types when setting field mapping preferences. Within the incident export triggers, users can narrow searches to include incident data, vehicle data, person data and property data. The calls for service data set includes such categories as the call information, complainant, location of incident, and officers responding. Agencies can also easily print out the whole configuration for recording and reporting.



Spillman Analytics allows users to view crime trends in a variety of formats

## Civil Process

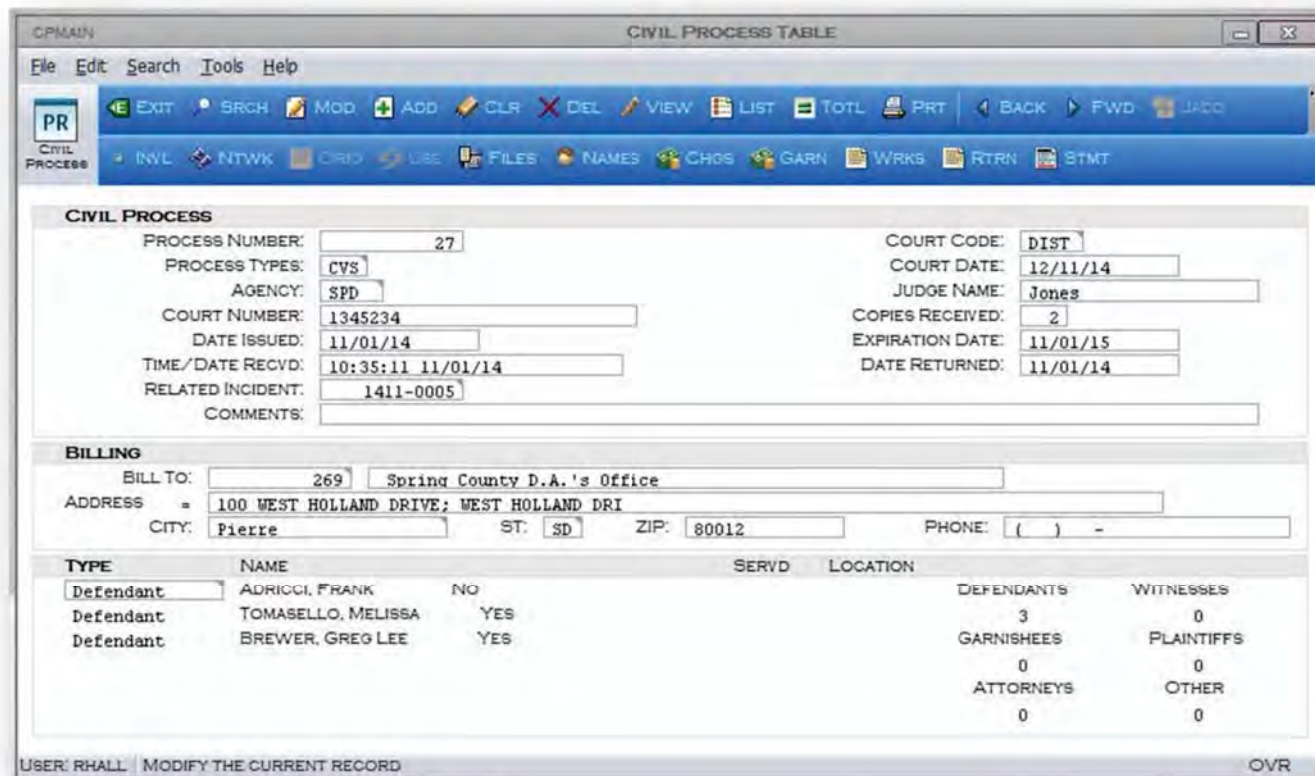
Spillman's Civil Process module streamlines document tracking by enabling agencies to track the receipt, service, and return of service for all types of civil processes managed by law enforcement. It also enables personnel to print service worksheets, returns, and statements of process from a civil process record.

### Process Tracking

Users have the ability to track each civil process through its lifecycle, from initial receipt, to completion of service, and return to court. Returns for each process can also be printed for immediate viewing.

## Attempts to Serve History

Users have the ability to view contact information for the person served, the date, and the serving officer. An unlimited number of unsuccessful attempts can also be entered as necessary until a successful service is made.



Spillman's Civil Process module generates service information for virtually any reporting purpose

## Module Integration

Spillman's solution enables accuracy, ease of reference, and ease of use. Civil process records can be linked with various modules and tables in the Spillman system, including: name, vehicle, law incident, and property records.

## Garnishment Management

Users can easily link a garnishment to a civil process record, enter money received, and print a continuing garnishment return.

## Licenses and Permits

Spillman's Licenses & Permits module enables users to effectively manage a variety of certifications. These range from animal and bicycle licenses to weapon and fire permits. The agency can track information such as expiration dates, fees, payments, and adjustments. Users can also print permits, receipts, mailing labels, and reports.

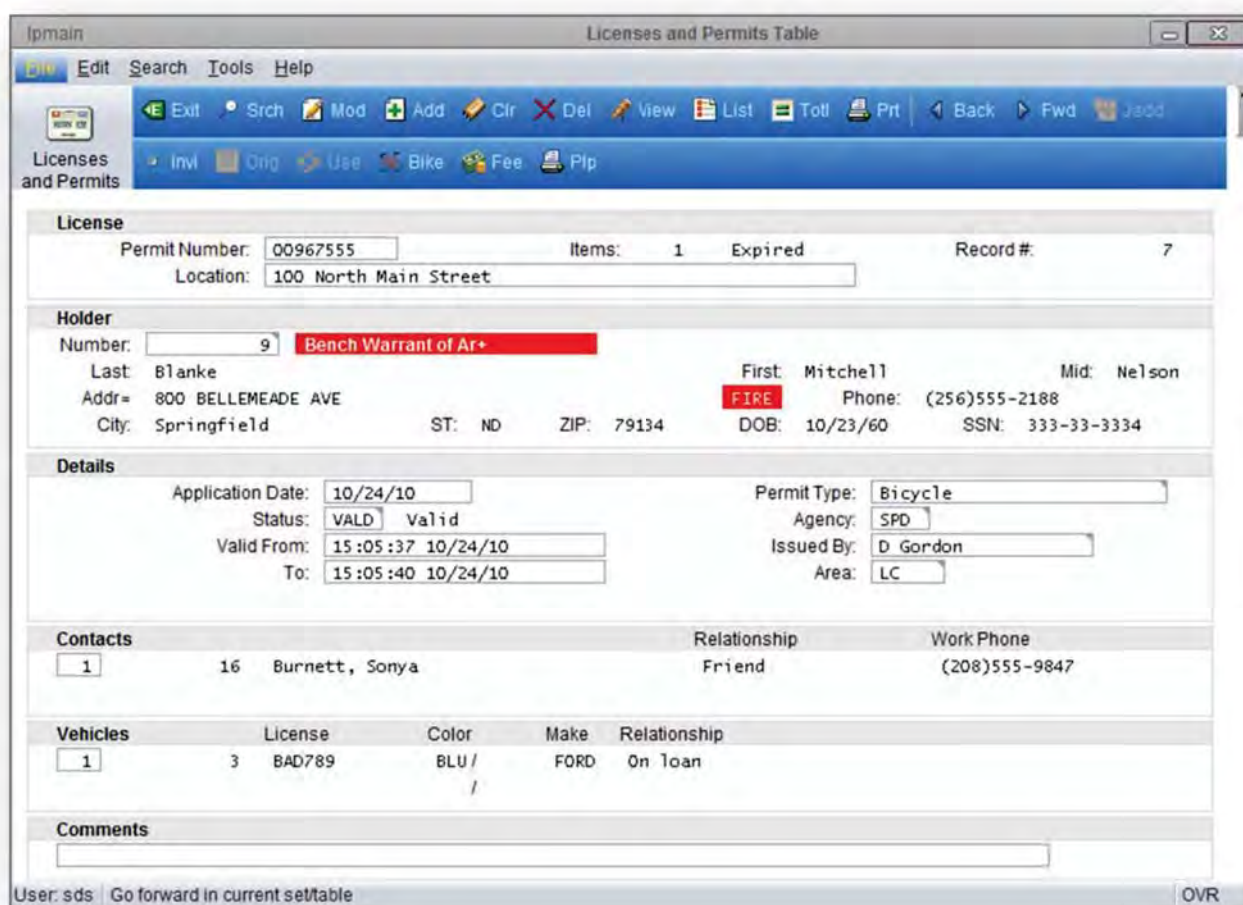


## Detailed Information

Spillman's comprehensive module will allow the agency to track detailed data, ensuring users have access to the information they need. For example, users can quickly view a permit's status, effective date, permit holder, permit type, and any relevant contact persons. From an additional detail screen, users can also track information relevant to the type of permit, such as model, size, breed, item value, etc.

## Integration with Law Records

The Licenses & Permits module helps investigators solve crimes through integration with Spillman's RMS module. For example, users can easily view the permit record and owner name of any weapon used in a law incident—directly from the law incident record. Ready access to this information keeps officers informed, increasing safety and reducing potential agency liabilities.



The screenshot displays the 'Licenses and Permits Table' window. The interface includes a menu bar (File, Edit, Search, Tools, Help) and a toolbar with various icons. The main content area is divided into several sections:

- License:** Permit Number: 00967555, Items: 1, Expired, Record #: 7. Location: 100 North Main Street.
- Holder:** Number: 9, Last: Blanke, Addr: 800 BELLEMEADE AVE, City: Springfield, ST: ND, ZIP: 79134. First: Mitchell, Mid: Nelson, Phone: (256)555-2188, DOB: 10/23/60, SSN: 333-33-3334. A red banner reads 'Bench Warrant of Ar+'. A red box labeled 'FIRE' is also visible.
- Details:** Application Date: 10/24/10, Status: VALD Valid, Valid From: 15:05:37 10/24/10, To: 15:05:40 10/24/10. Permit Type: Bicycle, Agency: SPD, Issued By: D. Gordon, Area: LC.
- Contacts:** A table with columns for Contact ID, Name, Relationship, and Work Phone. Contact 1 is Burnett, Sonya, Friend, (208)555-9847.
- Vehicles:** A table with columns for Vehicle ID, License, Color, Make, and Relationship. Vehicle 1 has License 3 BAD789, Color BLU/, Make FORD, and Relationship On loan.
- Comments:** A text area for additional notes.

The bottom status bar shows 'User: sds' and 'Go forward in current settable'.

Spillman's Licenses & Permits module simplifies the tracking of detailed license information

## Vehicle Impound

Agencies can keep accurate, detailed records of all vehicles that are impounded, released from impound, or sold. Agencies can also record information for the vehicle, owner, driver, impound circumstances, and sale of the vehicle.

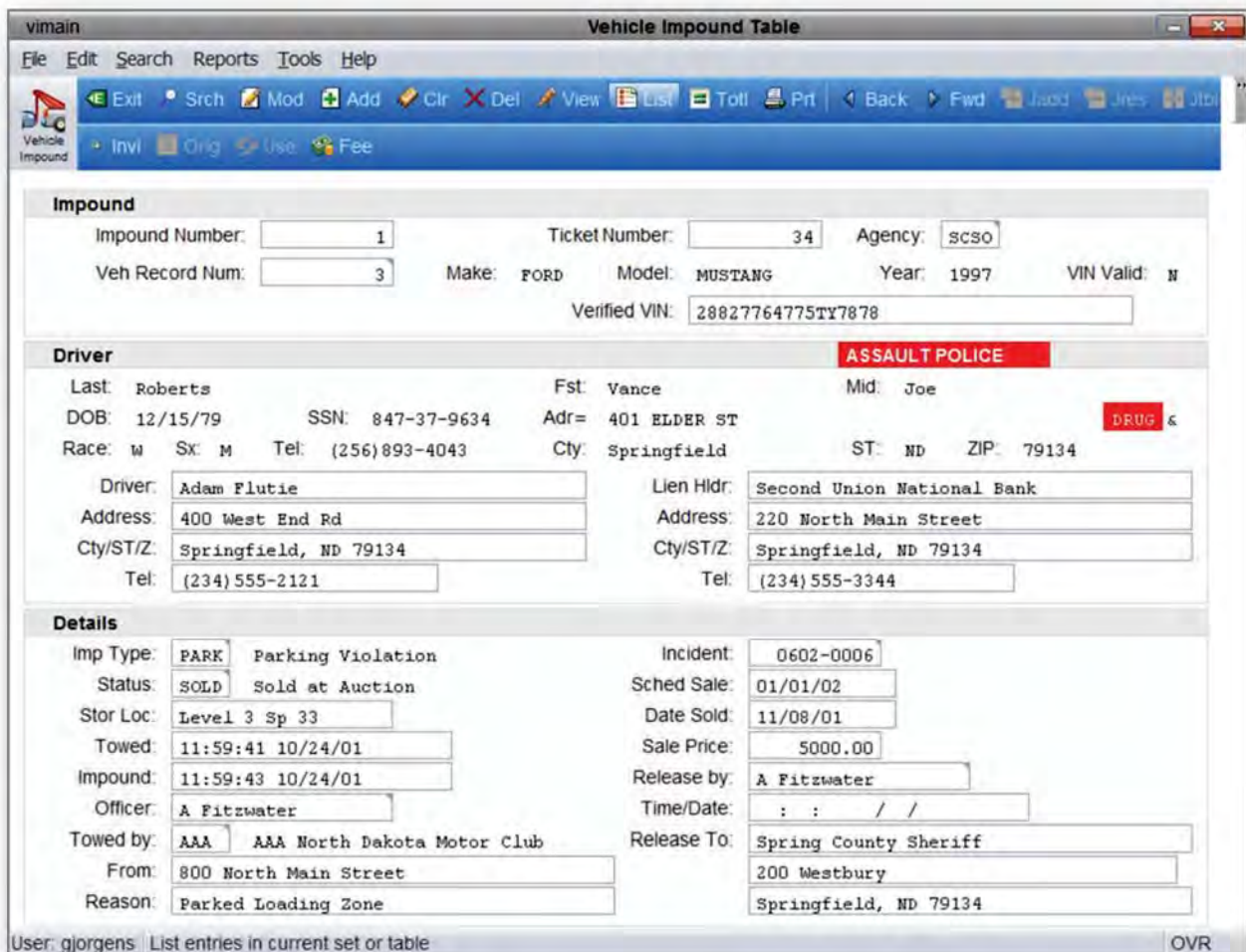
## Detailed Impound Records

Users can track the status and location of an impounded vehicle, or enter the sale date and price directly from the module. A Vehicle Impound record can be added for every vehicle that captures detailed information such as:

- Owner
- Driver
- Vehicle
- Lien holder

## Accurate Fee Management

Agencies can track all impound, towing, and storage fee transactions associated with an impounded vehicle. The module instantly calculates storage costs for each day the vehicle has been impounded. When users enter a fee record, the balance due and total storage charges are also automatically displayed.



The screenshot displays the 'Vehicle Impound Table' application window. The interface includes a menu bar (File, Edit, Search, Reports, Tools, Help) and a toolbar with various icons for actions like Exit, Search, Modify, Add, Clear, Delete, View, List, Toll, Print, Back, Forward, Load, Save, and Undo. Below the toolbar, there are buttons for 'Invl', 'Orig', 'Use', and 'Fee'.

The main data entry area is divided into several sections:

- Impound:** Fields for Impound Number (1), Ticket Number (34), Agency (SCSO), Veh Record Num (3), Make (FORD), Model (MUSTANG), Year (1997), VIN Valid (N), and Verified VIN (28827764775TY7878).
- Driver:** Fields for Last (Roberts), DOB (12/15/79), SSN (847-37-9634), Race (W), Sex (M), Tel (256)893-4043, Fst (Vance), Adr (401 ELDER ST), Mid (Joe), City (Springfield), ST (ND), ZIP (79134), and a red 'DRUG' indicator. Below these are fields for Driver (Adam Flutie), Address (400 West End Rd), City/ST/Z (Springfield, ND 79134), and Tel ((234) 555-2121).
- Lien Hldr:** Fields for Lien Hldr (Second Union National Bank), Address (220 North Main Street), City/ST/Z (Springfield, ND 79134), and Tel ((234) 555-3344).
- Details:** Fields for Imp Type (PARK - Parking Violation), Status (SOLD - Sold at Auction), Stor Loc (Level 3 Sp 33), Towed (11:59:41 10/24/01), Impound (11:59:43 10/24/01), Officer (A Fitzwater), Towed by (AAA - AAA North Dakota Motor Club), From (800 North Main Street), Reason (Parked Loading Zone), Incident (0602-0006), Sched Sale (01/01/02), Date Sold (11/08/01), Sale Price (5000.00), Release by (A Fitzwater), Time/Date (: : / /), Release To (Spring County Sheriff), and Address (200 Westbury, Springfield, ND 79134).

At the bottom, the user is identified as 'gorgens' and the status is 'List entries in current set or table'. An 'OVR' button is located in the bottom right corner.

The Vehicle Impound module captures detailed vehicle information for easy viewing

### **Automated Sales Tracking**

Users can track and record the sale of impounded vehicles in the system, and monitor detailed sale information. When a vehicle has been marked as sold, the module automatically stops all charges and fees.

### **Vehicle Reports**

The Vehicle Impound module condenses information into concise, easy-to-read reports. Report options include:

- Vehicle inventory status and summary
- Sale list
- Charges and payments
- Invalid VINs

The system also produces Preformatted Impound and Intent to Sell Notifications, making it easy for owners, lien holders, and other responsible parties to be notified of impounds and intentions to sell.

### **Vehicle Involvements**

The Vehicle Impound module automatically creates involvements that link data associated with vehicle and impound records. Users can view:

- Record relationships
- Reported incident
- Record add date

### **Pawned Property**

Spillman's Pawned Property module is essential to helping agencies track, maintain, and report on pawn shops and their detailed pawn activities. Monitoring and maintaining an accurate trail of individual pawned items is easy with automatic, electronic pawn shop data submission. By linking pawned items to names, vehicles, property, and other pertinent data, this investigative resource can assist law enforcement in locating stolen property.

### **Pawn Shop Information**

The Pawned Property module can quickly locate pawn shop addresses, phone numbers, owners, and other pieces of information. Users can also search for detailed information about each shop in the agency's jurisdiction.

### **Investigation Assistance**

Pawned items added to an agency's database are automatically linked to name and property records throughout other Spillman applications. These records are helpful during investigations, especially if the item is reported stolen or linked to a law incident.

Fluvanna County, VA

pnmain **Pawned Property Table**

File Edit Search Reports Tools Help

Exit Srch Mod Add Clr Del View List Totl Prt Back Fwd Jadd Jres

Pawned Property Invl Ong Use

---

**Pawned Property**

Pawn Number:  Ticket Number:

Pawn Shop:  Money, More Money Pawn Shop Phone:

---

**Pawned By**

Numbr:  **WEAPON PERMIT**

Last:  Fst:  Mid:

DOB:  SSN:  Adr:

Race:  Sx:  Tel:  Cty:  ST:  ZIP:

---

**Property**

Property Number:  Serial Number:

Item:  Pawn Code:  Non-Serial Numbered It...

Category:  Watch When Pawned:

Description:  Ident Used:

Brand:  Received by:

Model:  Loan Value:

Color:  /

---

**Additional Description**

Seq	Subject	Description
<input type="text" value="1"/>	COLOR	Gold
<input type="text" value="2"/>	INITIALS SHOWN	CAC

User: gjorgens List entries in current set or table OVR

Spillman's Pawned Property table is integrated with all records system-wide

### Pawn Activity Tracking

This module streamlines pawn activity tracking and gives agencies full-spectrum situational awareness of pawn activities. Users can maintain a complete record of pawn shop activities, including:

- Site visits
- Pawn shop inspections
- Stolen item pick-up

Agencies can also reference information with greater accuracy by recording a brief description of the activity, along with the following information:

- Law incident number
- Request
- Evidence number



## **Preformatted Reports**

The Pawned Property module features an extensive reports menu to help compile system information into comprehensive, easy-to-read reports that maximize efficiency. Users can print reports that identify frequent pawners, or determine recovery rates for stolen items. The reports menu can also help agencies organize and share collected data.

## **Offender Tracking**

Spillman's Offender Tracking allows agency personnel to actively monitor known offenders. The system captures a variety of offense categories, including sexual offenses, domestic violence, drug violations, and gang-related activity.

- Tracks SORNA information on sex offender activity and risk levels.
- Alerts agency personnel of offender statuses.
- Generates reports showing offender activities in the community.
- Schedules officer visits, registry renewals, and other activities.
- Identifies offender home and work proximities to vulnerable locations.

## **Detailed Offender Records**

The Offender Tracking module enables users to create and manage records of offenders in their agency's jurisdiction, including registered sex offenders and those with histories of drug- or gang-related activity or domestic violence. Users can enter information on incidents including offense, conviction, and victim information. The module also enables agencies to track required Sex Offender Registration and Notification Act (SORNA) information, including sex offenders' risk levels, any professional licenses they hold, the status of their required check-ins, and their registration renewal dates. For offenders associated with gang activity, personnel can specify the gang name and the offender's role within it. Agency personnel can also use the module to keep a record of which offenders are no longer being tracked because they moved or their offender status changed.



Spillman Message Center - [Offender Tracking - ANDERSON, JEFFREY LAMONT]

File Edit Search Screens Tools Help

Back Alt+Left Forward Alt+Right Home Alt+Home Ctrl+J F5 F5 F10 Shift+F5 Ctrl+M Ctrl+O

Names Vehicle Property Law Premises Gun Hazmat Boat Offender Tracking

### Offender Tracking: ANDERSON, JEFFREY LAMONT

<b>Offender Type:</b> Sex Offender <b>Agency:</b> COLLEGE STATION POLICE <b>Preparer:</b> <b>Officer:</b> <b>Classification:</b> <b>Risk Level:</b> Tier 2 [Lifetime] <b>Compliance:</b> Compliant <b>Status:</b> Verified <b>Disposition:</b> Active <b>Start Date:</b> 08/08/2013 <b>End Date:</b> <b>Next Renewal:</b> 08/08/2013 <b>Type:</b> Resident	<b>Offender</b> <div style="background-color: red; color: white; text-align: center; padding: 2px;">Offender</div> <div style="background-color: orange; color: white; text-align: center; padding: 2px;">Concealed Permit Holder</div> <div style="background-color: blue; color: white; text-align: center; padding: 2px;">SEX TIER2</div> <b>Name:</b>  ANDERSON, JEFFREY LAMONT <b>Address:</b> 100 N BROADWAY ST SPRINGFIELD, ND 79134 <b>Zone:</b> <b>Area:</b> <b>Race:</b> W <b>Sex:</b> M <b>Phone:</b> (256)234-3233 <b>Birth Date:</b> 10/04/1956	<b>Number:</b> 2 
--	--	---

**Next Action:** ☒ Address Verification - 08/08/2013 - P Koger - Mr Anderson is thought to have moved and we need to verify h ...

**Activity:** ☒ 08/08/2013 - P Koger - Address Verification - Still lives there Add Activity

**Files:** Manage Files

Refresh Data

Status: ONDT 00:17:23 | No Active Call | 17:35:12 | State Returns: 0 | Messages: 0 | No Alerts

Spillman's Offender Tracking provides detailed information on known Offenders

### Name Record Alerts

This module allows users to conveniently enter and associate critical information about offenders to name records. Once associated, this information is visible whenever a search is performed on any other record throughout the Spillman system that is associated with those name records. For example, if a user retrieves a vehicle record that is associated with a sex offender name record, an alert specifying the offender type will appear in a blue text box on the vehicle record.

### Powerful Reporting Capabilities

Agency personnel can track the different types of offenders in their jurisdiction using Spillman's reporting capabilities. The Offender Tracking module allows users to run reports that track offenses associated with an offender, create a log of required activities on sex offenders, create statistical reports on the various types of offenders in their

agency's jurisdiction, and regularly run reports on overdue sex offender renewals. The module also enables users to quickly create community and law enforcement notifications to make community members within the jurisdiction aware of offender activity.

### **Scheduling Ability**

The Offender Tracking module helps users assign and schedule SORNA-required phone calls and visits with sex offenders. The module can record sex offender registration renewals and schedule future renewals based on the offender's risk level and state requirements. Agency personnel can then run overdue renewal reports on a regular basis. This module also records activities like officer contact with an offender, follow-up visits, phone calls, and notifications to residents when sex offenders move into their community.

### **Location Tracking**

Agencies can use this module to easily track an offender's location in relation to sensitive places like parks and schools. Using the radius search, agency personnel can quickly see a list of vulnerable locations within a designated distance of where a sex offender works, lives, or goes to school. Users will also be able to associate offenders with multiple addresses and vehicles, giving a comprehensive view of locations they may be associated with.

For example, a drug offender may work five miles from home and drive a car registered in their name. They may also frequently stay at a parent's house and use the parent's car to run errands. This module simplifies the process of tracking this information.

## **System Overview – Resource Management**

### **Personnel Management**

The Personnel Management module enables comprehensive employee management. Agencies can store, retrieve, and manage detailed employee information including special skills, medical history, training and certification, positions, attendance, activities, leave time, and overtime. The module also accurately accounts for administrative activities such as commendations and disciplinary actions.

#### **Special Skills and CAD Integration**

Dispatchers can send the best personnel to a given call by using the Personnel Skill screen to reference any employee's special job skills. Job skills can include foreign language fluency, CPR certifications, or explosives expertise.

#### **Detailed Employee Information**

A detailed record for each employee provides users with the ability to efficiently track and update general information, such as the employee's name, address, division, status, and Social Security Number.

#### **Attendance and Workload Management**

Employees can easily enter work activity information into the Employee Workload screen. For each activity performed, employees can enter work dates, start and end times, activity and location codes, a reference number, and comments.

#### **Personnel Reports**

Users can generate easy-to-view personnel reports that include lists of the following information:

- Identification numbers
- Medical events summaries
- Pay status and payroll reports
- Training reports
- Leave requests
- Position status reports

#### **Training Information**

Ensure that personnel are equipped with the training to do their jobs safely by monitoring their training portfolios. The system enables users to update and monitor the following training data for individual employees:

- Type of training completed
- Dates and locations
- Cost
- Credit earned



**Medical History**

The Medical Event detail screen can be used to track employee medical events that occur before and during employment. Detailed records of employee medical history including blood type, allergies, insurance information, and physical information are stored in the system.

**Equipment Management**

Spillman's Equipment Maintenance module enables agencies to save money and maintain accountability of equipment by tracking the purchase, condition, location, history, repair, and maintenance of department equipment.

**Equipment Tracking**

Users can add a record for each piece of equipment that the agency wants to track. The agency can then enter the name and quantity of an item, related purchase information, maintenance history, scheduled maintenance, and status history.

**Scheduled Maintenance**

Spillman allows agencies to schedule equipment maintenance to ensure equipment is continually available and operating properly for personnel. Users can track a variety of information including maintenance dates and codes, assigned technicians, estimates, and other pertinent items.

**Repair and Maintenance Log**

By tracking equipment maintenance, the agency can also ensure the safety of personnel and avoid potential liabilities caused by failures. Users can track and analyze completed repairs and maintenance in order to calculate each agency's operating costs and the value of the agency's equipment.

**Pre-formatted Reports**

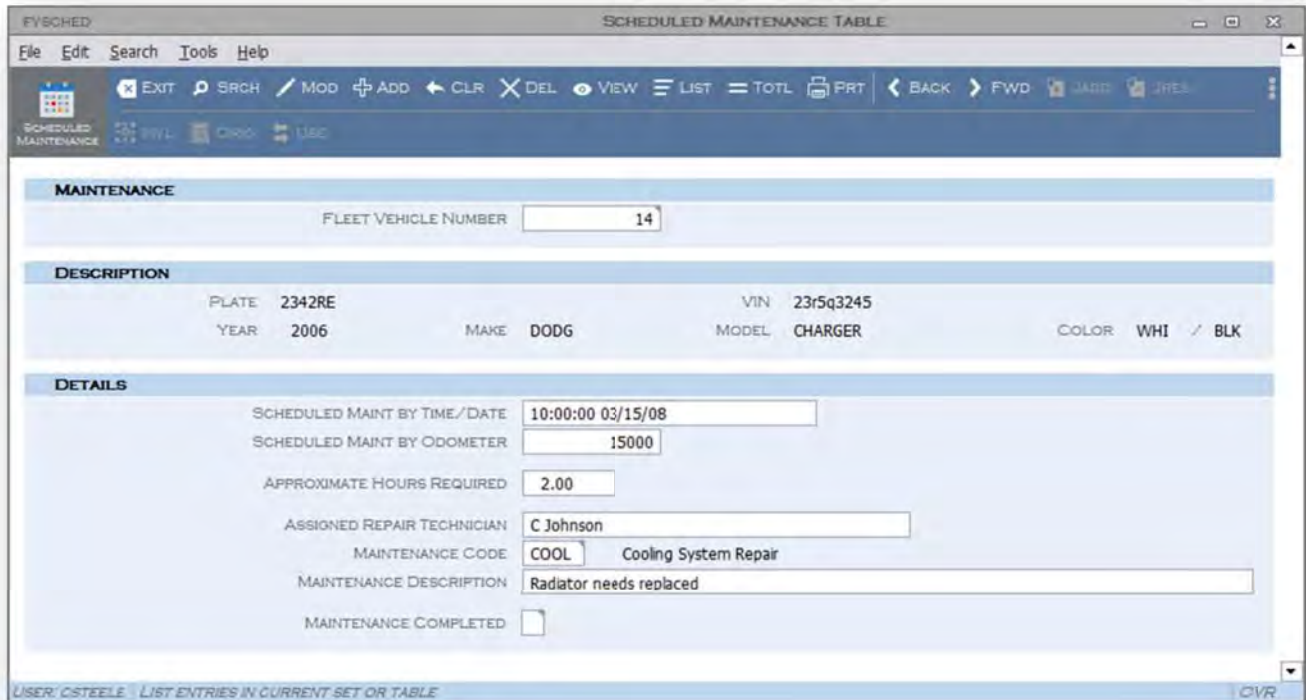
Users can efficiently compile system information into full, easy-to-read reports. Some options includes equipment inventory, schedule and maintenance summaries, item status, and parts used.

**Fleet Maintenance**

Spillman's Fleet Maintenance module allows agencies to regulate and preserve vehicle resources, accurately determine fleet costs, and determine ongoing budgeting details. Users can log licensing, maintenance, repair, mileage, fuel consumption, identification, and unit assignment information for all fleet vehicles.

## Scheduled Maintenance

The scheduled maintenance feature enables users to schedule required vehicle services, ensuring all vehicles are in top condition. Users can record a comprehensive history of vehicle services including the date, mileage, and type of service. The software captures the date and time the maintenance was performed, the next scheduled maintenance mileage/date, and the responsible individual. Reports can be displayed or printed to outline the maintenance performed, and all maintenance for the life of the vehicle.



**FYSCHED SCHEDULED MAINTENANCE TABLE**

File Edit Search Tools Help

EXIT SRCH MOD ADD CLR DEL VIEW LIST TOTL PRT BACK FWD JADD JRES

SCHEDULED MAINTENANCE

**MAINTENANCE**

FLEET VEHICLE NUMBER 14

**DESCRIPTION**

PLATE 2342RE VIN 23r5q3245  
YEAR 2006 MAKE DODG MODEL CHARGER COLOR WHI / BLK

**DETAILS**

SCHEDULED MAINT BY TIME/DATE 10:00:00 03/15/08  
SCHEDULED MAINT BY ODOMETER 15000  
APPROXIMATE HOURS REQUIRED 2.00  
ASSIGNED REPAIR TECHNICIAN C Johnson  
MAINTENANCE CODE COOL Cooling System Repair  
MAINTENANCE DESCRIPTION Radiator needs replaced  
MAINTENANCE COMPLETED ☐

USER: CSTEEL LIST ENTRIES IN CURRENT SET OR TABLE CVR

Agencies can efficiently manage the state of equipment directly from the Spillman system

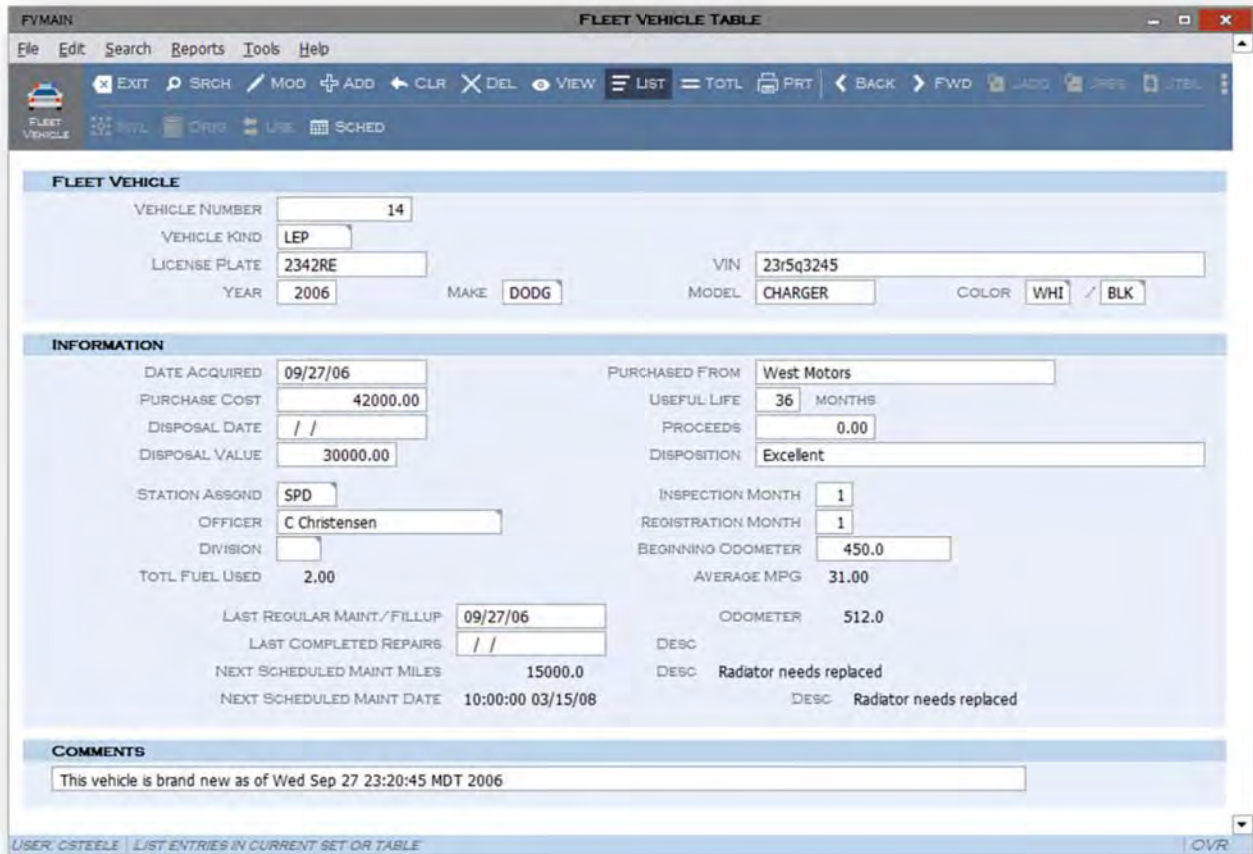
## Detailed Gas Mileage Summaries

Agencies can track fuel consumption and mileage records to prepare effective fuel budgets. The software automatically calculates the vehicle's mileage, and enables users to include:

- Date
- Current odometer reading
- Quantity of oil or fuel added
- Total cost

## Accurate Repair Records

These reports are critical to accurately tracking fleet vehicles. Users can access and manage detailed repair records for each fleet vehicle, and generate reports that detail repair information including the total price, part codes, quantity, and parts and labor.



The screenshot displays the 'FLEET VEHICLE TABLE' window in the Spillman's Fleet Maintenance module. The window is divided into several sections for data entry and viewing.

**FLEET VEHICLE SECTION:**

- VEHICLE NUMBER: 14
- VEHICLE KIND: LEP
- LICENSE PLATE: 2342RE
- YEAR: 2006
- MAKE: DODG
- VIN: 23r5q3245
- MODEL: CHARGER
- COLOR: WHI (selected), BLK

**INFORMATION SECTION:**

- DATE ACQUIRED: 09/27/06
- PURCHASE COST: 42000.00
- DISPOSAL DATE: / /
- DISPOSAL VALUE: 30000.00
- STATION ASSGND: SPD
- OFFICER: C Christensen
- DIVISION:
- TOTL FUEL USED: 2.00
- LAST REGULAR MAINT./FILLUP: 09/27/06
- LAST COMPLETED REPAIRS: / /
- NEXT SCHEDULED MAINT MILES: 15000.0
- NEXT SCHEDULED MAINT DATE: 10:00:00 03/15/08
- PURCHASED FROM: West Motors
- USEFUL LIFE: 36 MONTHS
- PROCEEDS: 0.00
- DISPOSITION: Excellent
- INSPECTION MONTH: 1
- REGISTRATION MONTH: 1
- BEGINNING ODOMETER: 450.0
- AVERAGE MPG: 31.00
- ODOMETER: 512.0
- DESC: Radiator needs replaced
- DESC: Radiator needs replaced

**COMMENTS SECTION:**

- This vehicle is brand new as of Wed Sep 27 23:20:45 MDT 2006

The bottom status bar indicates 'USER: CSTEEL | LIST ENTRIES IN CURRENT SET OR TABLE' and 'OVR'.

Spillman's Fleet Maintenance module captures detailed fleet information

## Inventory Management

The Inventory Management module simplifies the process of monitoring and replenishing inventory with accurate accounting of supplies. Automatic balance updates, complete supplier information, and concise, pre-formatted reports provide the information agencies need for proper inventory control.

## Supplier Tracking

Users can access a comprehensive history of orders to track supplier fulfillment and compare the promptness, completeness, and costs of each supplier to make informed purchasing decisions. Additionally, users can store each supplier's contact information and ordering instructions.

**Supply Maintenance**

The application allows users to ensure that proper supplies are on hand at any given time by viewing an item's balance, re-order point, and full stock quantity. The system displays item status in an easy-to-read, organized format, and the software intuitively generates a purchase order for each item when the quantity reaches the reorder point.

**Preformatted Reports**

Extensive reporting options help users create accurate inventory reports. The easy-to-read reports help compile the statistical data needed to efficiently manage inventory.

## System Overview – Mobile Data Computing

### Mobile Data Computing

Spillman's Mobile Records module empowers personnel with universal data access. Convenient field narratives and image display options provide the necessary tools to effectively manage records from the field. Mobile personnel can also search for records in multiple places without leaving the vehicle or requesting dispatch assistance. Searchable databases include:

- Local databases
- Spillman and non-Spillman databases (InSight module)
- State databases (Mobile StateLink module)
- National databases

### Local RMS Queries


Mobile Records combines speed with flexibility. With a single query, users have the ability to search for names, vehicles, incidents, property, and wanted persons. These queries provide comprehensive search results from local, state, and national databases. Additionally, a drop-down menu provides officers with more detailed fields to perform enhanced searching. Once the user has submitted his or her search criteria, a list of matching records appears in the returns folder of the Mobile Message Center.



Spillman Message Center - [Name: Flutie, Adam Joe]

Names Vehicle Property Law Premises Gun Hazmat Boat Sex Offender

**Name: Flutie, Adam Joe** **Tier 1** **Known to Be A...** **ARREST WARRANT**

<b>Address:</b> 405 ELDER ST Springfield, ND 79134	<b>Age:</b> 36	<b>Number:</b> 5
<b>Driver License:</b> 2288299288 - OR	<b>Birth Date:</b> 12/15/1979	 <a href="#">Booking Photo (30.7K)</a> <a href="#">Right Shoulder Tattoo (27.3K)</a>
<b>Social Security:</b> 529-57-8997	<b>Race:</b> N-White, Non-Hisp	
<b>Home Phone:</b>	<b>Sex:</b> M	
<b>Work Phone:</b> (256)555-7771	<b>Height:</b> 5'07"	
<b>State ID:</b> 229388377	<b>Weight:</b> 155	
<b>FBI Number:</b> FBI9687732	<b>Eyes:</b> Blue	
<b>Type:</b> INDIV - Individual	<b>Hair:</b> Brown Straight, Long	

**Critical Notices:** **Known to Be Armed & Dangerous** - 11/05/2014 - 11/05/2016

**Other Phones:** (234)876-6997 - Cell Phone - PRMR

**Addresses:** 100 N MAIN ST Springfield, ND 79134 - WORK - Work Address

**Name History:**

**Other Information:**

**Alerts:** Domestic Violence - 1

**Scars/Marks/Tattoos:** Tattoos - Left - Arm - Red and Gold Eagle - TAT L ARM - 1

**Modus Operandi:** Appearance of Perpetrator - Disguised - 1

**Comments:** Adam Flutie can be found lounging in his penthouse apartment at the above

**Involvements:** **Wanted Person** - 04/19/2016 **Assault I** - **ARREST WARRANT**

**Files:** [ 11 Files ] [Manage Files](#)

[Search More](#) [Refresh Data](#) [Edit](#)

Status: ENRT 00:18:41 | Total: 03:40:04 | 11:20:57 | State Returns: 0 | Messages: 0 | Alert: nter Mall with unknown white male in a late 90's white mustang, 779BA7, 1

Spillman Mobile provides detailed search returns for officers in the field

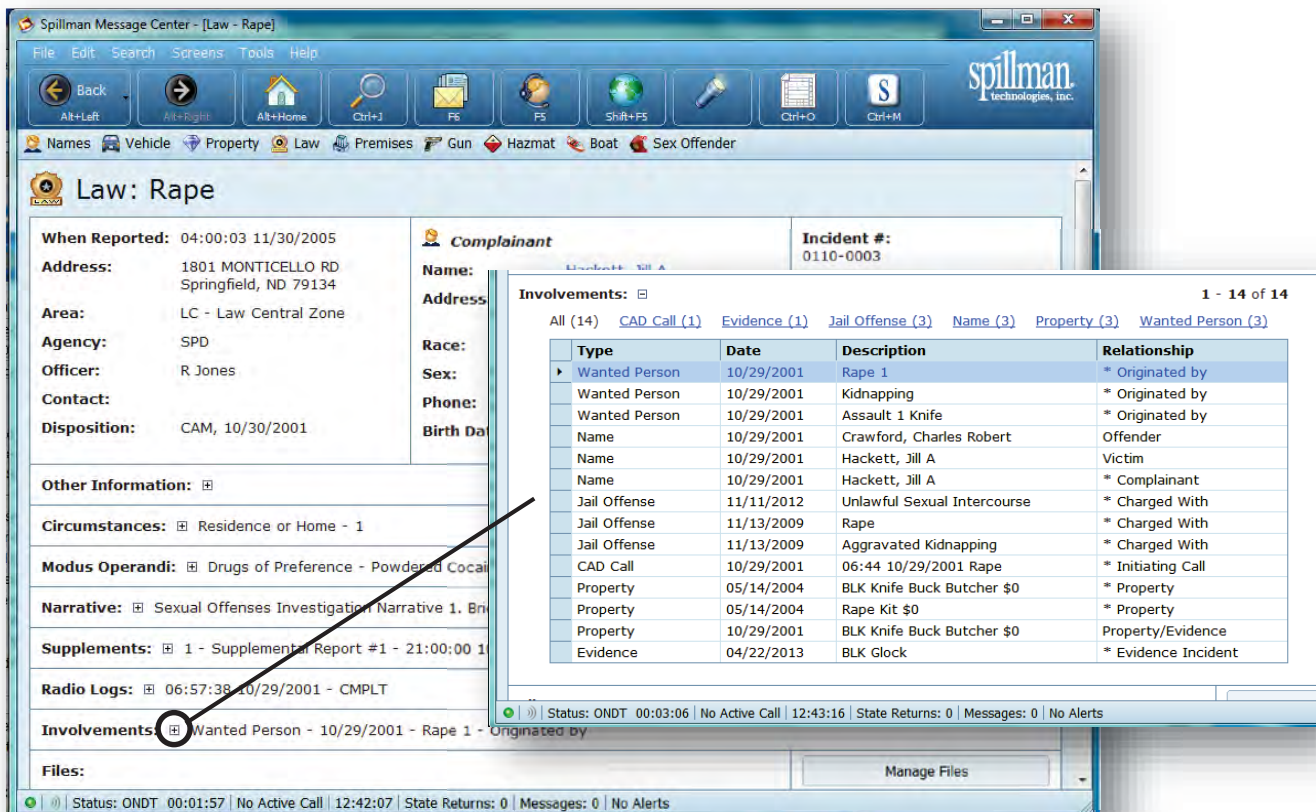


## Image Display

The system's image display function helps field personnel identify suspects and verify criminal histories. While viewing a record, all associated images related to that record are available, including mug shots or photos of vehicles and property. Images first appear in thumbnail size, but they can also be expanded to full-size.

## Field Narratives

Users can enter field narratives into the system directly from the vehicle. This saves valuable time and improves record details. Each user can view, add, and append narrative information or supplemental narratives directly from the Law Incident screen. Additionally, field officers have the flexibility to enter an unlimited number of supplemental narratives for witness statements and other follow-up activities. For routine narrative entries, the system allows users to easily define templates for precise information gathering.



**Spillman Message Center - [Law - Rape]**

File Edit Search Screens Tools Help

Back Alt+Left Forward Alt+Right Home Alt+Home Find Ctrl+F F5 F5 Shift+F5 Print Ctrl+P S Ctrl+M

Names Vehicle Property Law Premises Gun Hazmat Boat Sex Offender

**Law: Rape**

**When Reported:** 04:00:03 11/30/2005  
**Address:** 1801 MONTICELLO RD  
 Springfield, ND 79134  
**Area:** LC - Law Central Zone  
**Agency:** SPD  
**Officer:** R Jones  
**Contact:**  
**Disposition:** CAM, 10/30/2001

**Complainant**  
**Name:**  
**Address:**  
**Race:**  
**Sex:**  
**Phone:**  
**Birth Date:**

**Incident #:** 0110-0003

**Involvements:** 1 - 14 of 14

Type	Date	Description	Relationship
Wanted Person	10/29/2001	Rape 1	* Originated by
Wanted Person	10/29/2001	Kidnapping	* Originated by
Wanted Person	10/29/2001	Assault 1 Knife	* Originated by
Name	10/29/2001	Crawford, Charles Robert	Offender
Name	10/29/2001	Hackett, Jill A	Victim
Name	10/29/2001	Hackett, Jill A	* Complainant
Jail Offense	11/11/2012	Unlawful Sexual Intercourse	* Charged With
Jail Offense	11/13/2009	Rape	* Charged With
Jail Offense	11/13/2009	Aggravated Kidnapping	* Charged With
CAD Call	10/29/2001	06:44 10/29/2001 Rape	* Initiating Call
Property	05/14/2004	BLK Knife Buck Butcher \$0	* Property
Property	05/14/2004	Rape Kit \$0	* Property
Property	10/29/2001	BLK Knife Buck Butcher \$0	Property/Evidence
Evidence	04/22/2013	BLK Glock	* Evidence Incident

**Other Information:**

**Circumstances:** Residence or Home - 1

**Modus Operandi:** Drugs of Preference - Powdered Cocaine

**Narrative:** Sexual Offenses Investigation Narrative 1. Br...

**Supplements:** 1 - Supplemental Report #1 - 21:00:00 1...

**Radio Logs:** 06:57:38 10/29/2001 - CMPLT

**Involvements:** 1 - 14 of 14

**Files:**

Status: ONDT 00:03:06 | No Active Call | 12:43:16 | State Returns: 0 | Messages: 0 | No Alerts

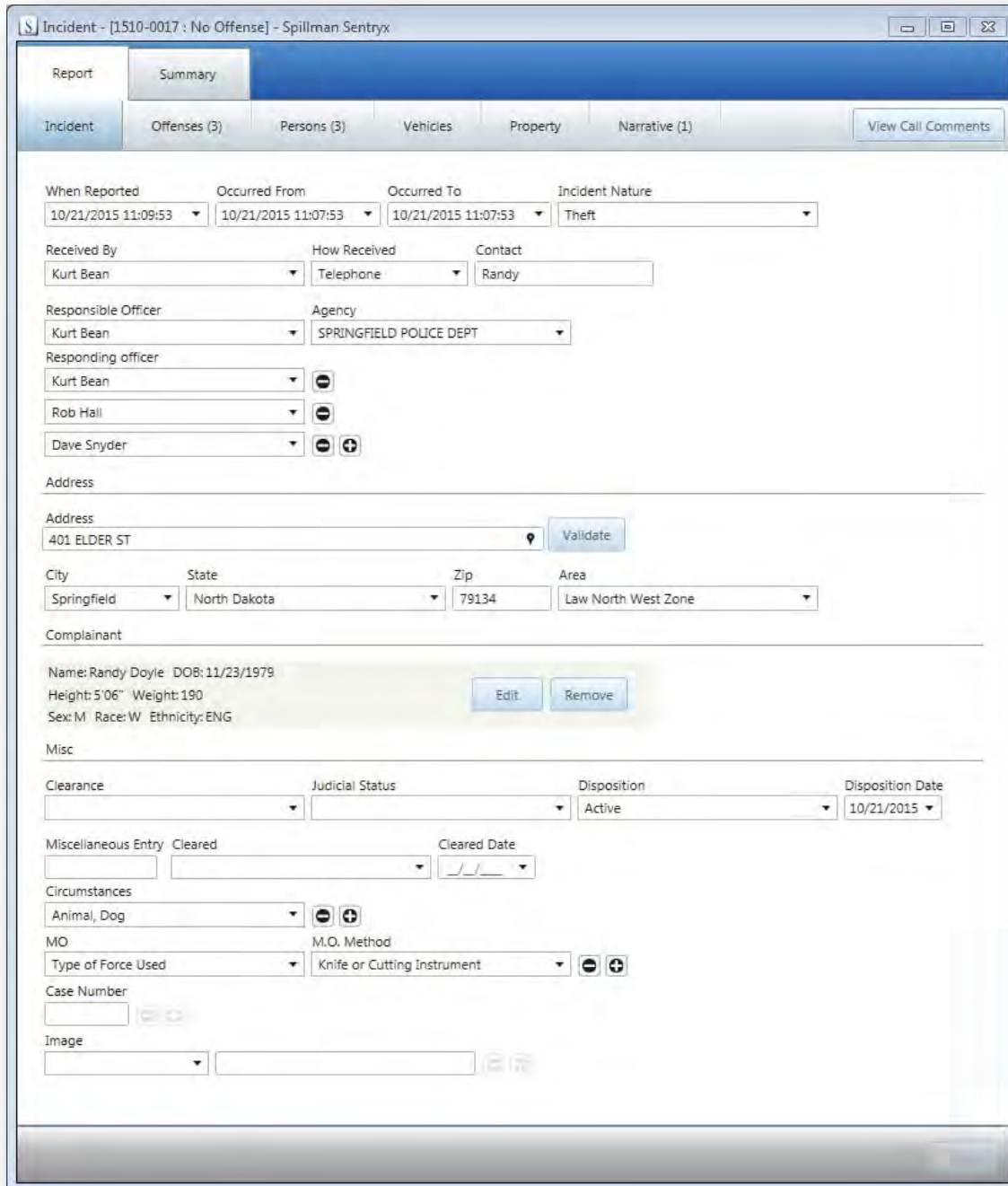
Manage Files

Additional Involvements information is available by expanding the record using the plus (+) sign

Fluvanna County, VA

## Automated Field Reporting

Spillman's Automated Field Reporting modules allow officers to quickly complete forms from their patrol vehicles. All forms have large fields that are easy to navigate using a touch-screen monitor or a keyboard and mouse, streamlining the mobile officer's workload. Form information is stored in the Spillman Records Management solution, and can be electronically routed for approval.



Incident - [1510-0017 : No Offense] - Spillman Sentryx

Report Summary

Incident Offenses (3) Persons (3) Vehicles Property Narrative (1) View Call Comments

When Reported: 10/21/2015 11:09:53 Occurred From: 10/21/2015 11:07:53 Occurred To: 10/21/2015 11:07:53 Incident Nature: Theft

Received By: Kurt Bean How Received: Telephone Contact: Randy

Responsible Officer: Kurt Bean Agency: SPRINGFIELD POLICE DEPT

Responding officer: Kurt Bean Rob Hall Dave Snyder

Address: 401 ELDER ST Validate

City: Springfield State: North Dakota Zip: 79134 Area: Law North West Zone

Complainant: Name: Randy Doyle DOB: 11/23/1979 Height: 5'06" Weight: 190 Sex: M Race: W Ethnicity: ENG Edit Remove

Misc: Clearance: Judicial Status: Disposition: Active Disposition Date: 10/21/2015

Miscellaneous Entry: Cleared: Cleared Date: / /

Circumstances: Animal, Dog

MO: Type of Force Used M.O. Method: Knife or Cutting Instrument

Case Number: Image:

Spillman's Field Reporting modules are easy to navigate for rapid completion

Fluvanna County, VA

## Automated Data Entry

Automated data entry enables patrol officers to quickly fill out multiple form fields using search results obtained from a name or vehicle query. Users can pre-fill forms with information from the Spillman database by querying Spillman's Mobile StateLink product, or by scanning a driver license barcode or magnetic strip.

Incident - [1510-0017 : No Offense] - Spillman Sentryx

Report Summary

Incident



## SPRINGFIELD POLICE DEPT

Incident #: 1510-0017  
Reporting Officer: Kurt Bean  
Report Time: 10/21/2015 11:09:53

### Incident

<b>Occurred From</b>	10/21/2015 11:07:53	<b>Received By</b>	Kurt Bean
<b>Occurred To</b>	10/21/2015 11:07:53	<b>How Received</b>	Telephone
<b>Incident Nature</b>	Theft	<b>Contact</b>	Randy

<b>Address</b>	401 ELDER ST	<b>Area</b>	Law North West Zone
<b>City</b>	Springfield	<b>State</b>	North Dakota
<b>Zip</b>	79134		

<b>Disposition</b>	Active	<b>Miscellaneous Entry</b>	
<b>Disposition Date</b>	10/21/2015	<b>Cleared</b>	
<b>Judicial Status</b>		<b>Cleared Date</b>	
<b>Clearance</b>	Clearance left blank	<b>Cargo Theft Related</b>	

<b>Complainant</b>	Doyle, Randy A	<b>Sex</b>	M
<b>DOB</b>	11/23/1979	<b>Race</b>	W

**Responding officer** Kurt Bean  
Rob Hall  
Dave Snyder

**Circumstances** Animal, Dog

**M.O.** **MO** **M.O. Method**

Print Save

Officers to quickly complete forms from their patrol vehicles



**Integration**

Forms are automatically attached to the Spillman record where they can be viewed, edited, or printed. The system also conducts an automatic search for matching name and vehicle records. New records are created if needed, and Involvements® are generated between associated records.

**Customizable Fields**

Spillman's Automated Field Reporting modules enable patrol officers to add an unlimited number of people, vehicles, property, and their associated details. Narrative fields have no set length, allowing officers to add as much or as little text as needed.

**Field Narratives**

Officers can enter narratives into the system directly from the vehicle, saving time and improving records details. They can add, view, and append supplemental narratives or narrative information directly from the Law Incident screen. The text editor displays the appropriate prompts for the selected template as users type the narrative information. Spell check and time stamping are also included.

**Data Integrity**

Spillman helps prevent mistakes caused by incorrectly typed entries with drop-down lists. The system also ensures that important data is collected by requiring users to enter data in specified fields before saving the form.

**Mobile Mapping AVL**

The Mobile AVL module uses state-of-the-art technology to track the location of all fleet units through Global Positioning System (GPS) receivers. To view this information, Spillman Mobile supports a variety of GPS devices.

**Mapping**

From the AVL map, users can see the location, status, and contact information of responding units, view the quickest route to a call, and access building schematics and live camera feeds. Spillman's Mobile AVL Mapping module also enables personnel in the field to access critical call information and a map from a single screen. Addresses, cross streets, hazards, updated call comments, responding units, weather, and premises and HazMat information can be accessed alongside the map.

**Mapping Tools**

This powerful functionality allows users to view call and officer locations, and receive turn-by-turn driving directions to improve response times. Users have the ability to easily:

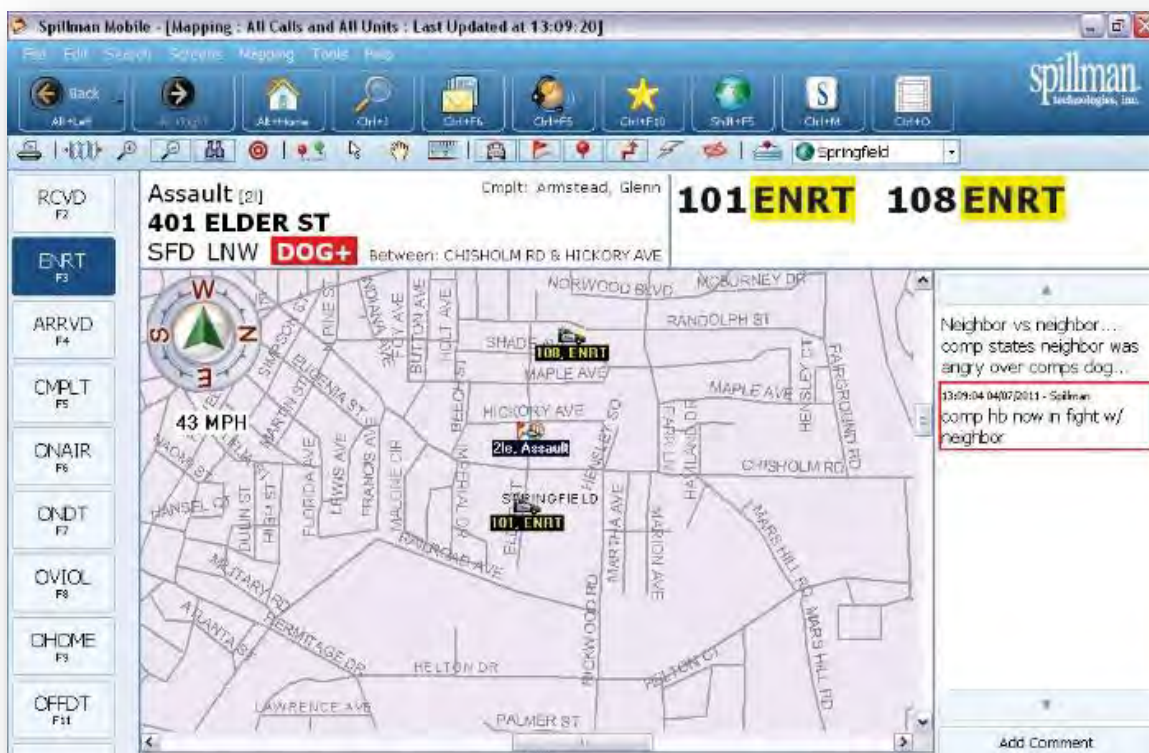
- Search by X and Y coordinates
- Calculate the distance between calls with a measuring tool
- Hyperlink a website or photo to a call
- View predefined map layers that include:

## Fluvanna County, VA

- Law and fire zones
- Water sources
- Ortho images

### Unit Location Display

Dispatchers and field officers can view the location of agency units and CAD calls on a jurisdictional map. This enables dispatchers to quickly assign units to calls based on proximity, and field officers can view the map to determine the shortest route to calls. Dispatchers can do this on the map by dragging a unit to a call, or vice versa.



Spillman's Mobile AVL Mapping technology provides access to comprehensive information

### Unit Status Information

The Unit Status screen complements overall situational awareness by displaying the status of dispatched units. For each unit, the software displays:

- Status
- Active call
- Assigned zone and agency
- Current location or most recent radio log entry

### Driver License Scanning

Data gathered from a driver license can be used to efficiently conduct database searches and complete field reports. Spillman's Driver License Scanning module gives officers the ability to

populate Mobile search screens by scanning a driver license. Additionally, scanning the license will also automatically query the local, state, and national databases. Information drawn from scanning the license includes:

- Name
- Date of birth
- Address
- Race
- Gender
- Driver license ID number

### **Automated, Accurate Data Entry**

When a license is scanned, the Driver License Scanning module automatically populates the appropriate fields on the Mobile search screen with the driver's information. Driver license data can be used to populate the Mobile Law Form, Mobile Accident Form, Mobile Citation Form, and Law Field Interview Form (each form sold separately).

### **Customizable Searching**

The Spillman Driver License Scanning module can be programmed to conduct searches in local, state, and/or national databases when a license is scanned. Officers can use the information returned from those searches to:

- Determine if the license is valid
- Check for outstanding warrants
- Confirm if the vehicle is stolen
- View criminal history information
- View previous incidents involving people or vehicles

### **Dual Scanning Capability**

Officers can gather information by scanning both magnetic strip and barcoded licenses where available. Because the module adheres to American Administration of Motor Vehicle Administrators (AAMVA) standards, it has access to information on multiple licenses from across the nation. Its access extends to 20 states and entities that use magnetic strip licenses, and 52 states and entities that use barcode licenses.

### **Voiceless Dispatch**

Spillman's Mobile Voiceless CAD module allows field personnel to access accurate, real-time call information from their laptop computers, preserving radio channels for other critical communication. The module also enables personnel to quickly update their status, add and view call comments, and efficiently access radio logs and incident information without burdening dispatchers.

## Mobile Access to Call Information

Spillman's Mobile Voiceless CAD module allows users to access information about a call's address, nature, and any additional comments as they are entered by dispatchers. The software frees up radio frequencies for high-priority calls and eliminates the potential for misheard information, or interrupted communications. Using Mobile Voiceless CAD also prevents others from monitoring your communications over a non-secure radio channel.

## Status Updates and Call Comments

Users can update the status of a call or unit directly from their laptop, saving valuable time and eliminating the need to notify dispatchers via radio every time a situation changes. Users can also add comments to a call, and view new comments using the Mobile Voiceless CAD module. The ability to view call comments from the field provides users with critical access to important details, alerts, and tactical updates.

## Efficient Radio Logs

Keep accurate radio logs for federal, state, or department records using Spillman's Mobile Voiceless CAD module. The module automatically tracks response times and status updates, eliminating the need to request a radio log history from dispatchers.



The screenshot displays the 'Message Center - [CAD : All Calls and All Units : Last Updated at 15:47:27]' window. It features a menu bar (File, Edit, Search, Screens, CAD, Tools, Help) and a toolbar with icons for Back, Home, Search, and other functions. The main area contains a table of calls and a table of units.

All	Call#	Nature	Location	City	Zone	P	Status	Time	Units
	12l	DUI	401 ELDER ST	SFD	SPNL 4		ENRT	0.4m	101
	1f	PI Accident	500 GRESHAM RD	ERC	ERNF 1		RCVD	2.2d	
	2l	Traffic Offense				4	INPUT	2.0d	
	3m	Miscellaneous				9	INPUT	7.5H	
	4l	Homicide	2550 CHISHOLM RD; EL	SFD	SPNL 2		RCVD	4.9m	
	5l	Resisting	GRADY LILES DR	SFD	SPSL 4		RCVD	4.5m	
	6l	Failure-Appear	TREE LINE CT	NPC	NPEL 5		RCVD	4.1m	
	7m	Traffic Stop	419 E TENNESSEE ST; YE	SFD	SPS 4		RCVD	3.6m	
	8l	Traffic Hazard	2129 HELTON DR; BONE	SFD	SPNL 3		RCVD	3.4m	
	9l	Assault	1946 FLORENCE BLVD; H	SFD	SPNL 3		RCVD	2.9m	
	9e	Assault	1946 FLORENCE BLVD; H	SFD	SPNE 3		RCVD	2.9m	
	10l	Vagrancy	308 COX CREEK PKWY;	SFD	SPNL 5		RCVD	2.5m	
	11l	Vicious Animal	LOCKLAND	ERC	ERN 5		RCVD	2.3m	

All	Unit	Status	Time	Call#	Zone	Agency	Location/Description
	101	ENRT	0.4m	12l	LNW	SPD	401 ELDER ST
	102	ARRVD	2.2d	1l	LW	SPD	500 GRESHAM RD
	103	ONDT	1.2d		LN	SPD	incid# =0202-0180 Completed Call call=22l
	104	ONDT	6.6H		LSW	SPD	incid# =0202-0181 Completed Call disp:CLO call=23l
	107	ENRT	1.9H	28l	LC	WDO	100 N MAIN ST; Location test
	VINCE	ONDT	5.2d		SPSLZ	SPD	(MDC) Completed call incid# = call=1l

Unit Status: ENRT | Time: 15:47:43 | State Returns: 0 | Messages: 0 | No Alerts

Voiceless dispatch facilitates safe and efficient response



## Smartphone and Tablet Interface

Spillman enables personnel to have full access to the information they need on the go. Use the Spillman Touch interface to access records and images, search for data, view dispatch information, and receive call assignments from a mobile device like a smart phone or tablet. Spillman's integration enables users to see dispatch calls as they are received, and update unit status.

Spillman Touch is compatible with most major smart phones, including Blackberry, Android, iPhone, and Web OS (Palm) systems. It can also be used on an iPad or a desktop computer, allowing personnel to take full advantage of crisp, high-resolution navigation through maps and other mobile data.

### Real-Time Call Updates

Calls are color-coded by status, allowing users to quickly see whether officers have arrived on the scene and if a unit's timer has expired. Users can view all active calls, the nature of the call, address, and any assigned units. Users can also view call comments and enter their own comments from the mobile device.

### User-Friendly Interface

The Spillman Touch interface is designed for convenient click or touch-screen navigation from a mobile digital device. Touch utilizes the same login information as the main Spillman system, streamlining access to important data. Images appear on the screen as thumbnails, and can be viewed in full screen by touching or clicking on the image. Spillman has configured the images for mobile digital device screens to conserve bandwidth for faster downloads. Phone numbers are automatically formatted as links so that users can direct-dial them from a device, and users can also send emails with links to a record. Additionally, Spillman



Spillman Touch supports advanced mobile information sharing

### Field Searching

The application helps provide redundancy in data access, enhance officer safety, and provide users with access to a wide range of information in the field. Spillman Touch

supports wildcard searching; if a search yields no results, secondary search rules are used to match a possible record. For example, if a name search yields no results, the software searches for a matching social security or driver license number. The application displays records with warrants or alerts in red, enabling the responding officer to be prepared for any possible situation. Additionally, users can search the agency database for names, property, vehicles, and incidents.

### **Data Partitioning**

The partitioning feature protects sensitive data by allowing users in the field to only see records that they are authorized to view. The application obeys the partitioning rules already in place in the Spillman system.

### **Integration with Google Maps**

A Google map automatically opens when an address is selected in the Spillman Touch application. Users can see the current address, destination, traffic information, and turn-by-turn directions.

### **Mobile CAD**

Spillman's Mobile CAD module enables officers to prepare for any situation by accessing mission-critical information while responding to a call. Users can maintain constant contact with dispatchers and other personnel while freeing up airtime for high priority calls. The Mobile CAD module allows users to easily view the status of calls and units while accessing additional call details.

### **Local, State, and National Queries**

Our Mobile CAD module combines speed with flexibility. Queries provide comprehensive search results from local, state, and national databases. Once the user has submitted his or her search criteria, a list of matching records appears in the folder of the Mobile Message Center. With a single query, users can search for:

- Names
- Vehicles
- Incidents
- Property
- Wanted persons

### **Voiceless CAD**

Spillman's Mobile software enables users to maintain constant communication with dispatchers and other officers. Users can send and receive messages with Spillman's Mobile Messenger, and view scrolling 'Be On the Look-Out' (BOLO) reports and other alerts along the bottom of the screen. Voiceless CAD features enable users to also view calls and call comments in real time, update call and unit status, and access address and radio log history information.

**Mobile Mapping AVL**

With Spillman's Mobile AVL Mapping module, personnel in the field can access critical call information and a map from the same screen. This provides centralized access to information that personnel need to stay safe. Address cross streets, hazards, updated call comments, responding units, weather, and premises and HazMat information can be viewed alongside the map. From the AVL map, users can see the location, status, and contact information of responding units, view the quickest route to the call, and access building schematics and live camera feeds.

**Mobile Arrest Form**

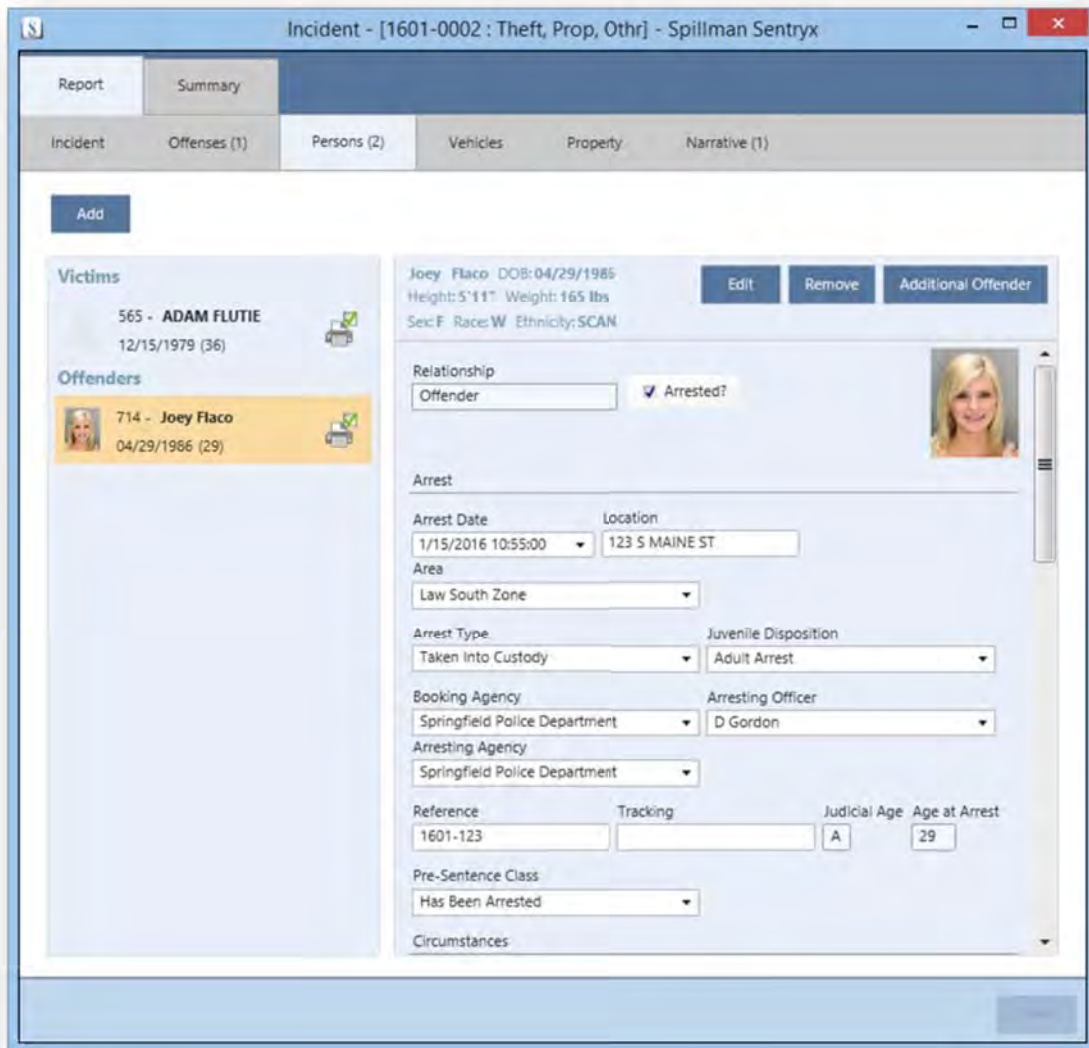
The Mobile Arrest Form enables agency personnel to complete many incident and arrest-related tasks in a single application while responding in the field. When added on to the Mobile Field Report with Field Interview module, the arrest form enables personnel to outline detailed arrest information when creating incident records. This includes information such as name, location, arrest type, and offense codes. Using the Mobile Arrest Form enables field personnel to follow a more natural workflow while responding to calls for service, saving time and reducing the need to duplicate work.

**Jail Integration**

Both the arresting agency and receiving corrections facility can save time with the Mobile Arrest Form's smooth integration capabilities. For jails on the same Spillman system as the arresting agency, data entered into the form is automatically populated into the appropriate jail records through the central Hub. For jails on a separate Spillman system or a non-Spillman system, the Mobile Field Report with Field Interview module generates a printable booking sheet that can be customized to meet the needs of jail personnel.

**Multiple Arrest Capability**

Some calls for service require responding officers to arrest multiple individuals at once. Re-entering the same incident data into each offender record, such as date, time, location, and booking agency, can be a time-consuming process. The Mobile Arrest Form includes a duplicating feature that enables the arresting officer to quickly and easily attach multiple offender records to the same incident record. After completing the first offender record, the officer can select "Additional Offender" and the applicable fields will automatically populate, saving time and promoting data consistency.



Incident - [1601-0002 : Theft, Prop, Othr] - Spillman Sentryx

Report Summary

Incident Offenses (1) Persons (2) Vehicles Property Narrative (1)

Add

**Victims**

565 - ADAM FLUTIE  
12/15/1979 (36)

**Offenders**

714 - Joey Flaco  
04/29/1986 (29)

Joey Flaco DOB: 04/29/1986  
Height: 5'11" Weight: 165 lbs  
Sex: F Race: W Ethnicity: SCAN

Edit Remove Additional Offender

Relationship  
Offender ☒ Arrested?

Arrest

Arrest Date: 1/15/2016 10:55:00 Location: 123 S MAINE ST

Area: Law South Zone

Arrest Type: Taken into Custody Juvenile Disposition: Adult Arrest

Booking Agency: Springfield Police Department Arresting Officer: D Gordon

Arresting Agency: Springfield Police Department

Reference: 1601-123 Tracking: Judicial Age: A Age at Arrest: 29

Pre-Sentence Class: Has Been Arrested

Circumstances

Spillman's Mobile Arrest Form streamlines agency operations

## Accurate Reporting

The Mobile Arrest Form expedites the crime reporting process for public safety agencies by placing all required fields, including state-specific incident-based reporting (IBR) requirements, in one location. With the form, first responders can quickly enter required data in the field while the information is fresh in their minds. This creates more accurate reports because records clerks do not have to capture all incident details after the fact.

## Command Staff Productivity

The Command Staff Productivity Dashboard combines with an agency's CompStat Management Dashboard (sold separately) to provide administrators with easy visibility into each officer or deputy's performance and statistics, helping to create a culture of accountability in the department. Administrators can pull statistics regarding incidents such as accidents, arrests,

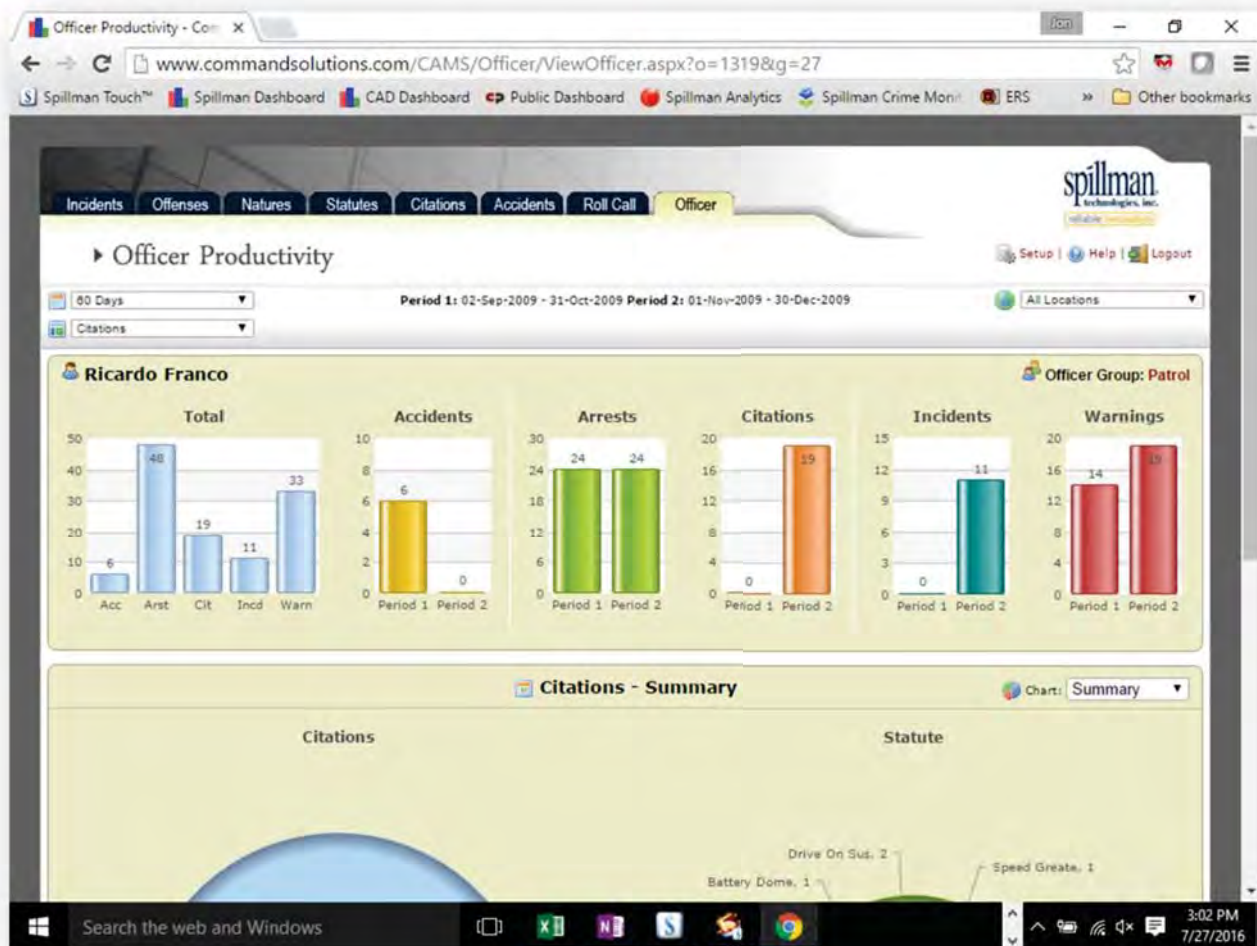


## Fluvanna County, VA

citations, and warnings. Having this data quickly available allows executives and managers to focus on outcomes and accomplishments in the department, instead of just a process or statistic.

### Increased Transparency

Using the Command Staff Productivity Dashboard, agency administrators can create easy-to-read reports with charts showing various statistics associated with any particular officer or group of officers in the agency. For example, administrators can create a graph showing demographic information for each individual an officer has arrested during the last two years. These detailed reports can also be shared with the community, improving transparency and building overall trust between the agency and their community.



Spillman's Officer Productivity module supports a culture of accountability

### Comprehensive Reports

In addition to the crime, accident, and traffic citation information administrators see when creating reports using the CompStat Management Dashboard, the Command Staff Productivity Dashboard can pull any data entered into an agency's Spillman system that is attached to an officer's name. This allows for more robust and informative reports. The

software also includes a mapping feature that allows supervisors to visually present where the work is needed and being performed.

### Shareable Reports

Workstations created in the Command Staff Productivity Dashboard can be set as “read-only,” allowing administrators to share reports with other personnel without giving them the ability to modify any settings or data. This increases shareability, while still protecting the integrity of the report.

- f. **Mobile Requirements are attached hereto as Exhibit 1 and incorporated herein by reference as material additional System requirements. Offerors must complete Exhibit 1 Mobile Requirements Checklist and submit the same with Offerors’ responses to this solicitation. Any deviations from the Mobile Requirements must be specifically noted by the Offeror on Exhibit 1 submitted with the Proposal; and additional sheets may be attached thereto if necessary.**

See Spillman’s completed functional specifications. We also welcome the opportunity to demonstrate our system functionality during future communications with Fluvanna County representatives.

- g. **See attached Exhibit 2 Licenses and Services Summary, which is incorporated herein by reference as requirements of the System.**

Please see Spillman’s completed Exhibit 2 below:

#### **EXHIBIT 2 LICENCES AND SERVICES SUMMARY**

<b>Description</b>	<b>Quantity</b>	
Computer Aided Dispatch with mapping system – Enterprise License	1	Site license.
Law Enforcement Records Management System – Enterprise License	1	Site license.
Sheriff’s Office Mobile Licenses	20	Site license.
Fire/Rescue Mobile Licenses	36	Site license.

<b>Services Summary</b>	<b>Hours (minimum )</b>	
Data Conversion		Hours included in project management and installation
Project Management and Installation		
Pre-System Set Up		Included

## Fluvanna County, VA

RMS Training	40	Total training hours: 365. The training plan will be customized to meet Fluvanna County's specific needs.
Administrator Training	40	
CAD Training (End User Training)	40	
On Site Go Live Support (day and evening)	72	
Mobile Training (can be web based)	4	
Fire Mobile Training	4	
GIS Mapping Setup		Included within the pricing section of this proposal.
5 Years Maintenance		

**h. The System shall allow for modularity and ease of expansion to NG911 or any other unique growth requirements for future implementation within the Sheriff's Office.**

As addressed previously, the Spillman solution features more than 50 modules, which will facilitate Fluvanna County's needs due to anticipated growth.

Additionally, Spillman's site license will enable the County to utilize the system to its full potential and adapt to changing needs. As mentioned previously, this unique structure provides room for agency growth, eliminating agency concerns regarding growth and expanding user needs. Features include:

- Site license for all modules
- System-wide access to all modules
- Unlimited number of users
- Unlimited number of devices
- No price increases for extra licenses
- Limited "print-only" or "view-only" access privileges for outside agencies

Further, Spillman is actively involved with the National Emergency Number Association and NG9-1-1 to ensure our system is fully compliant once the final product requirements are established.

- i. **The System shall be user friendly, offer point and click capability, be intuitive to use, and require a minimal number of screens to complete transactions.**

Spillman designs its system to be user-friendly, allowing users with limited experience to operate it with a high degree of proficiency. The various auto-population and cross-reference features the system offers allow users to:

- Trust the information they gather
- Spend more time completing law enforcement functions
- Spend less time completing administrative functions

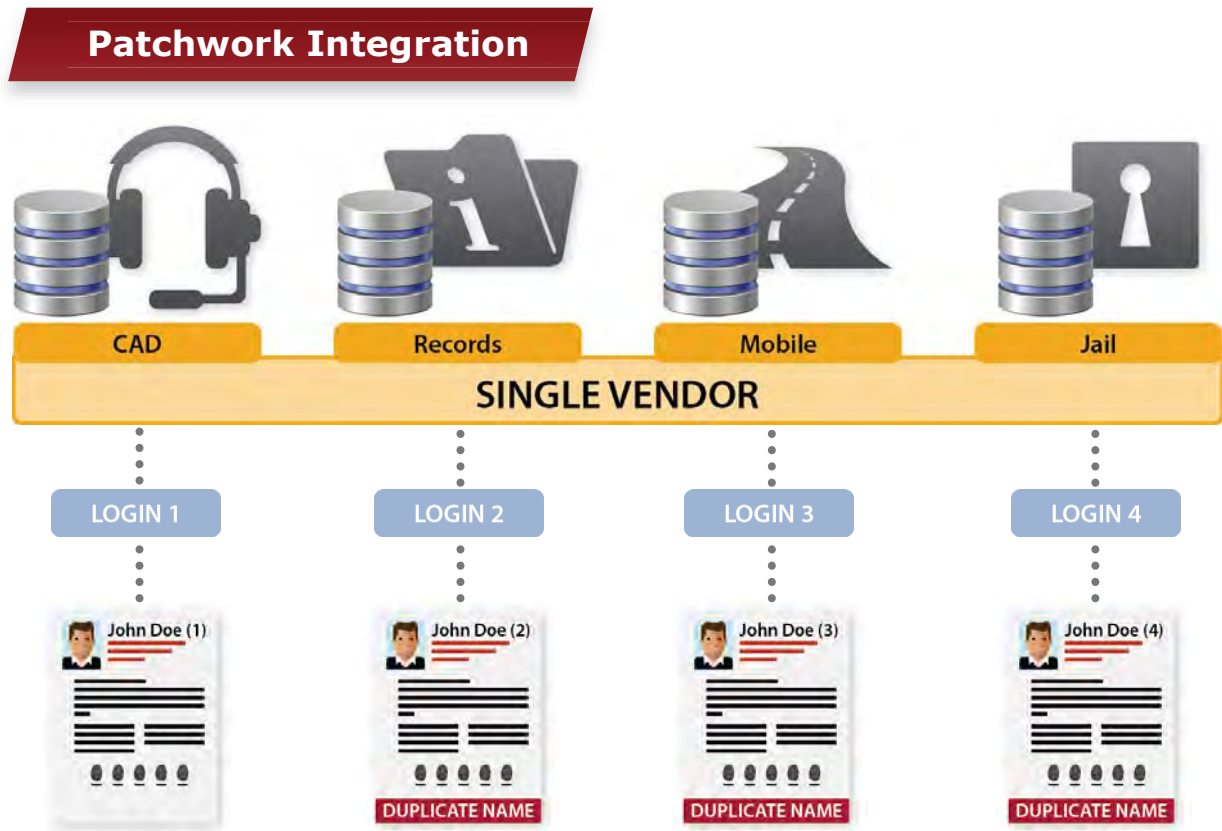
Spillman's system also virtually eliminates duplicate entry, improving data integrity and creating a work environment in which ease of use is the standard.

User experience is also greatly simplified due to the system's uniquely integrated design. Although every vendor touts the ability to link records, Spillman alone has been designed from the ground up to support true integration. In other words, the entire application is linked with uniform data entry, searches and navigation consistent throughout the system, supporting the use of centralized files to reduce and eliminate duplicate records and redundant data entry.

We urge Fluvanna County to carefully evaluate each vendor's definition of "integration." Unlike Spillman, other systems feature a piecemeal approach, resulting in duplicate records, compromised data, and a diminished user experience—often requiring that users log in to separate systems patched together on the back end, as illustrated below.

**"I think the ease of use is most impressive. With minimal training, the least computer literate person in the department can become proficient with the software."**

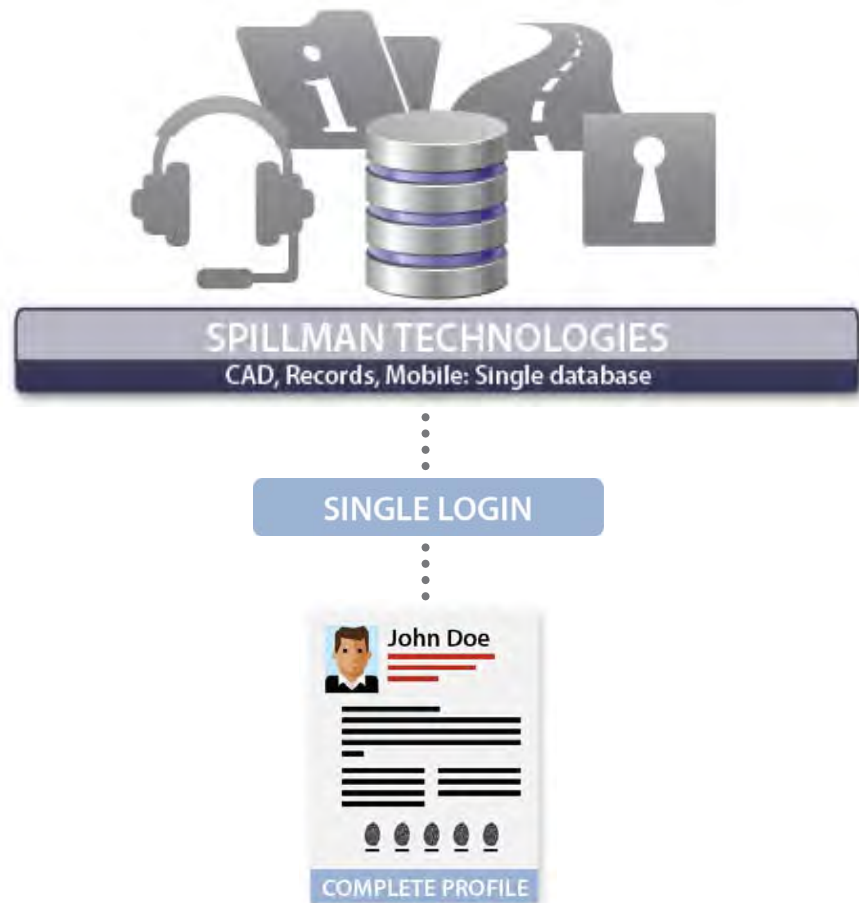
**Mike Ryan**  
Riverside Police  
Department, IL



In contrast, Spillman provides integration in which all system components work together seamlessly, with data automatically updating and populating fields in real-time across all modules. This level of integration is possible only by utilizing a single server for all modules—allowing each program to cross-reference and cross-populate information generated from any location in the system.

This design also gives users access to information from any module or data entry point using a single search.

## Spillman Integration



With Spillman's true integration, Fluvanna County will be able to eliminate the need to enter information multiple times in multiple locations, ensuring data integrity and reducing the time needed to manage that data. This, in turn, will directly impact the agency's overall efficiency and maximize personnel and community safety.

- j. **The Offeror shall describe in its proposal System Backup and Redundancy procedures.**

Please see Spillman's Data Backup and Archiving recommendations on **page 20** of this proposal response. Additionally, please see our response to item 2.e above. We welcome the opportunity to discussing this aspect of the project in further detail with the County, as needed.



- k. The System shall provide a number of software security controls used by the Sheriff's Office to restrict unauthorized use of applications and associated data. The integrity of the data in the system is of utmost importance to the Sheriff's Office and Offerors are to clearly define the security features of the system.**

Please see Spillman's approach to system security on **page 23** of this proposal response.

- l. The System must be able to seamlessly pass/integrate call for service data into the mobile reporting client. Minimum data to be passed includes, but is not limited to: call location (address), complainant name and telephone number, call type (nature code), report number, dispatch notes/comments. NCIC/VCIN transactional data conducted through the System must be available for import into the mobile reporting client – for vehicles, persons, and articles.**

Yes, all of the information goes immediately to Mobile reporting.

- m. The System must interface with cellular GPS (or laptop-integrated GPS).**

Yes, provided the device can provide a NMEA 2.0 RMC sentence to a physical or virtual serial port accessible to Spillman Mobile.

- n. The System must be able to pass GPS data back to dispatch (CAD system) for AVL functionality.**

Please see **pages 78-79** of this proposal for a description of Spillman's Mobile Mapping AVL functionality.

- o. The System must interface with VCIN, through the CAD system, and provide in-state/out-state vehicle queries; in-state/out-state driver license queries; wanted person checks; and stolen article checks.**

Several Virginia agencies already use Spillman software and rely on the VCIN interface. As a result, in-state/out-state vehicle queries, in-state/out-state driver license queries, wanted person checks, and stolen article checks are available in the system.

- p. The System must be a Windows-based application, compatible with Windows 7 or newer versions.**

Comply. Further, Spillman Technologies is a member of the Microsoft Partner Network and has achieved the Gold Application Development competency. As a Microsoft Gold Certified Solutions Partner, Spillman offers a solution with absolute integration between all products as well as consistency in look and feel.

Spillman's software runs on a Windows based server (2012 and newer) and is compatible with Windows desktop software (version 7 and newer).

- q. The System must interface with the ePCR system or any future system that is used by the various fire departments in Fluvanna County.**

Spillman interfaces with more than 350 third party products. We look forward to discussing the scope of the ePCR interface to determine the optimal solution. In the event that the County migrates to another system in the future, Spillman will discuss and create a new scope to ensure the integration needs are met with the new system.

**3. Software/Technology Plan Requirements:**

- a. Any software being a part of the System must be by "perpetual" licenses (i.e., the Sheriff's Office purchases and retains the license to use the software forever). The Sheriff's Office desires a concurrent user license and will favor proposals with these terms over a per seat or username license. Licensing costs are to be based on the following user number estimates: see attached Exhibit 2.**

As referenced previously, Spillman is proposing a site license for Fluvanna County, in accordance with the terms outlined in **Attachment 2** of this response, which includes a confidential copy of Spillman sample license agreement. Further, Spillman's pricing is based on the estimates provided in RFP Exhibit 2.

- b.**

No response is provided, as this item b is blank.



- c. The Offeror will define all technology requirements to support the proposed system. The Offeror will submit pricing for computer equipment, operating system, database management system and other related components including but not limited to any hardware or software for System implementation.

The following outlines Spillman's hardware specifications.

Server Recommendations	
<b>Number of Concurrent Users Supported</b>	50-99
<b>System Information</b>	
<b>Operating System</b>	Windows Server 2012
<b>Processors</b>	
<b># of Processors @ Speed</b>	12 Cores @ 3 GHz
<b>Memory</b>	
<b>Total Memory</b>	24 GB
<b>Storage</b>	
<b>Type</b>	SAS
<b>Speed</b>	15K
<b>RAID levels supported</b>	5 or 6
<b>Capacity</b>	500 GB – 2 TB
<b>Network Adapters</b>	
<b>Number of Ports</b>	2-4
<b>Speed</b>	1Gb

Non-Dispatch Workstations	
<b>Operating Systems</b>	Windows 7 Pro SP1 (32-bit or 64-bit), Windows 8 Pro (32-bit or 64-bit), Windows 8.1 Pro (32-bit or 64-bit)
<b>Processor</b>	Dual Core, 2 GHz or greater
<b>Memory</b>	4GB or greater
<b>Network card</b>	100 Mbps
<b>Screen resolution (pixels)</b>	1920x1080
<b>Hard disk space</b>	3GB
<b>Monitor</b>	Dual 21" monitors
<b>Additional applications/ software</b>	

Dispatch Workstations	
<b>Operating Systems</b>	Windows 7 Pro SP1 (32-bit or 64-bit), Windows 8 Pro (32-bit or 64-bit), Windows 8.1 Pro (32-bit or 64-bit)
<b>Processor</b>	Dual Core, 2 GHz or greater
<b>Memory</b>	4GB or greater
<b>Network card</b>	100 Mbps
<b>Screen resolution (pixels)</b>	1280x1024
<b>Hard disk space</b>	3GB
<b>Monitor</b>	Dual 21" monitors or greater
<b>Additional applications/ software</b>	

Mobile Laptops	
<b>Operating Systems</b>	Windows 7 Pro SP1 (32-bit or 64-bit), Windows 8 Pro (32-bit or 64-bit), Windows 8.1 Pro (32-bit or 64-bit)
<b>Processor</b>	2 GHz or greater
<b>Memory</b>	2GB or greater
<b>Wireless network</b>	256 K minimum (3G preferred), TCP/IP
<b>Screen resolution (pixels)</b>	800x600 minimum (1024x768 preferred)
<b>Screen size</b>	17"
<b>Hard disk space</b>	500 MB
<b>Additional applications/ software</b>	

- d. The technology requirement plan included in a Proposal must at minimum include the following: (i) Define all computer hardware/equipment requirements, including server(s) specifications, processor, memory, disk space (RAID), UPS, operating system (version), etc.; (ii) Define all computer desktop requirements, including personal computer requirements, scanners, printers, etc. Provide desktop operating system requirements (version) and other desktop software needs; (iii) Define all network requirements, including data speed, protocols, topology and other needs; (iv) Define database management system options; and (v) Define all other technology requirements.

Please see Spillman's recommended server and desktop specifications outlined in response to item 3.c on the previous pages. As described within this proposal, Spillman can utilize the County's existing hardware, backup solution, infrastructure, etc. as detailed in Addendum 1.

One of the primary reasons Spillman utilizes the FairCom SQL database is because of its low cost and ease of use for system administrators. Unlike other databases, FairCom is embedded in the application and does not require an

administrator to create custom queries or name merges. These functions are handled through the Spillman application.

Additionally, the administrative tools such as monitoring performance, killing processes, backups, etc. are accessed through an easy-to-use GUI that looks and feels similar to most off-the-shelf databases.

Spillman expressly uses FairCom because of its ease of use for our customers. We look forward to further conversations regarding database management if desired by the County.

**4. Data Migration Services:**

- a. It is required that the Offeror provide a detailed plan for retrieving all data from the previous System, including all electronic and hard copy file data. It is anticipated that data retrieval will be accomplished within ninety (90) days after contract award. The Offeror shall include its recommended start date and time to accurately complete record conversion in the proposal submission.**

Please see **Attachment 12** for a confidential sample overview of Spillman's standard approach to data conversion. We look forward to discussing this aspect of the project with Fluvanna County during contract negotiations.

- b. Proposal must define the Sheriff's Office's role in the conversion process.**

Please see response to item 4.a above.

- c. Offerors must define the conversion process, note what measures are in place to ensure an accurate record conversion and include checks and information on how Offeror plans to monitor effectiveness and quality of the data migration process.**

Please see response to item 4.a above.

- d. Offeror must describe any limitations to the format of conversion records and include a description of the data scrubbing process.**

Please see response to item 4.a above.

- e. Offeror must indicate the post data reconciliations performed to ensure accuracy of data conversion.**

Please see response to item 4.a above.

## 5. Implementation Plan:

- a. It is required that each Offeror provide a detailed plan for implementing the proposed System. A plan should be submitted that demonstrates a reduced overall project cost based on shared resources and a common implementation team. Offerors are expected to define a logical plan to implement the System in achievable and realistic phases for both organizations. The implementation plan and rollout strategy is to be based on previous experience that limits risk to the Sheriff's Office.

See response to item b below.

- b. The implementation plan at minimum must include: (i) An Overview of project implementation methodology. Offerors are to describe their methodology for achieving a fully functioning System based on the functional and technical requirements defined in this RFP; (ii) A Project timeline with tasks, milestones and deliverables for each stage of the implementation; (iii) The Staff assignments (including Offeror and the Sheriff's Office) for Project tasks. Estimated number of hours required of Sheriff's Office staff for each task; (iv) Resumes and qualifications of Offeror project personnel; and (v) On-site "go-live" support for implementation.

### Implementation Process

A typical implementation process consists of a number of meetings directed by the assigned Spillman project manager. These onsite meetings prepare agencies for the transition to a new system, and establish expectations for moving forward.



Spillman's implementation process includes several onsite meetings before Go-live

#### Internal Kickoff Meeting

The internal kickoff meeting serves to review contracts, ensure department preparation, and focus on a smooth transition from Sales to Project Management. Key attendees:

- Project manager
- Sales representative
- Training manager
- Installation manager

**Onsite Pre-Implementation Meeting (PIM)**

The project manager reviews contracts to ensure Spillman is prepared to deliver the products and services agreed upon. The project manager also provides an overview of the following implementation process:

- Proposed timeline
- Training schedule
- System administrator duties
- Data entry standards
- Workflow analysis
- Spillman support

**Onsite Training Meeting**

Spillman's training coordinator meets with agency representatives to conduct a workflow analysis, prepare Spillman trainers to handle any unique agency needs. Additionally, the training coordinator will finalize the training schedule for agency approval.

**Project Team Training**

During the project team training phase, Spillman provides an overview of the purchased application, and a full demonstration of its functionality. Additionally, Spillman and the agency jointly verify Spillman's ability to meet the agency's functional specifications requirements by documenting the functionality that meets these requirements, and identifying any outstanding concerns.

**End User Training**

Information obtained during the PIM meeting and Project Team Training is incorporated into the training to ensure a smooth and comfortable transition for the end user. Spillman's PMP-certified personnel provide onsite end user training that prepares system users to operate skillfully in multiple capacities. Spillman provides end users with customized training modules that consist of classroom instruction, written exams, and supervised repetition on the computer terminals.

**Go-Live**

The project manager and training personnel provide hands-on assistance at Go-Live to ensure a successful transition to the Spillman software.

**Implementation Team**

A new customer's key implementation contact is one of our PMP-certified project managers. Working closely with the Spillman Applications Administrator (SAA), the project manager and other Spillman personnel schedule installation and training activities, and resolve any concerns regarding implementation. These

individuals coordinate the resources necessary to complete the implementation process on time and within budget.

Additional personnel may be involved in implementation, coordinating with the customer to provide a variety of services. These personnel may include:

- Account manager
- Systems engineer
- Trainers
- Programmers
- Quality assurance personnel

### **Project Manager**

The project manager ensures that the implementation receives direct oversight from company management, and that the appropriate company resources are coordinated to provide sufficient support. The project manager attends PIM meetings and any subsequent onsite status meetings scheduled during the installation period. All of our project managers report directly to Spillman's company president regarding the performance of their responsibilities.

### **Systems Engineer (Installer)**

A systems engineer is onsite to install the Spillman software, and test, adjust, and perform the preliminary configuration of the operating system. This individual manages the server configuration, oversees core system installation, and coordinates the installation of any external interfaces.

### **Trainer**

Qualified trainers are onsite during implementation to teach employees how to effectively use all Spillman applications, specifically emphasizing functionality and system administration. Trainers also troubleshoot live database problems and identify best practices for improvement in system utilization.

### **Geobase Trainer (Geocoding)**

The trainer is onsite for several days to train personnel on system setup and operation.

### **Customer Personnel**

The customer's staff also plays a key role during implementation. The involvement of these personnel ensures that the new system reflects an agency's specific needs and preferences.

The agency-designated Spillman SAA coordinates the implementation, ongoing maintenance, and training. This individual's responsibilities

include setting up Spillman code tables and user groups, privileges, database parameters, and any related requirements. Additionally, the SAA troubleshoots user problems and coordinates special needs directly with Spillman. As the training and support specialist, the SAA is responsible for training agency users on the Spillman applications, and operating a help desk for system problems.

For a list of key team resumes, see **Attachment 3**.

### **Acceptance Testing**

Spillman has developed a detailed methodology to achieve a fully functioning system. For the County's reference, we have included a confidential copy of our Sample Acceptance Test plan in **Attachment 4**. Additionally, we have supplied our System Performance Standards in **Attachment 5**, which list the criteria by which we test additional components of the system. Please review Spillman's Performance Standards document in conjunction with our Acceptance Test plan for detailed information. Spillman is committed to working closely with Fluvanna County to ensure a successful implementation.

### **Statement of Work**

Since 1982, Spillman has maintained an unprecedented record of successful project implementations. This track record is due, in large part, to the strong relationships we establish with each agency from the outset.

Each implementation is also based on a solid framework that adheres to Project Management Institute (PMI) guidelines, which identifies best practices related to communicating project initiatives, executing strategy, and managing timelines. For additional information, see our confidential sample Statement of Work in **Attachment 6**.

### **Refined Methodologies**

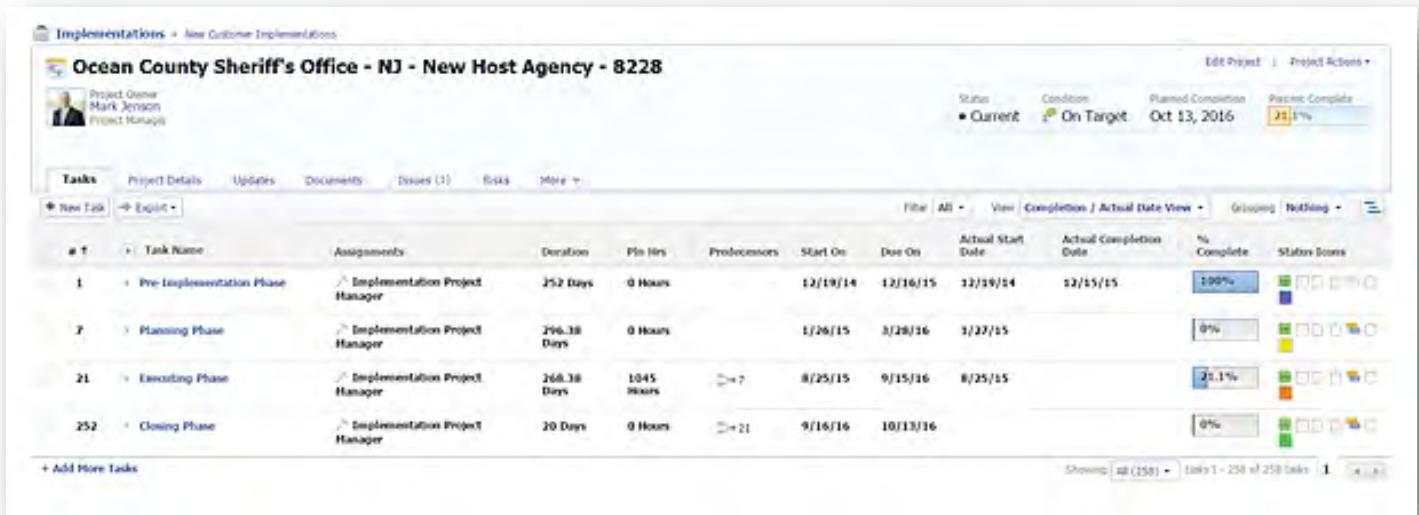
An important part of the process is the PIM meeting between Spillman and the agency. This meeting is specifically designed to establish the communications plan, define specific project roles and responsibilities, and discuss the risk management involved with the implementation.

The successful implementation of a project requires frequent communication between Spillman's project managers and our customers. For years, most of this contact took place via, telephone, email, and onsite interactions. Recently, however, Spillman introduced a more effective means for tracking assignments, storing documents, and monitoring project progress.



## Fluvanna County, VA

This web-based Implementation dashboard, powered by Workfront, is an online Project Management tool that enables agencies to collaborate with Project Management using a high level overview for stakeholders interested in viewing the current status condition of a project.



The agency can view its status condition to confirm the project is on target

For individuals familiar with Microsoft Project, Workfront offers Gantt chart functionality through detailed planning mechanisms and predecessor management scheduling. By adding key personnel to the dashboard, individuals can monitor tasks associated with each phase of the implementation process.



The Workfront dashboard streamlines phase review and task completion

Using list tasks and task dependencies, Workfront is programmed to organize and display easily-identifiable task completion percentages. Customers can also add issues directly to the dashboard, which then maintains an issues and resolution log for streamlined status updates and improved collaboration practices. Workfront lists out tasks, then tracks the project plan, training schedule, milestones, and installation progress.

This dashboard also gives personnel the ability to assign tasks to individuals, enabling task completion to be closely monitored. This online tool is available to all key stakeholders, and will automatically send emails to those interested in any



project item update(s). We use this tool to reduce the risk of communication failure, and allow all key stakeholders to be constantly involved in the progress of the project.

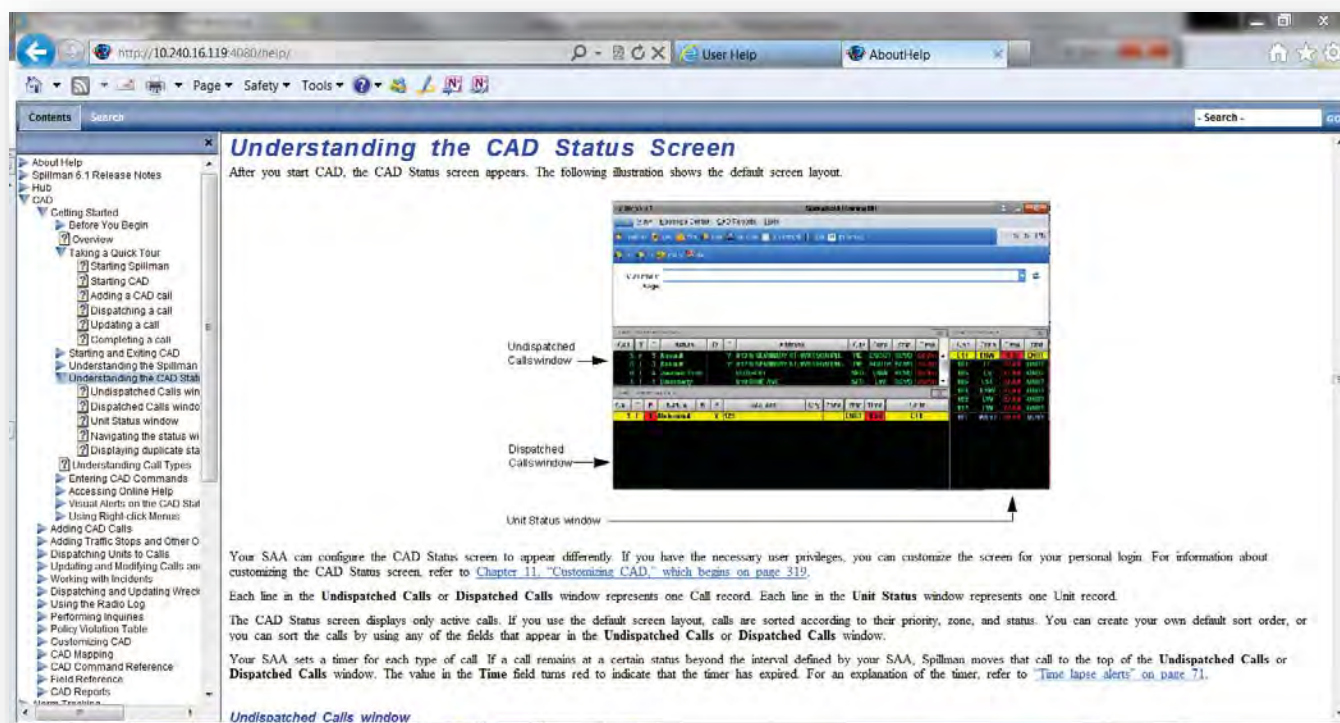
## Dedicated Project Management

Spillman assigns all customer agencies a dedicated project manager. The project manager is ultimately responsible for controlling the project schedule, achieving milestones within established timelines, coordinating necessary resources for project completion, and finishing implementation on schedule and within budget. Because Spillman has implemented software for more than 1,700 customers nationwide, we understand the personnel, technical, and financial resources required for timely and professional project completion.

### 6. Assistance and Technical Support:

- a. The System shall provide a customizable, online help feature that is easily accessible at any point throughout the system.

As a standard part of the Spillman offering, provided at no additional charge, the system features an online Help system with user documentation for every major module. This allows user to search for information about specific tasks they are trying to perform or to learn more about software features.



Spillman's Help feature allows users to access information to operate more efficiently

- b. **The Offeror shall offer ongoing user and technical support in a variety of areas which includes, but is not limited to, training users, installing and configuring product updates as they become available, assistance with workflow design, updates to comply with Federal and Virginia laws, policy changes, software update utilities, etc. User training for upgrades or future enhancements must be available and included.**

Spillman recognizes that the successful use of any system is directly related to the continued learning and training that agency personnel invest in the software solution. To aid in maintaining a proficient knowledge of the Spillman system, Spillman utilizes the following continuing education techniques.

### **Post Go-live Training**

To ensure users have the opportunity to become completely familiar with the software, Spillman provides focused support at implementation and on an ongoing basis.


### **Web Demonstrations**

To enhance ongoing training, Spillman regularly offers a variety of free web demos and training courses aimed at updating users on new functionality. This education is traditionally provided through a conference call in which agency personnel follow along at their own workstations. Our team of highly-skilled trainers leads web sessions focused on Spillman's fundamental software products as well as new features and products that are still in the development process.

### **MySpillman**

Using our MySpillman web portal, Fluvanna County can also share information regarding best practices with other Spillman agencies across the United States. Agency personnel can review information that aids in the operation of the system, access reports already in use at other agencies, and analyze solutions to basic troubleshooting issues. Participants can review posts from other customers, as well as comprehensive instructional materials posted by Spillman to augment user proficiency.

The MySpillman feature allows agencies to search thousands of Spillman records including educational documentation, user manuals, popular support issues, common problem records, "Spillman in Action" case studies, media coverage, press releases, and more. This online resource will give the County an opportunity to truly leverage best practices, all at no additional cost.



Welcome Spillman User - Springfield Police Department | [Update Personal Info](#) | [Logout](#)

**MySpillman**

MY SPILLMAN HOME | SPILLMAN REPS | SUPPORT | REPORTS | TRAINING | ENHANCEMENTS | 2014 USERS' CONFERENCE | AGENCY INFO

Search the Knowledgebase

**My Spillman**


- Spillman Reps
- Support
- Reports
- Training
- Enhancements
- 2014 Users' Conference
- Agency Info

**Quick Links**

- Knowledgebase
- Web Demos
- User Groups

**Your Reps**

Client Services Manager  
[Caleb Jensen](#)



Desk: 801-902-1456

**Enhancement Highlight now available!**  
Spillman 6.3 is now available! [Click here](#) to read the Enhancement Highlight!

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**Look Who's Live!**  
The following agencies have recently gone live on their new Spillman system!

Agency	Location
St Lawrence Co Sheriffs Dept	Canton, NY
Williamsport Bureau of Police	Williamsport, PA
Palominas Fire District	Hereford, AZ
Lee County Sheriffs Office	Fort Myers, FL

Each customer's unique MySpillman page simplifies customer support and information sharing

## Knowledgebase

This site also includes a searchable Knowledgebase, which contains troubleshooting solutions to various customer issues, clearly-defined documentation and user manuals, downloadable ad hoc reports, and the Spillman community message board which allows agencies to exchange information with other Spillman users.

Our online Knowledgebase is accessible to all customers and has been designed to enhance support and training opportunities. County personnel can easily find information to aid in the operation of the system as well as solutions to common troubleshooting issues. Our Knowledgebase offers information compiled directly from customers and includes instructional materials designed to augment usability and create training opportunities.

Agencies can maximize the Knowledgebase by entering search criteria in a variety of fields including document number, error number, executable or software version, category or subcategory, record type, or any keywords.

Fluvanna County can utilize this feature to expand user understanding, improve system use, and network with other Spillman customers to address common concerns.

### **Online Classroom**

We offer a variety of other web-based training resources as well through our Learning Management System. Fluvanna County will have access to a full online classroom education website that is designed to help train users. This website contains a software training and tutorial video library in which Spillman instructors guide users through the system. Also included are module quizzes, documentation, glossaries, discussion forums, and links to other websites that provide valuable background information.

### **Users' Conference**

Refresher training is available through Spillman's regional user group meetings, as well as our annual Users' Conference held in Salt Lake City. During our annual event, attending agencies have the opportunity to receive additional training, assess new products and services, and network with other public safety professionals.



During Users' Conference, Spillman traditionally offers more than 80 different classes over a three-day period:

- Courses are broken out by specific module or Spillman product, for example, Mobile, Mapping, and Field Reporting.
- Training targets System Administrators specifically as well as beginning, intermediate, and advanced users of the software.
- In-depth discussion forums are provided for administrators to promote efficiencies and help agencies realize the full value of the system.

Spillman Users' Conference considers the needs of our individual customers by combining expert-led discussions with hands-on training opportunities. Because the conference is held in Salt Lake City, many of our account managers, support personnel, and training team members are in attendance to provide direct feedback to our customers about whatever questions or concerns they may have.



### Regional User Group

Spillman has several user groups across the country, which actively vote on product enhancements. The nearest regional group is the Southeast Regional Spillman User Network (SERSUN). The following is SERSUN's key contact information:

Southeast Regional Spillman User Network (SERSUN)	
<b>President:</b> Allan Seebran	<b>Contact Information:</b> Covington Police Department 2194 Emery Street Covington, GA 30210 770.385.2070 Allan.seebaran@covingtonpolice.com
<b>Frequency of Meetings:</b> Semiannually	

### 7. Training:

- a. The Offeror is to submit a training plan within their proposal. This plan is to include training for the Police Department, Fire Department and Information Technology personnel.

See response to item 7.b below.

- b. The training plan must include at minimum the following: (i) Methodology, timelines/schedules, facility needs, materials, documentation/manuals, equipment, etc.; Descriptions of Classes/Courses proposed in the training plan; (iii) Resumes and qualifications of Offeror training personnel; (iv) Training manuals and documentation (provide samples); (v) Training tutorials or other computer based programs; (vi) Plans and options for on-site training of Sheriff's Office personnel and (vii) The knowledge transfer strategy proposed by the Offeror to prepare staff to operate the system after it is placed into production.

As outlined in response to item 1.c, Spillman provides comprehensive training services to ensure all end users are proficient in their use of the system. Additionally, please see **Attachment 7**, which includes a sample training plan, as well as **Attachment 3**, which includes training team resumes.

**8. Pricing Requirements:**

- a. The Offeror will define all computer hardware, operating system, database management system, disaster recovery procedures and protocols, and all other related requirements necessary to provide a fully functioning System with optimum performance. The Offeror will provide a pricing for the related hardware, OS, database and other equipment. The Sheriff's Office may choose to purchase these products from another source.**

As described within this proposal, Spillman can utilize the County's existing hardware, backup solution, infrastructure, etc. as detailed in Addendum 1. Spillman has implemented a variety of HA/DR solutions for customers across the country. We request the opportunity to discuss with the County the optimal solution for your needs. As pricing options can vary based on the County's desires, we have included a not-to-exceed number for an HA/DR option.

- b. It is required that all Offerors submitting proposals agree that their pricing is valid for a minimum of one (1) year from the RFP due date.**

Understood. The Spillman pricing proposal will be valid until December 31, 2017.

- c. Any contract will require System implementation must be completed no later than July 30, 2017.**

Spillman can comply with this timeframe provided the County issues an official notification that specified Spillman as the awarded vendor by January 31, 2017 to ensure adequate time to complete the project.

- d. Services shall be performed on a flat fee basis; except that labor being a part of the Services may be performed at an hourly rate if specifically disclosed in the Proposal Costs and only if performed on a "not-to-exceed" basis where the Sheriff's Office compensates the Offeror on the basis of hours and expenses actually incurred only up to the specified not to exceed amount. If the Services on the System are to be completed on a complete flat rate basis, then the not to exceed price for labor MUST be included in the Proposal in addition to a detailed hourly rate schedule.**

Understood.

- e. **Annual Maintenance Costs shall be separately identified in the Proposal. Any Contract awarded hereunder allows the County to determine in its sole discretion whether or not it chooses to purchase the annual maintenance services.**

Understood. Spillman will allow the County to determine whether or not to purchase the annual maintenance agreement. However, should the County choose this option, the County will not receive any technical support, upgrades, enhancements or training for the system.

- f. **Proposals are requested to include alternative pricing without data migration which shall be clearly identified as alternative pricing. Such shall be included only if Offeror believes such is a feasible alternative. Offeror may respond without presenting alternative pricing (eliminating the data migration) if the Offeror determines the same is not feasible, not secure, or otherwise inappropriate. The Offeror should include a statement as to why it determined alternative pricing without data migration was not feasible. The pricing without data migration is for a System as described in this RFP except that existing data need not be migrated to the new System, but can remain on the old system(s). Such alternatives must meet the following requirements: (i) all data must be accessible in a usable format by the Sheriff's Office through the new System; (ii) all data must be safeguarded so as to prevent loss in case of a failure of the older system(s); all data must be formatted (by conversion or otherwise) such that the data could be transferred and migrated to the new System at a later time.**

Understood.

**9. Maintenance/Support Program:**

- a. **The Offeror is to submit a post-implementation maintenance and support program (the "maintenance agreement"). If any maintenance agreement and/or support is included in the System cost such should be specifically noted in the Proposal.**

The first year of maintenance, which starts at Go-live and runs for 12 months, is included in the initial cost of the software. As requested in RFP Exhibit 2, years two through five are outlined in the price proposal of this response.

For additional information, see **Attachment 2** for a confidential copy of Spillman's standard Support and Maintenance Agreement. We look forward to discussing mutually agreeable terms with the Fluvanna County.

- b. The Offeror shall provide Call Center support, including a toll-free hotline, hours of operation. The Offeror shall define problem reporting and resolution procedures.**

Please see Spillman's response to item 1.c, which includes a detailed description of our supports services. Also, please note that our Technical Services Department is known within the industry for providing exceptional services. On average, it takes less than one hour on average to resolve issues for all calls on an annual basis.

Further, Spillman's first-call resolution percentage has steadily increased over the past several years, largely due to our internal initiatives developed to ensure system concerns are addressed as quickly as possible. For the calendar year 2016, our Support team succeeded in resolving issues on the first call at a rate of 51%.

### **Problem Reporting and Resolution**

If the County discovers a problem in the software, the Applications Administrator can report the problem to Spillman by phone, fax, email, or through the Spillman website. A support technician then verifies the problem by reproducing it and enters the problem in a problem log. An assigned support technician reviews the problem and gives it a priority 0-4 (with "0" being the most urgent), and sends the problem to Spillman's development team, where the problem is resolved based on its priority.

When Spillman fixes the problem, our quality control team tests the fix. Upon completion of these tests, the problem is recorded in the log as being resolved. Spillman sends a patch to our agencies to update their software and fix the problem. The following steps are used for trouble reporting, status tracking, and correction.

<b>Step 1.</b>	Fluvanna County's applications administrator reports problems to Spillman by phone, fax, email, or through the Spillman website.
<b>Step 2.</b>	When possible, the help desk answers questions and resolves problems immediately.
<b>Step 3.</b>	If the help desk cannot resolve the problem, it is entered in a problem log and the help desk forwards the problem to the first available support technician with expertise in the area of the problem.
<b>Step 4.</b>	A support technician responds to the problem within six hours, although usually much soon.



<b>Step 5.</b>	If needed, the support technician accesses the County's system via a VPN (Virtual Private Network) connection, duplicates the problem, and tries to find a solution.
<b>Step 6.</b>	If necessary, the support technician works with other Spillman personnel to find a solution.
<b>Step 7.</b>	The support technician records all activity in the problem log.
<b>Step 8.</b>	The support technician then contacts the County's applications administrator to test the solution.

**c. The Offeror shall define delivery methodology for future software upgrades, including frequency of upgrades.**

Spillman's technical services team will be readily available to assist the County in implementing system updates as they become available. To accommodate your needs, Fluvanna County can elect to implement a new release at any time and, as mentioned, Spillman will provide all software upgrades for licensed modules as part of the agency's support and maintenance agreement. Spillman does not mandate the installation of new releases, though upgrades are included for the life of our partnership in our Support Agreement.

Further, before Spillman initiates any new release or upgrade, our support technicians ask agencies about existing configurations or customizations that will help meet their needs. Spillman then saves all configurations to a separate location before performing an upgrade, and upon completion, the agency's unique configurations are reloaded.

As mentioned previously, all Spillman-licensed software enhancements and releases are provided as part of a current maintenance and support agreement with Spillman Technologies. As a result, Fluvanna County can take full advantage of continuously improving technology for the lifetime of the partnership. We typically schedule major releases approximately every four (4) months, and will notify the County prior to any release with comprehensive update notes and information.

**d. If maintenance is not included in the System Cost, then the Offeror shall submit a one year maintenance agreement for maintenance, general repairs, and technical assistance related to the System at a fixed annual cost.**

The first year of maintenance, which starts at Go-live and runs for 12 months, is included in the initial cost of the software.

- e. **Proposals shall include a detailed list of any maintenance and support included in the System or any Maintenance Agreement.**

See **Attachment 2** for a confidential copy of Spillman's standard Support and Maintenance Agreement. We look forward to discussing mutually agreeable terms with the Fluvanna County.

- f. **Such maintenance agreement shall be optional at the sole option of the County, but should the County opt to purchase such maintenance agreement services the following shall apply: (i) The County anticipates such maintenance agreement would commence on the day that the System was fully operational and accepted by the County. Such maintenance agreement would be for a one year term, with four (4) one-year renewal options. The maintenance services would be at a flat rate per year for the initial term and all renewals.**

Understood. Also, please see Spillman's Sample Acceptance Test plan is **Attachment 4** as well as our System Performance Standards in **Attachment 5**.

#### **10. Warranty:**

- a. **The Contractor shall warrant all work relating to the System for at minimum a period of two (2) years from the date of final completion (the date of final completion shall be the date all work is final on the Project is paid for, approved and accepted by the County in its sole discretion).**

Spillman's warranty on work and services performed is included in the annual maintenance agreement. Typically, Spillman would include the desired warranty period as part of the initial purchase. As requested by the County in the pricing section, however, the maintenance / warranty is itemized to allow the County to determine at its sole discretion whether or not they will purchase the maintenance. Also, please see Spillman's Sample Acceptance Test plan is **Attachment 4** as well as our System Performance Standards in **Attachment 5**.

- b. **In addition, it is required that the Offeror provide a warranty for both the software and implementation services, as specified below:**
- i. **Software. The Offeror shall warrant that the proposed software will conform to the requirements and specifications as stated in this RFP. The detailed requirements as stated in this RFP will become part of the selected software Offeror's contract and will be warranted as such. The Offeror shall warrant that the content of its proposal accurately reflects the software's ability to satisfy the technical and functional requirements as**

**included in this RFP. Furthermore, the warranty, at a minimum, shall be valid for a period of 24 months from the acceptance of the software.**

Spillman's warranty on software is included in the annual maintenance agreement. Typically, Spillman would include the desired warranty period as part of the initial purchase. As requested by the County in the pricing section, however, the maintenance / warranty is itemized to allow the County to determine at its sole discretion whether or not they will purchase the maintenance. Also, please see Spillman's Sample Acceptance Test plan is **Attachment 4** as well as our System Performance Standards in **Attachment 5**.

- ii. Implementation Services. The Offeror shall provide a warranty for implementation services (e.g. work products, developed modifications, and system configuration) for a minimum of 24 months after the system acceptance date of the respective modules.**

Spillman's warranty on implementation services performed is included in the annual maintenance agreement. Typically, Spillman would include the desired warranty period as part of the initial purchase. As requested by the County in the pricing section, however, the maintenance / warranty is itemized to allow the County to determine at its sole discretion whether or not they will purchase the maintenance.

- iii. All manufacturer's warranties shall be assigned to the County.**

Understood.

## Company Background

**c. Company Background Information, to include but not limited to the following:**

- 1) Provide the legal name of the company, the size of the company and organizational structure.**

Spillman Technologies, Inc.

300+ employees

Spillman Technologies is a wholly owned subsidiary of Motorola Solutions.

- 2) Date the company went into business.**

Spillman Technologies began operations in 1982.

- 3) Date the company began selling the proposed software/services to the public sector.**

Spillman released its first public safety software package in cooperation with the Cache County Sheriff's Office, Utah in 1983.

- 4) Status of the company.**

Spillman's stable financial history assures our customer agencies that their investment is sound and our partnership will be long term. Every facet of Spillman's product design and business structure hinges on a high standard of reliability and customer satisfaction.

### **Customer Acquisition and Retention**

With over 30 years of experience and more than 1,700 customer agencies spread throughout the United States, Spillman has a solid track record of developing and maintaining successful business partnerships:

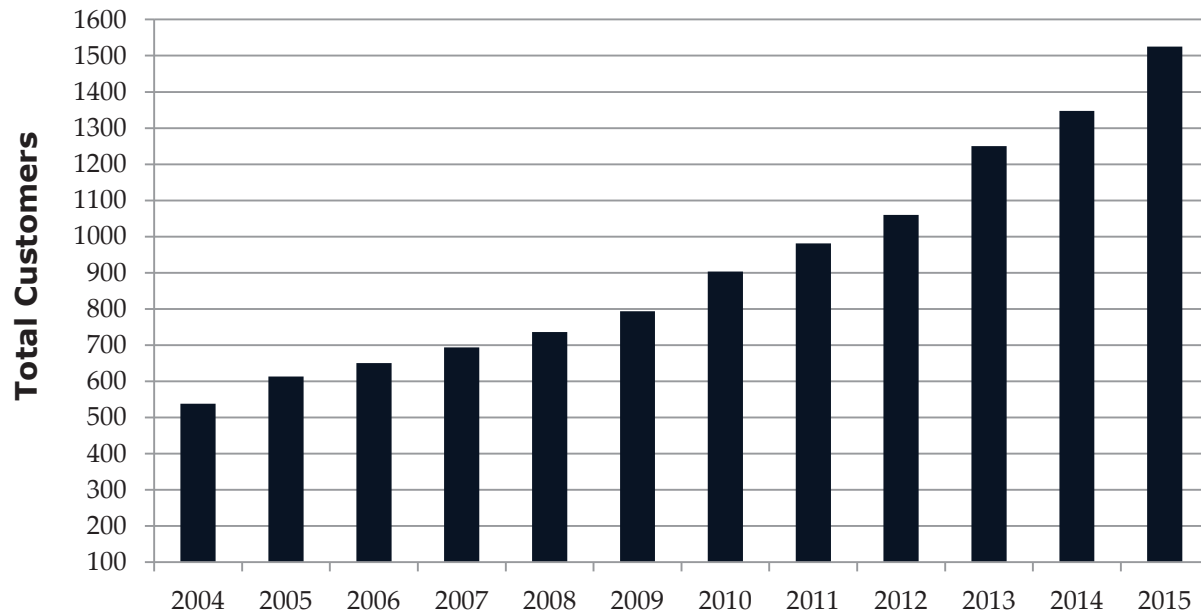
- Spillman has an unprecedented implementation success rate
- In the last two years, Spillman has contracted with more than 500 new customer agencies nationwide

### **Investment in Public Safety Software**

Spillman invests thousands of hours in refining user-requested enhancements, and the continued expansion of our solution. To help meet this commitment, Spillman devotes:

- Approximately 25% of its workforce to evolving the software
- Roughly 20% of the company's annual revenue to software development

### Spillman Customer Growth



### Spillman's Track Record

Spillman's record of excellence has placed us in a position to lead the industry well into the future. Our commitment to providing world-class service and software to the public safety sphere is demonstrated by the consistent satisfaction of our customers, our continued investment in the solution, and industry-leading support:

- Spillman's influence continues to expand in the industry, which can be attributed directly to the satisfaction of our current client list – more than half of Spillman's new customers are the result of client referrals.
- Spillman is committed to enhancing and expanding our product offerings – with more than 50 integrated software modules.
- Spillman provides technical support in a timely manner – our customer support response time for 2016 has averaged less than one (1) hour.

We look forward to working closely with Fluvanna County to customize the best software solution to meet each its unique needs.

**5) Number of employees supporting/developing the proposed System.**

Our complete workforce is devoted to the development, service, and support of the only product we offer – our community safety software. We believe that the only way to deliver the best software and support in the industry is to ensure that 100% of our more than 300 employees are focused exclusively on this industry.



Spillman employs more than 300 individuals based out of our corporate headquarters in Salt Lake City, UT

**6) Define the company's long-term development strategy and plans for the system.**

The Flex application is currently built on a multi-tier architecture. The tiers in the architecture include FairCom's c-treeACE database server, the Apache Tomcat application server, and multiple client applications. Our client applications include Flex Mobile (an MFC/C++ application), Flex (the primary client, composed of both Java and C# executables), and Touch (a natively installed app for iOS and Android devices). The middle-tier (or the application server) also includes the Flex Data Exchange (DEX) module, which allows third parties to build their own interfaces to the Spillman system.

The proliferation of mobile devices has increased the number of operating systems in the market. The long-term plan is to move the Flex and Flex Mobile client functionality to new web-based architectures that allow for a cross-platform user experience. This transition will occur gradually over the next several years. Our long-term plans also include making significant improvements to Flex's API, giving our customers and third parties more capabilities for interfacing with the Flex system.

In the medium- to short-term, we plan to continue to deliver the latest version of FairCom's c-treeACE database server with each new version of Flex. Each new version of Flex will likely also include the latest version of Apache Tomcat.

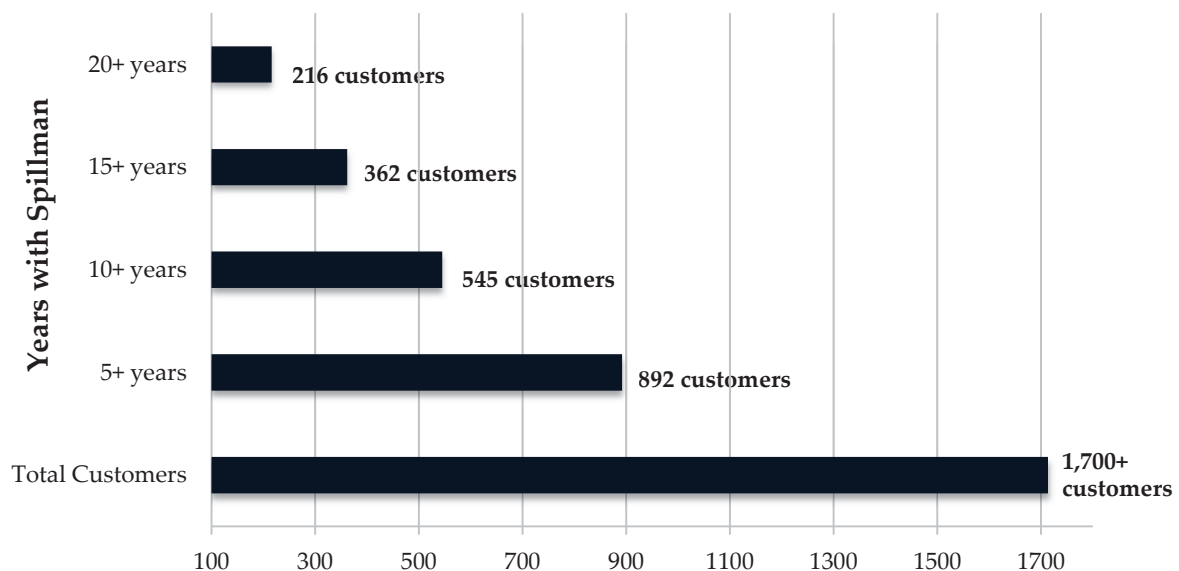
**7) Number of public sector installs and size of these organizations including names and locations.**

More than 1,700 public safety agencies nationwide use Spillman's full suite of CAD, records management, mobile, and crime analysis products. Our clients include police departments, sheriff's offices, communication centers, campus police, tribal police, fish and wildlife police, and even port authorities.

Of our 1,700+ customers, more than 540 of them have used the software for more than 10 years, 360 have been with Spillman for more than 15 years, and more than 200 have utilized our services for over 20 years. Building long-term partnerships is a very important facet of our internal business philosophy – we strive to provide our customers with the best technology and support in the industry.

For additional reference information, please see our response to item d on page 119 of this response. We would also be happy to provide additional references as needed.

### Spillman Customer Longevity



**8) Future technology direction.**

Please see response to item 6 on page 117 above.

**9) Future application revisions and enhancements.**

For a confidential summary of our planned enhancements, see **Attachment 8**.

**10) Provide recent audited financial statements for the past two (2) years.**

For a confidential copy of Spillman's recent audited financials, see **Attachment 9**.

**11) Offerors are required to disclose past and pending litigation.**

Not applicable. Neither Spillman nor any of our employees have ever been named in any litigation or arbitration related to the company's products or services.



## Clients Services

### d. Client References

Offerors shall provide a minimum of five (5) client references that are similar in size and scope to the Sheriff's Office Project, that have utilized a similar System in a comparable computing environment. All client customers in the State of Virginia must be provided, regardless of circumstances. Client reference information must include the date of installation, length of implementation, installed release at the site and a point of contact.

Southwest Virginia Consortium, VA	
Contact Information	
Jeff Shupe, Financial Manager 276.679.1160 618 Virginia Avenue Norton, VA 24273	
Background	
Spillman customer since: July 2010	
Shared Agencies	
Norton Police Department	Dickenson County 911
Wise County Sheriff's Office	Lee County Sheriff's Office
Wise County 911	Lee County 911
Dickenson County Sheriff's Office	

Front Royal Police Department, VA	
Contact Information	
Kathie Scott 540.635.2111 23 E Jackson St kscott@frontroyalva.com Front Royal, VA 22630	
Background	
Spillman Customer Since: November 2011 Population Served: 12,869 Sworn Officers: 36 Total Employees: 40	
Modules	
<ul style="list-style-type: none"> <li>• CAD</li> <li>• CAD Mapping</li> <li>• CompStat Management Dashboard</li> <li>• CopLink</li> <li>• E9-1-1 Interface</li> <li>• Evidence Barcode and Auditing</li> <li>• Evidence Management</li> <li>• HipLink Paging Interface</li> <li>• Hub Integrated Hub (central Names, Vehicles, Property, Warrants, Alerts, Reports)</li> <li>• Imaging</li> </ul>	<ul style="list-style-type: none"> <li>• Law Records</li> <li>• Mobile AVL and Mapping</li> <li>• Mobile Field Report with Field Interview</li> <li>• Mobile Records Mobile State and National Queries</li> <li>• Mobile Voiceless CAD</li> <li>• Pawned Property</li> <li>• Pin Mapping</li> <li>• Sentryx GIS (Geobase)</li> <li>• Spillman Touch</li> <li>• Traffic Information</li> </ul>

<b>Jefferson County Emergency Center, WV</b>	
<b>Contact Information</b>	
Jeffrey Polczynski, Director of Comm. 304.728.2100 28 Industrial Blvd. jpolczynski@jeffersoncountywv.org Kearneysville, WV 25430	
<b>Background</b>	
Spillman Go-live: September 2014	
<b>Summary of Products Provided</b>	
<ul style="list-style-type: none"> <li>• Barcode Equipment Bundle</li> <li>• CAD</li> <li>• CAD Mapping</li> <li>• Civil Process</li> <li>• CompStat Management Dashboard</li> <li>• Driver License Scanning</li> <li>• E9-1-1 Interface</li> <li>• Equipment Maintenance</li> <li>• Etherlite</li> <li>• Evidence Barcode and Audit Interface</li> <li>• Evidence Management</li> <li>• Firehouse Interface</li> <li>• HipLink Paging Interface</li> <li>• Integrated Hub (Central Names, Vehicles, Property, Warrants, Alerts, Reports)</li> <li>• IBR – State Specific</li> <li>• Imaging</li> <li>• Law Records</li> <li>• Licenses and Permits</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile AVL Mapping</li> <li>• Mobile Field Report with Field Interview</li> <li>• Mobile Premises</li> <li>• Mobile Records</li> <li>• Mobile State and National Queries</li> <li>• Mobile Voiceless CAD</li> <li>• Pawns Property</li> <li>• Personnel Management</li> <li>• Pictometry Interface</li> <li>• Pin Mapping</li> <li>• Premises and HazMat Information</li> <li>• ProQA Medical Interface</li> <li>• Quickest Route</li> <li>• Rapid Notification</li> <li>• Response Plans</li> <li>• Sentryx GIS (Geobase)</li> <li>• Spillman Touch</li> <li>• StateLink</li> <li>• Traffic Information</li> <li>• Zetron 25 Fire Station Alerting Interface</li> </ul>

<b>Fayette County E9-1-1, WV</b>	
<b>Contact Information</b>	
James Bennett, E9-1-1 Coordinator 304.574.3590 1047 Nick Rahall Greenway jbenett@fayettecounty911wv.org Fayetteville, WV	
<b>Background</b>	
Spillman Go-live: July 2013	
<b>Summary of Products Provided</b>	
<ul style="list-style-type: none"> <li>• Alarm Tracking and Billing</li> <li>• Barcode Equipment Bundle</li> <li>• CAD</li> <li>• CAD Management Dashboard</li> <li>• CAD Mapping</li> <li>• CAD-to-Non-Spillman-CAD</li> <li>• Civil Process</li> <li>• CompStat Management Dashboard</li> <li>• E9-1-1 Interface</li> <li>• ERS Fire and EMS Records Interface</li> <li>• Etherlite</li> <li>• Evidence Barcode and Audit Interface</li> <li>• Evidence Management</li> <li>• HazMat Information</li> <li>• HipLink Paging Interface</li> <li>• Integrated Hub (Central Names, Vehicles, Property, Warrants, Alerts, Reports)</li> </ul>	<ul style="list-style-type: none"> <li>• IBR – State Specific</li> <li>• Imaging</li> <li>• Law Records</li> <li>• Licenses and Permits</li> <li>• Mobile AVL Mapping</li> <li>• Mobile Field Report with Field Interview</li> <li>• Mobile Records</li> <li>• Mobile Server CAD share</li> <li>• Mobile State and National Queries</li> <li>• Mobile Voiceless CAD</li> <li>• Personnel Management</li> <li>• Pictometry Interface</li> <li>• Pin Mapping</li> <li>• Premises and HazMat Information</li> <li>• Sentryx GIS (Geobase)</li> <li>• StateLink</li> <li>• Traffic Information</li> </ul>

Fluvanna County, VA

Plaquemines Parish Sheriff's Office, LA	
Contact Information	
Curtis Bowers, Communications Manager 504-297-5276 300 Main Street cbowers@ppso.net Belle Chase, LA 70037	
Background	
Spillman customer since: June 1996 Total Employees: 225	
Modules	
<ul style="list-style-type: none"><li>• CAD</li><li>• E9-1-1 Interface</li><li>• Fleet Maintenance</li><li>• Imaging</li><li>• Integrated Hub (Central Names, Vehicles, Property, Warrants, Alerts, Reports))</li><li>• Jail Management</li><li>• Law Records RMS)</li><li>• Premises Information</li><li>• Traffic Information</li></ul>	

Fluvanna County, VA

<b>Whitcom, WA</b>	
<b>Contact Information</b>	
Patti Kelly, Director 509.332.3911 2325 NE Hopkins Court pattik@wsu.edu Pullman, WA 99164	
<b>Background</b>	
Spillman customer since: July 1996 Total Employees: 148	
<b>Shared Agencies</b>	
Asotin County Sheriff Asotin Police Department Clarkston Police Department Colfax Police Department Moscow Police Department	Pullman Fire Department Pullman Police Department Washington State University Whitcom County Sheriff
<b>Modules</b>	
<ul style="list-style-type: none"> <li>• CAD</li> <li>• CAD Mapping</li> <li>• E9-1-1 Interface</li> <li>• Geocoding (address verification)</li> <li>• Imaging</li> <li>• InSight</li> <li>• Integrated Hub (Central Names, Vehicles, Property, Warrants, Alerts, Reports)</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile CAD</li> <li>• Mobile RMS</li> <li>• Mobile StateLink</li> <li>• Premises Information</li> <li>• ProQA Interface</li> <li>• Response Plans</li> <li>• StateLink</li> <li>• Washington IBR</li> </ul>

Fluvanna County, VA

<b>Spartanburg County Sheriff's Office, SC</b>	
<b>Contact Information</b>	
Richard Nieto, System Administrator	864.304.0587
950 California Avenue	rnieto@spartanburgcounty.org
Spartanburg, SC 29303	
<b>Background</b>	
Spillman customer since:	April 2007
Population served:	265,000
Sworn Officers:	277
Total employees:	480
<b>Modules</b>	
<ul style="list-style-type: none"> <li>• Civil Process</li> <li>• Commissary Management</li> <li>• Equipment Maintenance</li> <li>• Evidence Audit and Barcoding</li> <li>• Evidence Management</li> <li>• Geocoding (address verification)</li> <li>• Imaging</li> <li>• InSight</li> <li>• Integrated Hub (Central Names, Vehicles, Property, Warrants, Alerts, Reports)</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory Management</li> <li>• Jail Management</li> <li>• Law Records RMS</li> <li>• Licenses and Permits</li> <li>• Pawned Property</li> <li>• Personnel Management</li> <li>• Pin Mapping</li> <li>• South Carolina IBR</li> <li>• StateLink</li> <li>• Traffic Information</li> <li>• Vehicle Impound</li> </ul>

## **System Demonstrations and Site Visits**

### **e. System Demonstrations and Site Visits**

**Offerors may be required to provide in-Office system demonstrations that show the full functionality of the proposed system. Offerors should be prepared to demonstrate how the application meets the functional and technical requirements defined in this RFP. Offerors should be prepared to respond to questions during the demonstrations.**

**Offerors may be required to facilitate a site visit to a client for the purposes of evaluating the installed system and reviewing customer's satisfaction.**

Spillman welcomes the opportunity to demonstrate our proposed solution to representatives of the County to facilitate its evaluation process.



## Pricing

### VI. PRICING

Offerors shall provide all software and project costs for the System and implementation thereof. Pricing must include all costs related to implementing the detailed business requirements in this RFP. Offerors are to complete the attached Cost Quotation Worksheet.

#### COST QUOTATION WORKSHEET

Financial/Human Resource System	Total Cost	Explanation (if necessary)
<b>Software Licenses (detail below)</b>		
<b>All Software listed below is a Site License</b>		
<b>System Core</b>	<b>\$29,337</b>	
Integrated Hub	Included	<ul style="list-style-type: none"> <li>• Stores all system information, which can be accessed from one central repository. (Master name, vehicle and property).</li> <li>• Prevents users from duplicating data entry, saving time and ensuring accuracy.</li> </ul>
GIS	Included	<ul style="list-style-type: none"> <li>• See detailed street and address information for your jurisdiction</li> </ul>
Imaging	Included	<ul style="list-style-type: none"> <li>• Provides users the ability to capture and upload images seamlessly from the field.</li> <li>• System allows for the users to upload or capture images from any device.</li> </ul>
Learning Management System	Included	<ul style="list-style-type: none"> <li>• Online training system. Allows the agency unlimited access to software training modules.</li> </ul>
Crystal Reports	Included	<ul style="list-style-type: none"> <li>• Allows the agency to create custom reports.</li> </ul>
<b>CAD Bundle</b>	<b>\$29,701</b>	
CAD	Included	<ul style="list-style-type: none"> <li>• All system modules are fully integrated; dispatchers can easily access data from any table with a single login</li> <li>• Ensures officer safety by displaying automatic visual alerts that provide up-to-date information on warrants, etc.</li> </ul>
CAD Mapping	Included	<ul style="list-style-type: none"> <li>• Allows dispatchers to quickly and easily dispatch units with drag-and-drop functionality</li> <li>• Provides users with powerful access to location and call information based on full integration with the CAD system</li> </ul>
Alarm Tracking	Included	<ul style="list-style-type: none"> <li>• Track false alarms and generate reports, tickets, and letters.</li> </ul>
<b>RMS Bundle</b>	<b>\$64,817</b>	
Civil	Included	<ul style="list-style-type: none"> <li>• Allows agencies to track the receipt, service, and return of service for all types of civil processes managed by law enforcement.</li> </ul>
Evidence Management and Barcoding	Included	<ul style="list-style-type: none"> <li>• Includes Barcode hardware bundle.</li> <li>• Records changes in location, status, and custodian of evidence items, providing a detailed history item receipt through its release or disposal.</li> <li>• Allows for simplified data entry, precise labeling, and hand-held auditing of storage locations.</li> </ul>
Law Records	Included	<ul style="list-style-type: none"> <li>• Case Management.</li> <li>• Electronic workflow</li> <li>• Consolidates all law incident records into one database and provides easy-to-generate management reports.</li> </ul>

## Fluvanna County, VA

Personnel Management	Included	<ul style="list-style-type: none"> <li>• Stores all information in and accessed from one central repository</li> <li>• Promote effective personnel management with instant access to detailed employee information.</li> </ul>
Pin Mapping	Included	<ul style="list-style-type: none"> <li>• Supports crime investigations with powerful searching capabilities that access critical information for effective decision-making, rapid deployment tactics, and prompt assessments.</li> </ul>
Traffic	Included	<ul style="list-style-type: none"> <li>• Track traffic accidents, citations, and warnings.</li> </ul>
Offender Tracking	Included	<ul style="list-style-type: none"> <li>• Track SORNA information, including offense records and risk levels</li> <li>• Tracks gangs, parole violators, etc.</li> </ul>
Equipment Management	Included	<ul style="list-style-type: none"> <li>• Track equipment status and maintenance, calculate operating costs, and evaluate equipment performance with accurate statistical reports.</li> </ul>
License and Permits	Included	<ul style="list-style-type: none"> <li>• Collect precise data on various types of permits for property ranging from animals to weapons.</li> </ul>
Fleet Management	Included	<ul style="list-style-type: none"> <li>• Track vehicle information for mileage, fuel use, maintenance, repairs, and assigned officers</li> </ul>
Vehicle Impound	Included	<ul style="list-style-type: none"> <li>• Record owner, driver, and vehicle information on impounds, releases, or sells.</li> </ul>
Inventory Management	Included	<ul style="list-style-type: none"> <li>• Add and track items in agency inventory as well as track balances and item resale.</li> </ul>
Pawned Property	Included	<ul style="list-style-type: none"> <li>• Access records on pawnshop activities for locating stolen property, visits, spot checks and hits.</li> </ul>
Virginia IBR	Included	<ul style="list-style-type: none"> <li>• Enables agencies to easily compile detailed crime summary and activity information such as offenses, arrests, and law incidents for submitting IBR reports that meet state and federal standards.</li> </ul>
<b>Mobile Bundle</b>	<b>\$45,498</b>	
DL Scanning	Included	<ul style="list-style-type: none"> <li>• Includes 15 scanners.</li> <li>• Gives officers the ability to scan a driver license, automatically populate Mobile search screens with the driver's name, date of birth, address, physical description, and driver license identification number.</li> </ul>
AVL and Mapping	Included	<ul style="list-style-type: none"> <li>• Tracks the location of all fleet units in real-time through Global Positioning System (GPS) receivers.</li> </ul>
Field Reporting and Field Interview	Included	<ul style="list-style-type: none"> <li>• Enables officers to quickly complete forms directly from the patrol vehicle.</li> <li>• Stores Spillman RMS form information, electronically routed for approval.</li> <li>• Integrates with Virginia IBR and allows for in-field validation.</li> </ul>
Mobile Premise and Hazmat	Included	<ul style="list-style-type: none"> <li>• Retrieves information, (i.e., floor plans, alarm locations, &amp; contact information).</li> <li>• Searches chemicals in the National Oceanic and Atmospheric Administration (NOAA) CAMEO Chemicals.</li> </ul>
Quickest Route	Included	<ul style="list-style-type: none"> <li>• Calculates the total drive time to reach a call and displays the ideal route and driving directions.</li> </ul>
Mobile Law Records	Included	<ul style="list-style-type: none"> <li>• Provides field system data access without officers leaving the vehicle or requiring dispatcher assistance.</li> <li>• Allows users to search names, vehicles, incidents, property, wanted persons, &amp; more than 20 other types of records.</li> </ul>

## Fluvanna County, VA

Mobile StateLink (NCIC)	Included	<ul style="list-style-type: none"> <li>Automatically queries the local database as well as state and National Crime Information Center (NCIC) databases.</li> <li>Names imported directly from StateLink return.</li> </ul>
Mobile CAD	Included	<ul style="list-style-type: none"> <li>Enables personnel to quickly update status, as well as add/view call comments.</li> </ul>
Spillman Touch (APP)	Included	<ul style="list-style-type: none"> <li>Provides access to dispatch information, and receiving call assignments using a mobile device as well as searching for name, vehicle, property, and incident records from a mobile device.</li> </ul>
<b>Interface Bundle</b>	<b>\$91,703</b>	
ProQA Medical	Included	<ul style="list-style-type: none"> <li>Transfer data between Spillman CAD and ProQA software utilizing ProQA medical discipline</li> </ul>
ProQA Police	Included	<ul style="list-style-type: none"> <li>Transfer data between Spillman CAD and ProQA software utilizing ProQA law discipline</li> </ul>
ProQA Fire	Included	<ul style="list-style-type: none"> <li>Transfer data between Spillman CAD and ProQA software utilizing ProQA fire discipline</li> </ul>
Firehouse	Included	<ul style="list-style-type: none"> <li>One way from Spillman CAD to Firehouse. The interface is developed and supported by Firehouse. Specific fields and information must be verified by Firehouse.</li> </ul>
Statelink (NCIC)	Included	<ul style="list-style-type: none"> <li>Allows users to search state databases for name, vehicle, property, guns, and wanted person records and images.</li> <li>Perform state and federal searches simultaneously with one query.</li> </ul>
E9-1-1	Included	<ul style="list-style-type: none"> <li>Populates ANI/ALI automatically into the Spillman CAD system.</li> <li>Allows dispatch centers to pinpoint cellular call locations.</li> </ul>
Rapid Notification (Rip n Run)	Included	<ul style="list-style-type: none"> <li>Send dispatch information directly to fire departments via fax.</li> </ul>
Lynx	Included	<ul style="list-style-type: none"> <li>Connect to the data warehouse to allow for accurate data recovery from dispatch query.</li> </ul>
TREDS	Included	<ul style="list-style-type: none"> <li>Submit traffic crash report data to Virginia TREDS database.</li> </ul>
LiveScan	Included	<ul style="list-style-type: none"> <li>Ensure data integrity by automatically transferring inmate information from the Spillman system to LiveScan software.</li> </ul>
Beast	Included	<ul style="list-style-type: none"> <li>BEAST uses the Spillman XML to pull case and name information from Spillman in to BEAST. Specific fields and information must be verified by BEAST.</li> </ul>
EMS Records	Included	<ul style="list-style-type: none"> <li>Create EMS incident reports, patient and insurance data, and assign officers to units or units to shifts.</li> </ul>
<b>Project Services (detail below)</b>		
<b>Implementation</b>	<b>\$38,683</b>	<ul style="list-style-type: none"> <li>Includes all Travel and Per Diem.</li> </ul>
<b>Training</b>	<b>\$88,417</b>	<ul style="list-style-type: none"> <li>Includes all Travel and Per Diem.</li> </ul>
<b>Data Migration (inclusive of conversion)</b>	<b>\$50,000</b>	<ul style="list-style-type: none"> <li>Scope needs to be define with the County.</li> </ul>
Customization, if applicable	Included	<ul style="list-style-type: none"> <li>Spillman has been developed with many tools that allow users to customize the system to fit the needs and processes of the agency. Spillman's implementation team will help ensure that the system is optimally implemented. Further discussions regarding customization will take place during the project kickoff.</li> </ul>
Technical Support	Included	
Other:	N/A	

Fluvanna County, VA

<b>Computer Equipment: (detail below)</b>		
CAD System	NA	• Per proposal, Spillman software will install software on Fluvanna's existing server.
RMS	NA	• Per proposal, Spillman software will install software on Fluvanna's existing server.
<b>Grand Total</b>	<b>\$438,156</b>	

<b>Maintenance &amp; Support Program</b>	<b>Total Cost</b>	<b>Explanation (if necessary)</b>
<b>Year One (after final acceptance)</b>	<b>\$43,199</b>	
<b>Year Two (renewal)</b>	<b>\$46,538</b>	• As requested Spillman will hold the annual maintenance and support flat for the years 2-5.
<b>Year Three (renewal)</b>	<b>\$46,538</b>	• As requested Spillman will hold the annual maintenance and support flat for the years 2-5.
<b>Year Four (renewal)</b>	<b>\$46,538</b>	• As requested Spillman will hold the annual maintenance and support flat for the years 2-5.
<b>Year Five (renewal)</b>	<b>\$46,538</b>	• As requested Spillman will hold the annual maintenance and support flat for the years 2-5.

Please attach additional sheets if necessary. Costs must be inclusive of all travel, and business or administrative expenses of any kind.

\*\*\*Please include alternative pricing if offered consistent with Article IV, Section 8(f)

#### Optional Advanced Analytics and Executive Dashboard Software.

<b>Financial/Human Resource System</b>	<b>Total Cost</b>	<b>Explanation (if necessary)</b>
<b>Software Licenses (detail below)</b>		
<b>All Software listed below is a Site License (If option purchased, cost to be added to Grand Total software cost above)</b>		
<b>CompStat Executive Dashboard</b>	<b>\$25,000</b>	
<b>Public CompStat Dashboard</b>	<b>\$12,500</b>	• Requires CompStat Dashboard (above).
<b>Officer Productivity Dashboard</b>	<b>\$12,500</b>	• Requires CompStat Dashboard (above).
<b>OR</b>		
<b>Spillman Analytics powered by Bair, a Lexus Nexus Company</b>	<b>\$6,751</b>	• Spillman Analytics is a SaaS product that requires renewal annually to utilize. The annual cost is \$5,001.

<b>Maintenance &amp; Support Program</b>	<b>Total Cost</b>	<b>Explanation (if necessary)</b>
<b>(If option purchased, cost to be added to Annual Maintenance &amp; Support cost above)</b>		
<b>Year One (after final acceptance)</b>	<b>\$8,000</b>	• Maintenance total is for the three Dashboards above.
<b>Year Two (renewal)</b>	<b>\$9,000</b>	• Maintenance total is for the three Dashboards above.
<b>Year Three (renewal)</b>	<b>\$9,000</b>	• Maintenance total is for the three Dashboards above.
<b>Year Four (renewal)</b>	<b>\$9,000</b>	• Maintenance total is for the three Dashboards above.
<b>Year Five (renewal)</b>	<b>\$9,000</b>	• Maintenance total is for the three Dashboards above.



Fluvanna County, VA

## RFP Forms

### VENDOR DATA SHEET

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

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

2. **Vendor's Primary Contact:**

**Name:** Doug Hut **Phone:** 800.860.8026, ext. 1882

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

34 Years 4 Months

4. **Vendor Information:**

**FIN or FEI Number:** 87-0388618 **If Company, Corporation, or Partnership:** Corporation

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

<b>Company:</b> Southwest Virginia Consortium, VA	<b>Contact:</b> Jeff Shupe, Financial Manager 618 Virginia Avenue Norton, VA 24273
<b>Phone:</b> 276.679.1160	<b>Email:</b>
<b>Dates of Service:</b> Spillman customer since July 2010	<b>\$\$ Value:</b> Spillman is obligated not to share this dollar value. The agency, however, may be contacted directly to obtain this information.

<b>Company:</b> Front Royal Police Department, VA	<b>Contact:</b> Kathie Scott 23 E Jackson St. Front Royal, VA 22630
<b>Phone:</b> 540.635.2111	<b>Email:</b> kscott@frontroyalva.com
<b>Dates of Service:</b> Spillman customer since November 2011	<b>\$\$ Value:</b> Please see comment above.



## Fluvanna County, VA

<b>Company:</b> Jefferson Co. Emergency Ctr., WV	<b>Contact:</b> Jeffrey Polczynski, Director of Comm. 28 Industrial Blvd. Kearneysville, WV 25430
<b>Phone:</b> 304.728.2100	<b>Email:</b> jpolczynski@jeffersoncountywv.org
<b>Dates of Service:</b> Spillman customer since September 2014	<b>\$\$ Value:</b> Please see comment above.

<b>Company:</b> Fayette County E9-1-1, WV	<b>Contact:</b> James Bennett, E9-1-1 Coordinator 1047 Nick Rahall Greenway Fayetteville, WV
<b>Phone:</b> 304.574.3590	<b>Email:</b> jbennett@fayettecounty911wv.org
<b>Dates of Service:</b> Spillman customer since July 2013	<b>\$\$ Value:</b> Please see comment above.

<b>Company:</b> Plaquemines Parish Sheriff's Office, LA	<b>Contact:</b> Curtis Bowers, Comm. Manager 300 Main Street Belle Chase, LA 70037
<b>Phone:</b> 504-297-5276	<b>Email:</b> cbowers@ppso.net
<b>Dates of Service:</b> Spillman customer since June 1996	<b>\$\$ Value:</b> Please see comment above.

<b>Company:</b> Whitcom, WA	<b>Contact:</b> Whitcom, WA 2325 NE Hopkins Court Pullman, WA 99164
<b>Phone:</b> 509.332.3911	<b>Email:</b> pattik@wsu.edu
<b>Dates of Service:</b> Spillman customer since July 1996	<b>\$\$ Value:</b> Please see comment above.

<b>Company:</b> Spartanburg Co. Sheriff's Office, SC	<b>Contact:</b> Richard Nieto, System Administrator 950 California Avenue Spartanburg, SC 29303
<b>Phone:</b> 864.304.0587	<b>Email:</b> rnieto@spartanburgcounty.org
<b>Dates of Service:</b> Spillman customer since April 2007	<b>\$\$ Value:</b> Please see comment above.

I certify the accuracy of this information.

Signed:  Title: MSSSI VP - Sales & Marketing Date: December 20, 2016

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

Fluvanna County, VA



**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

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

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

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

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

B.   X   Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is F203102

C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

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

Legal Name of Offeror/Bidder: Spillman Technologies, Inc.

Date: December 20, 2016

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

Print or Type Name and Title: MSSSI Vice President - Sales and Marketing

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**





Fluvanna County, VA

### CERTIFICATION OF NO COLLUSION

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

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

  
Signature of Company Representative

Spillman Technologies, Inc.  
Name of Company

December 20, 2016


Date

### ACKNOWLEDGEMENT

STATE OF VIRGINIAUTAH

FLUVANNA SALT LAKE COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of JOE LUNT and dated DECEMBER 20, 2016 was subscribed and sworn to before the undersigned notary public by JOE LUNT on DECEMBER 20, 2016.

  
Notary Public

My commission expires: SEPT. 25, 2020



### CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

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

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

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Fluvanna County, VA

### OFFEROR STATEMENT

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

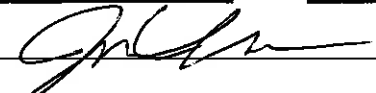
Joe Lunt, MSSSI Vice President - Sales and Marketing  
 Type or Print Name & Title of Authorized Person

  
 Signature of Authorized Person Submitting This Bid

December 20, 2016  
 Date

SUBSCRIBED AND SWORN to before me by the above named

JOE LUNT on the 20<sup>th</sup> day of DECEMBER, 20136

  
 \_\_\_\_\_

Notary Public in and for the State of UTAH

My commission expires: SEPT. 25, 2020

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

## **Functional Specifications**

Please see Spillman's completed functional specifications in the following pages.



# Attachment 1

## List of Standard Reports

## List of Standard Reports

### Computer-Aided Dispatch Reports

#### CAD Call Response Times

- by Nature of Incident
- by City
- by Type of Call
- by Priority
- by Unit
- by Agency
- by Zone

#### Summary Sheet Only

- by Priority
- by Nature

#### Totals by Priority

#### Totals by Nature

- by Priority [custom at scene/totals]
- by Nature [custom at scene/totals]

#### CAD Call Average Response Times

- by Nature of Incident
- by City
- by Priority of Incident
- by Unit
- by Agency
- by Zone
- by X Coordinates
- by Y Coordinates

#### CAD Average Response Times Detail

- by Nature of Incident
- by City
- by Priority of Incident
- by Unit
- by Agency

- by Zone
- by X Coordinates
- by Y coordinates

#### Fastest CAD Call Response Times

- by Nature
- by City
- by Priority
- by Unit
- by Agency
- by Zone
- by X Coordinates
- by Y coordinates

#### CAD Call Excessive Response Times

- by Nature of Incident
- by City
- by Type of Call
- by Priority
- by Unit
- by Agency
- by Zone

#### CAD Call Distribution of Response Times

- by All Calls
- by City
- by Type of Calls
- by Priority of Call
- by Unit
- by Agency
- by Zone
- by X Coordinates
- by Y coordinates

#### CAD Call Response Time Log

- by Nature
- by Date Reported

- by City
- by Call Type
- by Priority
- by Agency

#### Summary Sheet Only

#### CAD Call Times – by Location

- by Date Reported
- by Type of Call
- by Location
- by Agency
- by Call Nature
- by City
- by Priority

#### CAD Calls – by Day and Time

- by Date
- by Call Nature
- by Address
- by City
- by Agency

#### CAD Call Address History

- by Date Reported
- by Nature of Incident
- by Address
- by City

#### Total CAD Calls Received

- by Date Reported
- by Nature of Call
- by City
- by Type of Call
- by Priority
- by Agency

#### How Calls Are Received

- by Time & Date Reported
- by How Received

by Area	by Unit Status	Interstate Patrol/Contract Policing
CAD Call Narrative Search	by Officer Status	by Ten Code
by Date	by Status Change Time	by Date
by Date with Law Incident Information	by Zone	by Agency
by Nature of Call	by Call Number	by Unit
by City	Unit Radio Log Statistics	Agencies Involved Incident Summary
by Agency	by Day and Time	by Date and Time
by Keyword	by Agency	by Agency
All Calls by Date and Nature	by Zone	by Responsible Officer
by Date with Agency	by Unit	by Disposition
by Date with Totals for Each Nature	by Ten Code	by Nature
CAD Alarm Summary Report	by Shift	by Location
by Nature Code	by Call Code	by City
by City	by Day and Time	by Clearance Code
by Address	by Agency and Call Code	by Observed Offense
by Alarm Number	by Zone with Detail	by Reported Offense
by Alarm Description	by Status	by Offense Code
E-911 Data Report	by Date and Time with Detail	Resources Summary Report
by Date Reported	Unit Radio Log Summary	by Item Name
by Call Nature	by Date and Time	by Contact Name
by How Received	by Date and Time (reduced)	by Zone
by Type of Call	by Date and Time with Detail	Wrecker Company Call History
by Agency	by Dispatcher	by Date and Time
Officer Radio Log Summary	by Call ID	by Rotation
by Agency	by Agency	by Wrecker
by Unit	by Zone	by Location
by Officer	by Zone with Detail	by Officer
by Unit Status	by Unit	by Ten Code
by Officer status	by Ten Code	
by Status Change Time	by Shift	Law Records Reports
by Zone	by Status	Law Incident Summary Report
by Call Number	Unit Radio Log Incident Report	by Date and Time
Officer Status Change Totals	by Agency and Officer	by Responsible Officer
by Unit		by Disposition
by Officer		by Nature
		by Location Code

by City	by Observed Offense	by Nature
by Clearance Code	by Reported Offense	by Offense Observed
by Observed Offense	by Offense Codes	by Offense Reported
by Reported Offense	Law Incident Clearance Summary	by Offense Code
by Offense Codes	by Officer	by Responsible Officer
by Circumstance Code	by Nature	by Location Code
by Responding Officer	by Date and Time	Law Incident Media Summary
by All Offenses	by Agency	by Date with CAD
by Incident and Name	by Responsible Officer	Comments
by Incident Number	by Disposition	by Date with Law Narrative
by Incident Number with Detail	by Nature	by Date and Time
Incident Address History Report	by Location Code	by Agency
by Date Reported	by City	by Responsible Officer
by Location Code	Law Incident Narrative Search	by Disposition
by City	by Keyword	by Nature
by Address	by Date	by Location Code
by Agency	by Nature of Incident	by City
by Offense Observed	by Offense Observed	by Clearance Code
by Offense Reported	by Offense Reported	by Observed Offense
by Offense Code	by Offense Code	by Reported Offense
by Nature of Incident	by Agency	Public Information Log
by Circumstance Code	by Responsible Officer	with Descriptive Involvements
Property Watch Summary Report	by Location Code	with Involvements
by Date and Time	by City	by Date and Time
by Agency	Law Incident Table Report	by Nature
by Location Code	by Date and Time	by Location Code
by Responsible Officer	by Agency	by City
by Property Watch Code	by Disposition	by Agency
with Narrative	by Nature	Multiple Offense Warning Letter
Law Incident Multiple Offense Summary	by Location Code	by Occurrences
by Address	by City	by Date Reported
by Occurrences	Law Incident Totals	by Agency
by Date Reported	by Date and Time	by Location Code
by Agency	Law Incident Audit Report	by City
by Location Code	by Date Reported	by Observed Offense
	by Agency	by Reported Offense

by Offense Codes	Detail Incident Report	Disposition Change Statistics
False Alarm Summary Report	by Incident Number	by Date and Time Reported
by Date and Time	Law Incident Summary with Times	by Agency
by Agency	by date and Time	by Nature of Incident
by Responsible Officer	by Agency	by Location Code
by Location Code	by Responsible Officer	by Responsible Officer
by City	by Disposition	Total Incidents Report
by Clearance Code	by Nature	by Incident and Agency
by Observed Offense	by Location Code	by Incident and Nature of Incident
by Reported Offense	by City	by Incident, Agency, and Nature
by Offense Codes	by Clearance Code	by Incident and Location Code
Law Incident Disposition Summary	by Observed Offense	by Location Code and Nature
by Date and Time	by Reported Offense	by Date and Nature
by Agency	Incident Disposition Change Report	by Agency and Observed Offense
by Responsible Officer	by Responsible Officer	by Agency and Reported Offense
by Disposition	by Nature of Incident	by Agency and Offense Code
by Nature	by Disposition	by Agency, Nature, and Officer
by Location Code	by Date Reported	by Incident and Disposition
by City	by Agency	by Incident and Clearance
by Clearance Code	by Offense Observed	by Date Reported
by Observed Offense	by Offense Reported	by Agency
by Reported Offense	by Offense Code	by Nature
by Offense Codes	by Nature of Incident	by Location Code
Daily Activity Log	by Location Code	by Responsible Officer
by Date and Time	by Responsible Officer	by Disposition Code
by Nature	by Disposition Code	by Clearance Code
by Responsible Officer	Present Incident Dispositions	by Offense Observed
by Received by	by Date	by Offense Reported
by Disposition	by Nature of Incident	by Offense Code
by Location Code	by Offense Observed	by Agency
by City	by Offense Reported	by Responsible Officer
by Agency	by Offense Code	by Disposition Code
by Responding Officer	by Agency	by Clearance Code
with Law Narrative	by Responsible Officer	by Offense Observed
with CAD Comments	by Location Code	by Offense Reported
with Law Narrative and CAD Comments	by City	by Offense Codes
		by Circumstances Code

Total Law Incidents by Agency [Observed]	by Agency	by Date and Time
by Date Reported	by Nature	by Agency
by Agency	by Location Code	by Responsible Officer
by nature	by Responsible Officer	by Disposition
by Location Code	by Disposition Code	by Nature
by Responsible Officer	by Clearance Code	by Location Code
by Disposition Code	by offense Observed	by City
by Clearance Code	by Offense Reported	by Clearance Code
by offense Observed	by Offense Codes	by Observed Offense
by Offense Reported	by Circumstances Code	by reported Offense
by Offense Codes	with Most Serious Offense Code	by Offense Code
by Circumstances Code	with All Offense Codes	Law Response Time Analysis
Total Law Incident by Agency [Reported]	Law Incidents by Day and Hour	by Nature of Incident
by Date Reported	by Time Reported	by Location Code
by Agency	by Day Reported	Summary Sheet Only
by Nature	by Earliest Time Occurred	by Responsible Officer and Nature
by Location Code	by Latest Time Occurred	by Date Reported
by Responsible Officer	by Location and Time Reported [Day Hours]	by Observed Offense
by Disposition Code	by Location and Time Reported [Night Hours]	by Reported Offense
by Clearance Code	by Location and Earliest Time [Day Hours]	by City
by offense Observed	by Location and Earliest Time [Night Hours]	by Responding Unit
by Offense Reported	by Location and Latest Time [Day Hours]	Law Offense Comparison Report
by Offense Codes	by Location and Latest Time [Night Hours]	by Most Serious Offense Code
by Circumstances Code	by Agency	by All Offense Codes
Total Law Incident Offenses	by Offense Observed	by Agency
by Reported Offense	by Offense Reported	by Disposition
by Observed Offense	by Offense Code	by Clearance
by Date Reported	by Nature of Incident	by Offense Observed
by Agency Code	by Location Code	by Offense Reported
by Offense Observed	Agencies Involved Incident Summary	by Offense Code
by Offense Reported		Average Response Time Reports
by Offense Code		by Nature of Incident
by Location Code		by Location Code
Total Law Offenses by Agency		by Agency
by Date Reported		by Responsible Officer



by Date Reported	by Detail and Blank Status Date	Separate Pages Format
by City	by Detail and Active Status	with Sentences and Bonds
by Observed Offense	Unassigned Incidents Summary	Arrest Summary Report
by Reported Offense	by Incident Number	by Time & Date Arrested
by Offense Codes	by When Received	by Arresting Agency
Law Incidence Clearance Statistics	by Offense as Reported	by Arrest Type
by Date Reported	by Nature of Incident	by Offense Code
by Agency	by Agency	by Alcohol/Drug Code
by Location	Case Management Unassigned Incidents	by Law Jurisdiction
by Offense Observed	by Incident Number	by Entry Code
by Offense Reported	by Reported Date	by Arresting Officer
by Offense Code	by Offense Observed	by Arrest Area Code
Incidents Assigned to Officers	by Agency	by Statute Code
by Date Reported	by Division Codes	by Crime Classification
by How Received	Dissemination Log	by Court Code
by Nature of Incident	Dissemination Summary Report	by Custody or Non-Custody
by Agency	by Name	by Name
by Location	by Date	by Date and Time with Offenses
by Disposition	Individual Arrest Report	by Name with Offenses
by Offense Observed	by Time & Date Arrested	by Date and Time, with Offenses and Bonds
by Offense Reported	by Arresting Agency	by Name with Offenses and Bonds
by Responsible Officer	by Arrest Type	
by Assisting Officer	by Offense Code	
by Offense Code	by Alcohol/Drug Code	
Responsible Officer Summary	by Law Jurisdiction	Media Arrest Summary
Assisting Officer Summary	by Entry Code	Media Arrest Summary with Bonds
Case Status Statistical Analysis	by Booking Number	Media Arrest Summary [Juveniles < 19]
by Detail	by Arresting Officer	Media Arrest Summary with Bonds [Juveniles < 19]
by Officer	by Arrest Area Code	by Entry Code
by Agency	by Statute Code	by Officer and Entry Code
by Officer with Agency's Status Codes	by Crime Class Code	by Date and Time
Case Pending Due Notice	by Court Code	by Name
by Detail	by Custody or Non-Custody	Arrests by Day and Hour
by Assigned Officer	Regular Format	by Time/Date of Offenses
by Agency		by Offense Code
by Due Date		

by Statue code	by Entry Code	by Booking Number
by Offense Location Code	by Arresting Agency	by Location
by Alcohol/Drug Code	Offense Disposition Statistics	by Booking Number with Birthdate [Offenses]
by Crime Classification	by Time/Date of Offenses	by Booking Number with Birthdate [Statute]
by Law Jurisdiction	by Offense Code	Individual History Report
by Entry Code	by Statue code	by Name
by Arresting Agency	by Offense Location Code	by Name with Sentencing
by Arresting Date	by Alcohol/Drug Code	by Custody or Non-Custody
by Custody or Non-Custody	by Crime Classification	Individual Criminal History
Total Offenses Report	by Law Jurisdiction	by Inmate Name
by Offense Date	by Entry Code	Inmate Medical History Report
by Offense Code	by Arresting Agency	by Name
by Statute Date	Non-Classified Offenses Summary	by Booking Number
by Alcohol/Drug Involved	by Arrest Date	Demographic Analysis of Persons Arrested
by Crime Classification	Total Amounts Received Report	by Arresting Agency
by Law Jurisdiction	by Time/Date of Offenses	by Arrest Type
by Entry Code	by Offense Code	by Offense Code
by Court Code	by Statue code	by Statue code
by Arresting Agency	by Offense Location Code	by Alcohol/Drug Code
by Arrest Type	by Alcohol/Drug Code	by Arresting Officer
by Arresting Officer	by Crime Classification	by Arrest Area Code
by Arrest Date	by Law Jurisdiction	by Offense Area Code
by Statute	by Entry Code	by Statute Description
by Statute Description	by Arresting Agency	by Crime Classification
by Crime Class	by Clearance Type	by Entry Code
by Officer	Attorney Information Request	Field Interview Summary Report
by Persons Arrested and Officer	by Booking Number	by Date
Offenses by Day and Hour	Probable Cause Statement	by Time
by Time/Date of Offenses	by booking number	by Subject
by Offense Code	by Warrantless Arrest	by Officer
by Statue code	Arrest and Offense Report	by Agency
by Offense Location Code	by Officer	by Street
by Alcohol/Drug Code	by Date/Time	by City
by Crime Classification	by Area Code	
by Law Jurisdiction	by Offense Code	
	by Date of Birth	

by Location	by Nature of Incident	by Condition Observed
by Contact's Name ID	by Location Code	by Condition Reported
Total Field Interviews Report	by Address	by Condition Code
by Date	by City	by Nature of Incident
by Agency Code	by Agency Code	by Location Code
by Location Code	by Condition Reported	by Responsible Officer
by Street	Fire Incident Narrative Search Report	Total Fire Incidents
by City	by Keyword	by Agency
by Officer	by Date	by Agency and Nature
by Area and Officer	by Nature of Incident	by Location Code
by City	by Agency	by Location Code and Nature
Field Interviews by Day and Hour	by Responsible Officer	by Condition Observed
by Date	by Location Code	by Location Code and Condition Observed
by Time	by City	by Circumstance Code
by officer	Fire Incident Disposition Report	by Date and Time Reported
by Agency	by Date and Time Reported	by Condition Reported
by Location	by Nature of Incident	by Nature of Incident
by Contact's Name ID	by Condition Observed	by Responsible Officer
Fire Records Reports	by Condition Reported	by Disposition Code
Fire Incident Summary Report	by Agency Code	by Circumstance Code
by Responsible Person	by Responsible Officer	Fire Incidents by Day and Hour
by Condition Observed	by Location Code	by Time Reported
by Incident Number	by City	by Earliest Time Occurred
by Nature of Incident	Disposition Change Summary	by Latest Time Occurred
by M.O. Factor	by Responsible Person	by Location and Time Reported (Day Hours)
by Location	by Nature of Incident	by Location and Time Reported (Night Hours)
by Circumstance Code	by Disposition	by Location and Earliest Time Occurred (Day Hours)
by Date and Time Reported	by Date Reported	by Location and Earliest Time Occurred (Night Hours)
by Agency Code	by Agency Code	by Location and Latest Time Occurred (Day Hours)
by Disposition Code	by Condition Observed	
by Condition Reported	by Condition Reported	
by Incident Address	by Condition Code	
by City	by Location Code	
Fire Incident Address History	Disposition Change Statistics	
by Date Reported	by Date Reported	
	by Agency	

by Location and Latest Time Occurred (Night Hours)	Patient Drugs Administered	by Contact
Fire Incident Audit Report	by Incident Date	by Officer
by Date and Time Reported	by Agency	by Division
by Agency Code	by Area Code	by Agency
by Nature of Incident	by Drug	by Street
by Condition Observed	Patient Treatment Summary	by City
by Condition Reported	by Incident Date	by Location
by Disposition Code	by Agency	by Contact's Name ID
by Responsible Officer	by Area Code	Fire Field Interviews Report
Agencies Involved Incident Summary	by Treatment	by Date
by Date and Time	Fire Events Summary	by Time
by Agency	by Date and Time	by Officer
by Responsible Officer	by Type of Event	by Agency
by Disposition	by Agency	by Location
by Nature	by Division	by Contact's Name ID
by Location Code	by Unit	Total Fire Field Interviews
by City	by Station	by Officer
by Clearance Code	by Officer	by Area and Officer
by Observed Offense	by Shift	by City
by Reported Offense	Fire Events Statistical Report	by Agency
Fire Response Time	by Date of Event	by Street
Summary Sheet Only	by Type of Event	by City
by Nature of Incident	by Agency	by Location
by Location	by Division	by Officer
Patient Supplies Used	by Unit	Water Sources Summary Report
by Incident Date	by Station	by Source
by Agency	by Officer	by Type
by Area Code	by Shift	by Date Installed
by Item	Fire Incidents/Offenses Count	by Status
Patient Assessment Summary	by Date Reported	by Water Zone
by Incident Date	by Agency Code	by Map/Reference
by Agency	by Condition Observed	by Class
by Area Code	by Condition Reported	by Dispatch Zone
by Assessment	by Location Code	by Brand
	Fire Field Interviews Summary	Water Source Activity Summary
	by Date and Time	by Date

by Date with Comments by Source by Date Installed by Status by Water Zone by Map/Reference by Class by Dispatch Zone by Brand	EMS Incident Narrative Search by Keyword by Date Reported by Agency Code by Nature of Incident by Location Code by City EMS Incident Audit Report by Date Reported by Agency Code by Nature of Incident by Condition Observed by Condition Reported by Responsible Officer Incident Disposition Summary by Date Reported by Agency Code by Nature of Incident by Condition Observed by Condition Reported by Responsible Officer by Location Code by City Disposition Change Summary by Date Reported by Agency Code by Nature of Incident by Condition Observed by Condition Reported by Responsible Person by Location Code by Disposition Code Disposition Change Statistics by Date Reported by Agency by Condition Observed	by Condition Reported by Nature of Incident by Location Code by Responsible Officer EMS Total Incidents Report by Date Reported by Agency by Condition Observed by Condition Reported by Nature of Incident by Location Code by Responsible Officer by Disposition Code EMS Incidents by Day and Hour by Time Reported by Earliest Time Occurred by Latest Time Occurred by Location and Time Reported (Day Hours) by Location and Time Reported (Night Hours) by Location and Earliest Time Reported (Day Hours) by Location and Earliest Time Reported (Night Hours) by Location and Latest Time Occurred (Day Hours) by Location and Latest Time Occurred (Night Hours) Agencies Involved Incident Summary by Date and Time by Agency by Responsible Officer by Disposition by Nature
---	---	--

by Location Code	by Treatment	by Time and Date Arrested
by City		by Arresting Agency
by Clearance Code	<b>Jail Management Reports</b>	by Arrest Type
by Observed Offense	Dissemination Log	by Offense Code
by Reported Offense	Dissemination Summary Report	by Alcohol/Drug Code
EMS Response Time Analysis	by Name	by Law Jurisdiction
Summary Sheet Only	by Date \	by Entry Code
by Nature of Incident	by Inmate Name Number	by Arresting Officer
by Location	<b>Individual Arrest Report</b>	by Arrest Area Code
by Agency Code	Regular Format	by Inmate Name Number
by Reported Condition	Separate Pages	by Statute Code
by Observed Condition	with Sentences and Bonds	by Crime Class Code
by nature of Incident	by Time and Date Arrested	by Court Code
by Location Code	by Arresting Agency	by Custody or Non-Custody
by City	by Arrest Type	
by Responsible Officer	by Offense Code	Media Arrest Summary
by Responding Unit	by Alcohol/Drug Code	Media Arrest Summary with Bonds
EMS Assessment Services	by Law Jurisdiction	Media Arrest Summary [Juveniles < 19] (rpjmasr.r9)
by Incident Date	by Entry Code	Media Arrest Summary with Bonds [Juveniles < 19]
by Agency	by Booking Number	by Entry Code
by Area Code	by Arresting Officer	by Officer and Entry Code
by Assessment	by Arrest Area Code	
EMS Drugs Administered	by Statute Code	Arrests by Day and Hour
by Incident Date	by Crime Class Code	by Time and Date of Offenses
by Agency	by Court Code	by Offense Code
by Area Code	by Custody or Non-Custody	by Statute Code
by Drug		by Offense Location Code
EMS Supplies Used	<b>Arrest Summary Report</b>	by Alcohol/Drug Code
by Incident Date	by Date and Time	by Crime Classification
by Agency	by Name	by Law Jurisdiction
by Area Code	by Date and Time with Offenses	by Entry Code
by Item	by Name with Offenses	by Arresting Agency
EMS Treatment Administered	by Date and Time with Offenses and Bonds	by Arresting Date
by Incident Date	by Name with Offenses and Bonds	by Custody or Non-Custody
by Agency		
by Area Code		



Total Offenses Report	by Crime Classification	Individual History Report
by Statute	by Law Jurisdiction	by Name
by Statute Description	by Entry Code	by Name with Sentencing
by Crime Class	by Arresting Agency	by Custody or Non-Custody
by Officer	Nonclassified Offenses Summary	Individual Crime History
by Persons Arrested and Officer	by Arrest Date	by Inmate Name
by Offense Date	by Arresting Agency	Inmate Medical History Report
by Offense Code	by Time and Date of Offenses	by Name Number
by Statue Code	by Offense Area Code	by Booking Number
by Offense Location Code	by Offense Code	Demographic Analysis of Persons Arrested
by Alcohol/Drug Involved	by Statute Code	by Reporting Period
by Crime Classification	by Alcohol/Drug Code	by Arresting Agency
by Law Jurisdiction	by Crime Classification	by Arrest Type
by Entry Code	by Law Jurisdiction	by Offense Code
by Court Code	by Entry Code	by Statute Code
by Arresting Agency	Total Amounts Received Report	by Alcohol/Drug Code
by Arresting Officer	by Clearance Type	by Law Jurisdiction
by Arrest Date	Attorney Information Request	by Arresting Officer
Offenses by Day and Hour	by Booking Number	by Arrest Area Code
by Time and Date of Offenses	Probable Cause Statement	by Offense Area Code
by Offense Code	by Warrantless Arrest	by Statute Description
by Statute Code	by Booking Number	by Crime Classification
by Offense Location Code	Arrest and Offense Report	by Entry Code
by Alcohol/Drug Code	by Booking Number	Booking Number Information Report
by Crime Classification	by Location	by Booking Date
by Law Jurisdiction	by Booking Number with Birthdate [Offenses]	Booking Summary Report
by Entry Code	by Booking Number with Birthdate [Statute]	by Date and Time
by Arresting Agency	by Officer	by Name
Offense Disposition Statistics	by Date and Time	by Date and Time with Offenses
by Time and Date of Offenses	by Location	by Name with Offenses
by Offense Code	by Area Code	by Date with Offenses and Bonds
by Statute Code	by Booking Number	by Date and Time with Offenses and Bonds
by Offense Location Code	by Offense Code	
by Alcohol/Drug Code	by Date of Birth	

by Date with Offenses, Bonds, and Aliases	by Search by	by Search by
by Booking Type	Bookings	Booking Summary Sheet Report
by Booked by	by Day and Hour	by Booking Number
by Search Type	by Arrest Type	by Name Number
by Search by	by Booking Type	Prisoner With Offense and Fine
by Overbooked (if applicable)	by Booked by	by Name
by Arrest Type	by Search Type	by Arrest Date
by Arresting Agency	by Search by	by Court
by Judicial Age Status	Booking Type Statistics	by Statute Code
by Court	by Booking Date	Log of Juveniles Held
by Billing Agency	by Arrest Type	by Arrival Date and time
Persons Booked, Not Released	by Booking Type	by Release Disposition
by Date and Time	by Booked by	by Inmate Number
by Name	by Search Type	by Location Code
by Date and Time with Offenses	by Search by	Demographic Analysis, Persons Booked
by Name with Offenses	Unclassified Booking Report	by Demographic Analysis
by Date and Time with Offenses and Bonds	by Booking Date	by General Analysis
by Booking Date	Inmate Arrival by Day and Hour	by Reporting Period
by Booking Type	by Arrival Time	by Arresting Agency
by Booked by	by Arrest Type	by Arrest Type
by Search Type	by Booking Type	by Offense Code
by Search by	by Search Type	by Statute Code
by Overbooked (if applicable)	by Offense Code	by Alcohol/Drug Code
by Arrest Type	by Statute Code	by Law jurisdiction
by Agency	by Alcohol/Drug Code	by Search Type
by Judicial Age Status	by Crime Classification	by Booked by
Overbooking Statistics	by Law Jurisdiction	by Arresting Officer
by Day and Hour	by Entry Code	by Arrest Area Code
by Booking Type	Inmate Commitment Schedule	by Offense Area Code
by Arrest Type	by Commitment Date	by Statute Description
by Booked by	Search Type Statistical Report	by Crime Classification
by Search Type	by Booking Date	by Entry Code
	by Arrest Type	by Booking Type
	by Booking Type	Current Inmate List
	by Booked by	by Location
	by Search Type	by Name



by Name ID	by Name	by Name Number
by Booking Number	by Move-In Date	by Booking Number
by Date and Time	by Name Number	by Booking Date
by Name with Judicial Status	by Booking Number	by Institutional Class
by Property Taken	Jail Location Summary Report	by Security Class
by Name with Property Location	by Name	by Judicial Status
by Date and Time with Social Security Number	by Date Range	by Billing Agency
by Institutional Class	by Booking Number	by Race
by Security Class	by Institutional Class	Current Inmate Classifications
by Judicial Status	by Security Class	by Location
by Billing Agency	by Judicial Status	by Name
by Race	by Inmate Name ID	by Name Number
Current Inmate Housing List	by Inmate Location	by Booking Number
by Location	Inmate Population Report	by Institutional Class
by Name	Daily Population Report	by Security Class
by Name Number	Daily Roster Of Inmates In Custody	by Judicial Status
by Booking Number	Housing Occupancy Report	by Billing Agency
by Local ID	with Temporary Housing	by Race
by Institutional Class	with Current Housing	Current Inmate Offense List
by Security Class	by Institutional Class	by Name
by Judicial Status	by Security Class	by Name Number
by Billing Agency	by Judicial Status	by Booking Number
by Race	by Billing Agency	by Location
Inmate Location Report	by Race	by Institutional Class
Inmate Location Summary Report	Current Inmate Data Summary	by Security Class
by Location	by Name	by Judicial Status
by Institutional Class	by Name Number	by Billing Agency
by Security Class	by Booking Number	by Race
by Judicial Status	by Location	Present Inmate Population Total
by Name Number	by Institutional Class	Active
by Race	by Security Class	by Assigned, Temporary, Occupancy, and Capacity
by Booking Date	by Billing Agency	Only Assigned Locations
by Release Date	by Race	Current Inmate Population by Demographics
Inmate Location Log Report	Current Inmate Booking and Release List	by Gender
	by Location	by Crime Classification
	by Name	

by Institutional Class	Average Daily Inmate Population	Inmates by Date and Judicial Status
by Offense Code	by Gender	by Arrest Type
by Statute	by Crime Classification	by Booking Type
by Booking Type	by Institutional Class	Name Association Report
Days Served Report	by Offense Code	by Association ID
by Arrest Type	by Booking Type	by Association Type
by Arresting Agency	by Statute Description	by Associate Name ID
by Booking Type	Average Days Served	Risk Assessment Report
by Institutional Class	by Arresting Agency	by Date Booked
by Security Class	by Arrest Type	by Name ID
by Judicial Status	by Booked by	by Booking Number
by Inmate Name ID	by Offense Area Code	by Scores
by Court	by Statute Code	Adjusted Risk Level Report
by Statute	by Alcohol/Drug Code	by Booking Number
by Offense	by Law Jurisdiction	by Name
by Crime Classification	by Billing Agency	by Location
Inmate Location Event Report	by Arresting Officer	by Risk Level
by Inmate Name ID	by Arrest Area Code	Inmate List by Class and Risk
by Booking Number	by Offense Code	by Booking Number
by Date and Time of Event	by Court Code	by Officer
Current Inmate Time Incarcerated	by Statute Description	by Location
by Housing Code	by Crime Classification	by Institutional Class
by Race	by Entry Code	by Security Class
by Institutional Class	Current Inmate Statistical Analysis	by Judicial Status
by Security Class	by Booking Date	by Billing Agency
by Judicial Status	by Gender	by Race
by Billing Agency	by Race	Jail Event Schedule Report
Current Inmate Incarceration Aging	by Crime Classification	by Date and Time
by Totals	by Judicial Class	by Inmate
by Housing Code	by Institutional Class	by Event Type
by Race	by Security Class	by Date and Time without Work Release
by Institutional Class	by Offense Code	by Inmate without Work Release
by Security Class	by Statute Description	by Event Type without Work Release
by Judicial Status	by Booking Type	
by Billing Agency	by Billing Agency	
	by Arrest Type	

by Inmate with Booking Information	by Institutional Class	by Sex, Race, and Status
by Action Code	by Security Class	by Booking Type
by Location	by Judicial Status	Payments Received Summary
by Booking Number	by Billing Agency	by Payment Type
Jail Event Summary Report	by Race	by Payment Received Totals
by Date and Time	Inmate Clothing Size Report	by Payment Date
by Inmate	by Location	by Received by
by Event Type	by Name	by Bonding Company
by Date and Time with Comments	Inmate Special Diet List	by Received From
by Inmate with Comments	by Location	Bond Company Payment Summary
by Event Type with Comments	by Name	by Company
by Event Action Code	Jail Record and Meals Report	by Company and Payment Type
by Treatment Date	Inmate Property Withheld	by Payment Type
Total Events by Event Type	by Date and Time	Totals by Company and Payment Type
by Date and Time	by Item Name	Bond Company Payment Totals
by Event Type	by Person Booked	by Payment Date
by Event Action Code	by Date and Time [Returned]	by Bonding Company
by Assigned Officer	by Item Name	by Received by
by Inmate	by Booking Number	Cash Account Balance Report
Jail Events Report by Day and Hour	by Received by	Active
by Log Date	by Returned by	Active Non-Zero
by Event Type	by Location Code	Non-Active
by Action Code	Property Issued Statistics	All
by Inmate ID	Required Medications Report	Active Cash Account Detail
by Location	Checklist	Regular Format
Inmate Court Appearance Schedule	Labels	by Location
by Date and Time	by Inmate	by date of Transaction
by Inmate	by Location	by Transaction Type
by Event Date	by Dispensing Code	by Officer
by Action Code	Visitation Summary Report	by Inmate Number
by Inmate ID	by Visitor Date	Cash Account Summary
by Location	by Visatee Name	by Inmate
GED Eligible Inmate Report	by Visitor Name	by Date
by Location	Inmates by Arrival Date	Totals Only
	Inmates Each Day Report	by Officer
	Regular Format	

Cash Account Summary by Transaction Type	Census	by Date and Time
Cash Account Totals by Transaction Type	Justice Benefits Inc Report	by Inmate
by Transaction Date	Release Schedule Report	by Officer
by Inmate Name ID	by Date	Work Release Statistics
Cash Account Transaction List	by Booking Number	by Date and Time
by Date	by Location	by Inmate
by Inmate Number	Release Summary Report	by Day and Hour
Cash Account Audit Summary	by Date and Time	by Officer
by Inmate	by Name	Persons Booked, Not Released
by Receipt Number	by Date and Time with Offenses	by Date and Time
by Inmate Totals	by Release Type	by Name
by Transaction Date	by Released by	by Date and Time with Offenses
by Transaction Type	by Release Disposition	by Name with Offenses
by Description	Inmate Due Out List	by Date and Time with Offenses and Bonds
Medical Events Finance Summary	by Date	by Booking Type
by Inmate	by Location	by Booked by
by Date	by Institutional Class	by Search Type
by Agency	by Security Class	by Searched by
by Event Type	by Judicial Status	by Overbooked (if applicable)
Jail Multi-Agency Billing	by Billing Agency	by Arrest Type
Master Audit Billing Report	Inmate Release Information	by Agency
Master Audit Billing with Matrix	by Inmate Release	by Judicial Age Status
Monthly Billing Statement	by Bail Release	Current Release Schedule Report
Inactive Cash Accounts Listing	Jail Release and Bail Information Report	by Date, Time, and Name
Inmate Cash Account Controls	by Release Date and Time	by Booking Number
Currently in Force	by Release Disposition	by Location
Expired	by Inmate Number	Released Inmate Time Incarcerated
Facility Transfer Report	by Location Code	by Booking date
by Transfer Date and Time	Release Analysis	by Race
by Inmate	by Day and Hour	by Institutional Class
by Facility	Release Type Statistics	by Security Class
Social Security Administration Report	by Release Date	by Judicial Status
Regular	by Release Type	by Billing Agency
	by Released by	
	Work Release Summary Report	

## Commissary Management Reports

### Commissary Supplier Summary

- by Name
- by Supply Code
- by Name with Items
- by Supplier Code with Items

### Commissary Supplier Purchases

- by Supplier
- by Date and Supplier
- by Item

### Commissary Items With Suppliers

- by Item Number
- by Item Type
- by Supplier with Items

### Commissary Item Cost Summary

- by Item Cost
- by Item Code
- by Item Type
- by Gender (Y/N)
- by Taxable (Y/N)

### Commissary Inventory Report

- by Item Name
- by Item Number
- by Gender (Y/N)
- by Taxable (Y/N)

### Inventory Worksheet by Item Name

### Inventory Worksheet by Item Number

### Current Inventory Value Report

- by Item Code
- by Item Type
- by Gender (Y/N)
- by Taxable (Y/N)

### Commissary Inventory and Orders

- by Item Code

by Item Type

by Gender (Y/N)

by Taxable (Y/N)

### Commissary Orders Pending

- by Supplier Name
- by Date
- by Supplier Name with Items Ordered

### Commissary Purchases Payable

- by Supplier

### Commissary Unit Report

- by Item Code
- by Item Type
- by Gender (Y/N)
- by Taxable (Y/N)

### Inmate Commissary Purchases

- by Item Number
- by Inmate
- by Date
- by Date with Subtotals
- by Item Description
- by Post Description

### Active Cash Account Balances

- by Active Non-Zero Cash Balance
- by Non-Active Cash Account Balance
- by Inmate Name Number

### Indigent Inmate Purchases

- by Inmate Name
- by Date
- by Date and Inmate Name

### Inmate Commissary Profits

- by Item Number
- by Item Name
- by Inmate
- by Date

### Commissary Checks Report

### Cash Disbursements Report

## Prosecution Management Reports

### Prosecution Case File Report

- by Court
- by Case Type
- by Disposition
- by Judge
- by Prosecutor
- by Case Number
- by Initiated Date

### Prosecution Schedule Events Report

- by Case Number
- by Defendant
- by Judge
- by Prosecutor
- by Case Type
- by Event Type
- by Event Action
- by Event Date and Time

### Daily Court List Report

- by Date and Time of Event
- by Judge
- by Prosecutor
- by Court Number
- by Event Type
- by Defendant Name Number

## Integrated Hub Reports

### Name Search

- by Description, by Name
- by Description, by Name Number

### Alert Code Summary Report

by Alert Code	Vehicle Table Audit Report	by Item Type and Brand
by Name Number	by License Number	by Tag Number
Name Table Audit Report	by Vehicle Identification Number	by Release Date
by Last, First, Middle, and Suffix	UCR Status Analysis	Property Aging Report
by Social Security Number	by Responsible Agency	by Date
by FBI Number	by Vehicle Make	by Date with Owner
by Local ID	Local Status Analysis	Property Released Receipt
by State ID	by Responsible Agency	by Owner ID
by Driver's License Number	by Vehicle Make	by Tag Number
by Last Name and Date of Birth	Vehicle Summary Reports	by Property Number
Employment Summary Report	by Agency	Released Property Report
by Employer	by Officer	by Agency
by Address	by Location	by Agency and Officer
by Hire Date	Vehicle Impound Forfeiture Report	by Item Name and Brand
Birth City Report	by Responsible Agency	by Tag Number
by Birth City	by Vehicle Make	by Status Date
by Birth State	by Responsible Officer	Criminal Process Summary
by Hire Date	by Vehicle License Number	by Process Number
Previous Address Report	by Vehicle Status	by Officer
by Name Number	by Storage Location	by Court
by Address	Invalid VIN Report	by Type
by City	Property Summary Report	by Disposition
by State	by Agency, Item, and Brand	by Name
by Zip	by Agency and Officer	Process Expiration Summary
by Date	by Item Type and Brand	by Process Number
by Eye Color	by Tag Number and Item/Brand	by Officer
by Hair Color	by Owner, Item, and Brand	by Court
Modus Operandi Report	by Item with Comments	by Type
by Factor(s)	Property Inventory Report	by Disposition
by Method(s)	by Status	by Name
List of All Non-U.S. Citizens	by Agency and Officer	by Expiration Date
Vehicle Table Summary Report	by Summary Sheet	Wanted Persons Summary Report
Regular Format	Released Property Summary	Summary Report
with Vehicle Identification Number	by Agency	by Alphabetic List
	by Agency and Officer	by Alphabetic List with Date of Birth and City
		by City



by Alphabetic List with Address and ID	by Class	by First Name
Criminal Process Served Summary	by Issuing Court	Wanted Poster
by Date Served	by Court Number	Missing Person Poster
by Officer	Resources Summary Report	Wristband Maker Report
by Court	Current Workflow Status Report	by Booking Number
by Type	by Agency and Table	by Last Name
Time for Process Service	by Agency	by First Name
by Officer	by Table	
by Court	by Time and Date	System Maintenance Reports
by Process Type	by Status	System Privileges Report
Criminal Process Time for Service	by Action Code	by User or Group
by Officer	by Responsible	by Menu, Program, and Table
by Court	by Assigned	
by Process Type	by Assigned Group	Help Documentation Report
Process Disposition Statistics	by Supervisor	Generic Table Print Report
by Date Received	Detail Workflow Status History	by Table Name
by Process Type	by Agency and Table	Report Information Report
by Assigned Officer	by Agency	by Report Name
by Issuing Court	by Table	Report Field Search Report
by Agency	by Record Number	by Field Name
by Crime Class	by Record Sequence	System Reference Key Report
by Disposition	by Time and Date	by System Key Name
Wanted Persons Held Report	by Status	System Schema Report
by Want Number	by Action Code	Data Dictionary Report by Table
by Process	by Responsible	System Reference Key Connections
by Status	by Assigned	Tables with Fields and Indexes
by Disposition	by Assigned Group	Schema for Design Document
Warrant Worksheet Report	by Supervisor	Screen Schema Report
by Process Number	ID Card by Name Record	by Screen Name
by Want Number	by Name Number	System Catalog Report
Descriptive Wanted Person Summary	by Last Name	by Table Name
by Disposition	by First Name	System Program Report
by Agency	ID Card by Personnel Number	Nested System Menu Report
by Officer	by Employee Number	
by Process Type	by ID Number	
	by Last Name	

System Table Report	by Investigating Officer	by Type
by Table Name	by Primary Cause	by Violation
System Involvements Report	by Road Character	by Disposition
by Date of Involvement	by Road Defect	Total Traffic Citations
by Record Type	by Road Surface	by Agency
Operating System Scan Report	by Severity Code	by Agency and Officer
	by Persons Killed	by Area
Traffic Information Reports	by Advisory Speed Limit	by Area and Officer
	by Day and Hour	by Violation
Accident Summary Report	by Traffic Control Type	by Type and Officer
by Date	with Damage Totals	by Court
by Officer	Demographic Analysis Accidents Report	by Disposition
by Area Code	by Accident Date	by Citation/Warning Type
by Accident Report Log	by Agency	Citations by Day and Hour
by Agency	by Location Code	by Agency
by Location Code	by Locality Type	by Area
by Locality Type	by Collision Type	by Officer
by Collision Type	by Weather Conditions	by Court
by Weather Conditions	by Light Conditions	by Type
by Road Character	by Total Damage	by Violation
by Light Conditions	by Accident Time	Traffic Citations by Citation Number
by Total Damage	by Officer Assigned	Demographic Analysis Citations
by Accident Time	by City	by Gender
by Environmental Causes	by Environmental Cause	by All
by Severity Code	by Severity Code	by persons Cited
by Road Surface	by Road Surface	by Persons Booked
by Road Defects	by Traffic Control	Traffic Warning Summary
by Traffic Control	by Position in Vehicle	by Agency
Total Accidents Report	Traffic Citation Summary	by Agency and Officer
by Traffic Control Type	by Agency	by Area
by Weather Condition	by Agency and Officer	by Statute
by Agency	by Area	by Date
by Location Code	by Statute	Total Traffic Warnings
by City	by Court	by Agency
by Collision Type	by Date	by Agency and Officer
by Light Conditions	by Area	by Area
by Locality Type		



by Area and Officer	by Status	by Incident Clearance
by Violation	by Impound Type	by Responsible Officer
by Date	Vehicle Impound Forfeiture Report	by Case Status
Warnings by Day and Hour	by Responsible Agency	by Case Officer Assigned
Traffic Citation Report	by Vehicle Make	Evidence Location Summary Report
by Citation Number	by Responsible Officer	by Barcode ID
by Defendant	by Vehicle License Number	by Incident Number
Pawned Property Reports	by Vehicle Status	by Item Number
Stolen Pawned Property Report	by Storage Location	by Evidence Type
by Property Number	Impound Letters	by Status
by Date Pawned	Notice of Impoundment	by Transaction Date
by Pawn Shop	Notice of Sale	by Locations
Pawn File Summary Report	Vehicle Sale List	Import Inventory Barcode Report
by Name	by Impound Number	by Import File Name
by Item	with Costs	by Location
by Pawn Shop	Receipts Summary Report	Generate Barcode List
by Shop and Item	by Agency	Import Move Inventory Barcode Report
Pawn Totals Report	by Charge Date	Report
by Pawn Code	Charges and Payments Summary	State Link Reports
by Pawn Shop	by Date	Monthly SNL Log Report
Pawn Shop Activity	by Type	SNL Log Dump Report
by Activity	by Type and Impound Date	by Beginning Month
by Officer	Charges and Payments Totals	by Beginning Year
by Officer Chart Summary	by Type	by Ending Month
by Pawn Shop	by Towing Company	by Ending Year
Frequent Pawner List	by Towing Company and Type	by Terminal ID
by Name	Invalid VIN Report	by External Request
Vehicle Impound Reports	Invalid VIN for Impounded Vehicle	by User
Vehicle Inventory Summary	Evidence Management Reports	View Purged SNL Records
by Impound Number	Case Closed Evidence Report	by Month
by Impound Date	by Incident Report Date	by Year
by Sale Date	by Incident Disposition	Purged SNL Statistical Report
by Status	by Date	by Month
by Location	by Responsible Agency	by Year
Vehicle Inventory Status		by Terminal ID
		Active SNL Statistical Report

by Hours	Officer Assigned Summary	by Location
by Message Key	Process Summary by Officer	by City
Monthly Router Log Purge	by Officer to Serve	by Person Served
Router Log Dump Report	by Person to Serve	Process Service Statistics
View Purged Router Log	by Court Date	by Day and Hour
by Month	by Court Number	by Location
by Year	Processes Served Summary	by Person Assigned To
Alarm Tracking Reports	by Receive Date	Cash Received Summary
Law Alarm Activation Report	by Agency	by Process Number
Fire Alarm Activation Report	Total Processes Served	by Name
Find Law Discrepancies Report	by Officer and Process Type	by Transaction Date
Find Fire Discrepancies Report	by Process Type	Civil Accounts Payable
Law False Alarm Count Report	by Location and Process Type	by Process Number
Fire False Alarm Count Report	by Process Type Served with No Charges	by Name
Law Revenue Report	by Process Type and Number Served with No Charges	by Return Date
Fire Revenue Report	by Process Type Not Served	by Court
Law Alarm Activation Totals Report	by Agency	by Agency
Fire Alarm Activation Totals Report	by Location	Civil Accounts Receivable
Law Account Summary Report	by City	by Process Number
Fire Account Summary Report	Time for Process Service	by Name
Law Failure to Register Report	by Officer	by Case Number
Fire Failure to Register Report	by Court	Civil Billing Statement I
Law Overdue Bills Report	by Process Type	Civil Billing Statement II
Fire Overdue Bills Report	by Date Received	Civil Billing Statement III
Law False Alarm Violations Report	by Date Returned	Civil Cash Disbursements Report
Fire False Alarm Violations Report	Days for Service	Regular Format
Civil Process Reports	by Officer	by Name
Process Status Summary	by Receive Date	by Transaction Date
by Process Type	Days for Service	Civil Garnishment Spread Sheet
by Receive Date	by Type	Personnel Management Reports
by Agency	by Receive Date	Employee Lists
Outstanding Civil Process Report	Civil Process Service Attempts	Alphabetic Employee List with Address
by Assigned Officer	by Date and Time	by Employee Number
by Receive Date		by Division
by Expiration Date		

by Seniority	by Department	by Employee Code
by Name	Service Time Report	Scheduled Training Summary
by Seniority by Rank	by Employee	by Employee
With Address by Rank	by Service Status	by Training Code
Employee List with ID Number	by Agency Code	by Division
by ID Number	by Division	Training Certification Report
by Social Security Number	by Shift	by Employee
by Employee Name	by Station	by Date Completed
Personnel Date of Birth Report	by Department	by Teacher
by Agency Code	Position Summary Report	by Location
by Division	by Position	by Subject
by Assignment	by Status	by Grade
by Shift	by Position, with	by Hours
by Station	Comments	by Shift
by Department	by Position, with Events	by Station
Medical Events Summary Report	by Position, with Events	by Department
Regular Format	and Comments	Training Costs Summary Report
with Explanations	Position Status Statistics Report	by Employee
Administrative Events Summary	by Job Code	by Training Code
by Date	Position Demographics Report	by Division
by Administrative Code	by Job Code	Training Attendance Report
by Supervisor	by Job Class	by Training Code
Pay Status Dates Summary	Personnel Training Planner	by Division
by Employee Name	by Training Code	Training Expiration Report
by Agency Code	by Agency	by Division
by Division	by Division	by Employee
by Shift	by Completion Date	by Training Code
by Station	Completed Training Summary	Total Training Hours Report
by Department	by Employee	by Employee
Payroll Information Report	by Division	by Training Code
by Social Security Number	by Training Code	by Division
by Name	Uncompleted Training Report	by Employee and Social
by Agency Code	by Training Code	Security Number
by Division	by Agency	by Employee and Training
by Shift	by Division	Code
by Station	by Assignment	Present Leave Balances Report
	by City	by Division

by Name	by Agency	Gas Mileage Summary Report
Vacation Summary Report	by Location	by Date
by Division	Officer Activity Analysis	by Agency
by Name	by Officer	by Division
Sick Leave Summary Report	by Division	by License Number
by Division	by Agency	by Vehicle
by Name	Personnel Activity Load	by Division and License
Special Leave Summary Report	Officer Work Performance	Fuel Consumption Summary by Fuel Type
by Division	by Officer Received by	
by Name	by Officer Responsible	
Military Leave Summary Report	by Officer Responding	Equipment Maintenance Reports
by Division	Personnel Workload Report	Equipment Inventory Report
by Name	by Date	by Item Name
Other Leave Summary Report	by Date with Summary	by Type
by Division		by Officer
by Name	Fleet Maintenance Reports	by Station
Current Overtime Summary Report	Fleet Inventory Report	by Unit
by Division	by Agency and Division	by Vehicle
by Name	by Agency with Mileage	Equipment Schedule Summary
Accrued Overtime Summary Report	Vehicle Maintenance Schedule Summary	by Agency
by Division	by Agency	by Division
by Name	by Division	by Item
Net Overtime Balance Report	by Vehicle	by Scheduled Date
by Division	by Scheduled Date and Time	Equipment Maintenance Summary
by Name	Maintenance/Repair Report	by Agency
Employee Attendance Summary Report	by Vehicle Number	by Division
Employee Attendance Time Totals Report	by Maintenance Date	by Item
by Employees	Maintenance Parts Used	by Maintenance Date
by Time Entry Code	by Agency	Item Status Summary Report
Employee Activity Totals Report	by Division	by Item Type
by Employee	by Vehicle	by Date
by Activity	by Maintenance Date	by Status
Officer Time and Analysis Report	by Agency, Division, and License	Item Utilization Report
by Officer		by Item
by Division		Maintenance Parts Used Summary
		by Agency

by Division	Inventory Management Purchases Payable	by Agency
by Item		by Responsible Officer
by Maintenance Date	by Supplier	by Premises Type
		by Location
Inventory Management Reports	Licenses & Permits Reports	Premises List by Name
Inventory Management Item Cost Summary	Permits Summary Reports	by Premises Type
by Item Code	by Permit Type	by Location
by Item Type	by Application Date	by Agency
Inventory Management Items with Suppliers	by Expiration Date	by Business Name
by Item Code	by Permit Holder	Premises List by Fire Department
by Item Type	Permits Totals Reports	by responsible Officer
Inventory Management Inventory and Orders	by Type	by Premises Type
by Item Code	by Application Date	by Location
by Item Type	by Valid Date	Inspection Summary
Inventory Management Inventory	by Area	by Station
and Orders	by Type with Total Fees Charged	by Station and Officer
by Item Code	by Area with Total Fees Charged	by Name
by Item Type		by Inspection Type
Inventory Management Unit Report	Payments Summary Reports	by Inspection Status
by Item Code	by Date	Inspection Action Summary
by Item Type	by Type	by Name
Inventory Management Orders Pending	by Area	by Type and Name
by Supplier Name	Premises Information Reports	Violation Summary Report
by Order Date	Premises Information Summary	by Name
Inventory Management Supplier Summary	by Premises Name	by Type and Name
by Name	by Type	Inspection Action Due Report
by Supplier Code	by Location	by Date and Time
by Name with Items	Premises Information List	by Premises Number
by Supplier Code with Items	by Premises Name	by Agency
Inventory Management Supplier Purchases	by City	by Division
by Supplier	by Type	by Station
by Date	by Agency & Officer	by Responsible Officer
	Premises List by Agency and Officer	by Area
		by Inspection Type
		by Inspection Status
		by Next Action Due



## Attachment 2

**INTENTIONALLY OMITTED  
REPLACED BY FINAL  
CONTRACT**

The contents of this packet are confidential and propriety to Spillman Technologies, Inc.  
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# Attachment 3

## Project Team Résumés

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## Corey Roberts

Manager of Project & Account Management

### Work Experience

**Spillman Technologies, Inc.** – *Manager of Project & Account Management* (July 2006 – present)

Coordinate management of multiple implementation projects. Work with Project Managers to monitor project costs, schedules, operations, and performance while working to ensure the ultimate success of the implementation process. Generally responsible for determining and coordinating the sharing of resources among constituent projects to the overall benefit of the project stakeholders. Manage company's interactions with its customers and their overall satisfaction.

- Establish relevant management processes (e.g., change management, risk management, issue management, resource management, and quality management) consistent with the organization's existing processes in order to maintain project viability
- Lead and direct high priority projects, which often require considerable resources and high levels cooperative involvement
- Direct projects from contract through final implementation
- Interface with key personnel involved in the project including project manager, project team, functional managers, customer, key stake holders, and third party vendors
- Ensure adherence to quality standards and review project deliverables.
- Communicate with company executives regarding the status of specific projects as well as overall customer satisfaction
- Ensure effective client relationship management using key performance indicators to measure customer satisfaction
- Responsible for ensuring client retention through constantly improving the customer experience

*Project/Account Manager* (July 2005 – July 2006)

Lead and directed multiple implementation projects. Coordinated the implementation of installation, training, and final transition to software for new customers. Assured that all milestones were complete within schedule while clearly communicating the project plan. Responsible for maintaining the ongoing client relationship and overall customer experience.

- Assembled project team, assigned individual responsibilities, identified appropriate resources needed and developed schedule to ensure timely completion of project
  - Coordinated onsite project kickoff meetings with customer to review contract deliverables, review customer and Spillman responsibilities, set customer key milestones, and solidify the implementation timeline
  - Provided prompt follow-up to project milestones and issues to the client
-



- Held pre-planning meetings internally, working with sales and other departments to review contracts and create detailed project plans
- Identified project problems (and/or risks) in advance so that they do not create barriers to progress
- Directed multiple implementation projects simultaneously
- Established and administered contract payment and product delivery schedules
- Maintained and strengthened customer partnerships
- Identified customer needs while coordinating efforts of multiple internal departments to meet those needs
- Planned and clearly communicated project vision with multiple departments to meet revenue and project deadlines while maintaining a positive environment

*Sales Engineer* (July 2004 – July 2005)

- Conducted software product demonstrations for potential and existing customers
- Provided technical assistance and product advice to sales personnel during pre-sales discussions
- Assisted sales personnel in solving complex sales support problems surrounding product capabilities and functions
- Provided post-sale consulting support for the operating software products

*Support Technician/Help Desk Supervisor* (September 1999 – July 2004)

- Provided the initial support to customer inquiries to ensure customers are receiving the highest level of customer support
- Ensured efficient operation of application environment
- Directed help desk activities to contribute to the overall performance of the Technical Support operation

## **Education**

**Bachelor of Science** in Management of Information Systems

Jon M. Huntsman School of Business, *Utah State University* (2002)

## **Skills**

Microsoft Project, Visio, Excel, and Word, UNIX and Windows OS, Basic Networking and Scripting, SQL, Fluent in Spanish

## **Awards/Certifications**

Project Management Professional (PMP) certified, Spillman Application Administrator

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# Neil Olson

Project Manager

## Work Experience

**Spillman Technologies, Inc.** – *Project Manager* (July 2007 – present)

- Coordinated onsite project kickoff meetings with customer to review contractual deliverables, review customer and Spillman responsibilities, set customer expectations, and solidified the implementation timeline.
- Held pre-planning meetings internally, working with sales and other departments to review contracts and create detailed project plans.
- Directed multiple implementation projects simultaneously.
- Established and administered contract payment and product delivery schedules.
- Managed over 45 new implementations of new Spillman customers.

*Installation Systems Engineer* (February 2003 – July 2007)

- Installed and configured Unix Based Servers (IBM, SUN, and HP-UX Platforms).
- Worked with product support technicians to resolve installation quality issues.
- Inspected and ensured operability of installed systems.
- Recommended updates to department policies and process documentation.

**Icon Health and Fitness** – *Systems Engineer* (September 2000 – February 2003)

- Provided onsite support of user PC's and printers.
- Configured, installed, repaired, serviced, and maintained over 500 PC's and printers in a business environment.
- Performed facilities data cabling, wiring, and connectivity.
- Monitored WAN Frame-Relay to remote sites.

## Education

**Bachelor of Science** in Business Information Systems

*Utah State University* (2002)

## Skills

- Proficiency speaking and understanding Spanish

## Awards/Certifications

- Project Management Professional (PMP) certified

## R. Craig Adams

Installation Manager

### Work Experience

**Spillman Technologies, Inc.** – *Installation Manager* (August 2005 – present)

- Managed system engineers in installation of company software and third party hardware.
- Monitored and reconciled revenue and expenses for implemented projects.
- Recommended and approved hardware configurations for all installations.
- Responded to RFP requests including hardware and networking configurations, third party interfaces, and installation processes.
- Managed vendor relationships in regards to various hardware scenarios, including HA/DR implementations.
- Audited system engineer installations.

**Idaho State University College of Business** – *Support Team Manager* (August 2004 – April 2005)

- Supervised department managers including Network and PC support.
- Maintained College of Business network, web, database, and email systems. Extensive experience in Windows NT, 2000, and 2003 Server environments.
- Provided training to faculty and staff on software applications, network access, hardware use, and email systems.

**CSolutions** – *Technician* (April 2003 – August 2004)

- Supported all Internet access customers, including dial-up, DSL, and T-1 connections.
- Provided support for all co-located customers including server installation, rebuilds, and upgrades.
- Managed support for all web-related issues for customers, including database and scripting problems.
- Rebuilt www.csolutions.net web site including ordering system for new cDSL product that interfaced with third party XML application.

### Education

**Bachelor of Business Administration** with an emphasis in Computer Information Systems

*Idaho State University* (2005)

### Awards/Certifications

IBM Certified Sales Specialist

IBM Certified Technical Sales Specialist

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# Derik Christensen

Customer Education Manager

## Work Experience

**Spillman Technologies, Inc.** – *Customer Education Manager* (October 2009 – present)

Supervised training and documentation teams, including 14 full-time instructors, one instructional designer, and one training coordinator.

- Implemented new e-learning methods, increasing the ease of smaller agencies to utilize in-service training.
- Constructed and offered new certification courses in Corrections, CAD, and Records.

*Training Coordinator* (August 2005 – October 2009)

Built training plans for agencies. Coordinated the training department's dealings with all sales and account/project management projects. Worked with development teams in regards to new releases and training the Spillman trainers.

- Developed the new SAA certification courses.
- Helped bring certification courses online into an e-learning system.

*QA analyst* (April 2002 – August 2005)

Responsible for the usability and reliability of the software. Served as contact for agencies beta testing software.

**Utah State University Police Department** – *Police Officer/Spillman SAA* (January 1998 – April 2002)

Provided policing for the Utah State University campus, and served on the Logan City SWAT team. Maintained the department's entire computer/printer/network system including Spillman Technologies database software.

*EMD Dispatcher* (September 1995 – March 1997)

Provided 911 dispatching to the Utah State University campus using Spillman.

## Education

**Bachelor of Science** in Wildlife Management with an emphasis in Criminal Justice

*Utah State University* (1998)

## Skills

Knowledgeable in Solaris, AIX OS's, and Faircom ctree+/ctree server databases

## Awards/Certifications

Spillman Applications Administrator certified

Utah POST police academy graduate, interview and interrogation, EMD dispatch certified

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# Bryan Hawkins

Product Instructor

## Work Experience

### **Spillman Technologies, Inc.** – *Product Instructor* (July 2011 – present)

Provides training in the use of Spillman Products. Provides assistance to Spillman customers in setting up and using their software. Assists in creating training manuals to better enhance the training experience. Has used Spillman as a client since 2001.

### **Logan City Police Department** – *Officer* (December 2005 – July 2011)

Patrol Officer tasked with traffic and law enforcement. Was a member of the Logan City Swat Team. Trained and certified in traffic accident reconstruction.

### **Cache County Sheriff's Office** – *Deputy* (November 2001 – December 2005)

Deputy assigned to the Jail division. Assigned as an FTO, Inmate disciplinary officer and firearm instructor.

## Education

**Bachelor of Science** in Sociology with an emphasis in criminal justice.

*Utah State University* (2003)

**Associates Degree** in Natural Resources

*Ricks College* (1997)

## Awards/Certifications

Spillman System Administrator certified

Spillman Sentryx Administrator certified

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## **Brad Spackman**

Support Department Manager

### **Work Experience**

#### **Spillman Technologies, Inc. – Support Department Manager** (March 2008 – present)

Responsible for a team of technical analyst's, developers, and providing support to public safety agencies throughout the United States.

- Responsible for 1 Mill+ personnel and operating budget
- Member of the Spillman Technologies operations team.
- Responsible for department profitability and efficiency.
- Responsible for helping to maintain company revenue stream of \$10Mill+

#### *Installation Department Manager* (March 2005 – November 2005)

Managed a team of 5 Systems Engineers responsible for installing client/server software on Unix and Windows servers.

- Responsible for developing processes leading to greater efficiency and performance.

#### *Support Technician* (August 1999 – July 2004)

Provided customer support for proprietary software as well as Unix Operating system servers.

- Excelled at exceeding customer expectations and providing professional and thorough support.

### **Education**

#### **Master of Business Administration**

*Utah State University* (2005)

#### **Bachelor of Arts, Sociology** with a Minor in Information Systems

*Utah State University* (1997)

### **Skills**

Decisive individual with a knowledge of marketing disciplines, including research, promotional planning, pricing, and advertising.

### **Awards/Certifications**

PMP certified, SAA certified, former member of Utah State University Police Department Special Response Team

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## Attachment 4

**INTENTIONALLY  
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FINAL CONTRACT**

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## Attachment 6

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## Attachment 8

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## Attachment 9

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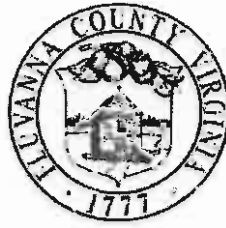
Attachment 10

**INTENTIONALLY  
OMITTED REPLACED  
BY FINAL CONTRACT**



# **Attachment 11**

## **Addenda**



**COUNTY OF FLUVANNA, VIRGINIA**  
**Request for Proposals (RFP) #2017-03**  
**COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION**

**ADDENDUM # 1:**

Reference – Request for Proposal: RFP #2017-03  
Title of Request for Proposal: COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION  
Issue Date: November 14, 2016  
Bid Due Date and Time: December 22, 2016 at 2pm

The above RFP #2017-03 is hereby amended and modified as follows:

1. The following are clarifications that amend and supplement Article V, Proposal Preparation and Submission requirements, of the RFP:

- a. Article V, Section A-2, will be changed to read:

*Any inquiries or requests for clarification or additional information must be delivered in writing (via email) to the County no later than **December 2, 2016 by 11:00am** to the following email address: [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)*

*All inquiries will be answered via an addendum, posted to eVA and the County website.*

The following are clarifications from questions received:

1. What funding source has been allotted for this effort?
  - **The project will be funded by the County and possibly by grant funds (if the grant is awarded)**
2. Does the Office anticipate replacing the voice loggers, dispatch consoles, etc. to ensure integration with a new CAD?
  - **Voice loggers and dispatch consoles will be upgraded, proposals should include pricing of all hardware and software needed to upgrade and/ or replace, in the event that is required.**
3. What vendor provides the current voice loggers? Dispatch consoles?
  - **Applied Digital Solutions supplies the NICE voice logger, and Motorola is the vendor for the consoles.**

4. Is the current 911 phone system a next generation phone system? If so, is it text-to-911 capable? If not, does the Office anticipate releasing a solicitation in the near future to acquire an NG911 system?

- **The current phone system could be considered NG911, or have the capability to upgrade to be defined as such; current dispatch center does not utilize text to 911 services as of yet, but will want it as an available option in the future.**

5. What vendor provides the current 911 phone system?

- **CenturyLink.**

6. What vendor provides the current call processing equipment? What is the current lifecycle?

- **Airbus/ Approximately 5 years**

7. What vendor provides the current mapping system for the Office?

- **GeoComm**

8. Who is/will be the project manager?

- **The project will be managed by a member of the Sherriff Department Command or supervisory staff that is to be determined.**

9. Has a consultant hired to assist with this procurement? If so, who?

- **None at this time, however we reserve the right to add a consultant if we feel the need arises.**

10. On page 12, bullet #10, recent audited financial statement for the past two (2) years is being requested with a response. We are a privately held company and financials are considered sensitive information. We do understand the importance of displaying financial stability to support the County's decision making process and can comply with submission requirements. However, we would like to request company financials be redacted when fulfilling FOIA requests.

- **The Va FOIA and VPPA do allow the County to invoke an exception to FOIA for trade secrets or proprietary information, which can include financial information about a company, in connection with a procurement transaction in Va Code Sec. 2.2-3705.6 (10).**
- **The process is as follows:**
  - i. **The Bidder/offeror/contractor: has to invoke the protections of Va Code Sec. 2.2-4342 prior to submitting the confidential information to the County, the bidder/offeror/contractor has to identify specifically which material is proprietary**



and confidential and to be protected, and the bidder/offeror/contractor should provide reasons why the protection is necessary.

- ii. Once the County receives that information, it can agree to keep the proprietary records (including financial records of the company) confidential and can invoke Section 2.2-3705.6 to withhold/redact those specific records if a FOIA request is ever received.

11. Can you please provide a Network Diagram and Current Hardware configuration?

- Please see attached documents.

**Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed. All inquiries, clarifications and additional information must be delivered in writing (via email) no later than December 2, 2016 by 11:00am and the responses will be provided in subsequent addendums.**

Very truly yours,

Cyndi Toler, Purchasing Officer  
Fluvanna County, Virginia  
132 Main Street  
Palmyra, VA 22963  
(434) 591-1930

Name of Firm: Spillman Technologies, Inc.

BY: 

Signature of duly authorized representative

Title: MSSSI Vice President - Sales and Marketing

Date: December 20, 2016

**Current Server Configuration:****Dell, PowerEdge R930**

- 2 x Intel Xeon E7-4809V3, 8 Cores each at 2.00 GHz (2 additional empty slots for additional processors)
- 128 GB of RAM
  - 32 GB for CAD Application and Database Server
  - 32 GB for Application Server 2: Mobile Cop, BEAST Evidence Inventory
  - 16 GB for Domain Controller/File Server
  - 16 GB for Terminal Server
  - 16GB for Watchguard Car and Body Cam Server
  - 16GB for Host OS and future expansion
- 18 Drive bays in use, out of 24:



Currently configured as:

RAID-1: 2x300GB 10k drives dedicated to VM Host OS

RAID-1: 2x300GB 10k drives dedicated to Domain Controller/File Server

RAID-5: 3x300GB 10k drives for general storage on File Server

RAID-1: 2x300GB 10k drives for CAD Server OS

RAID-10: 4x300GB 15k drives for CAD Database

RAID-1: 2x300 10k drives for Terminal Server OS and Mobile Cop Server OS

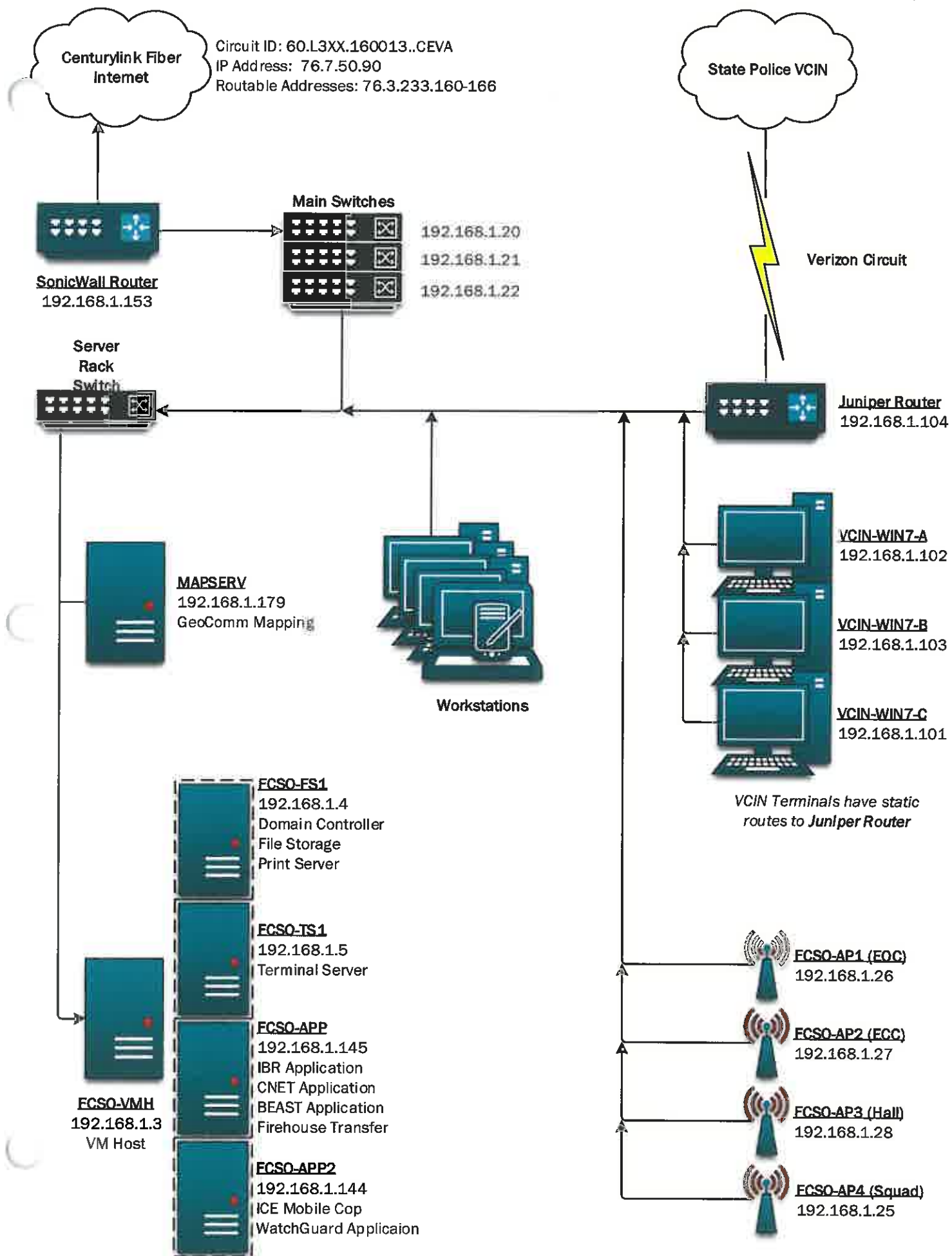
RAID-5: 3x2TB drives for Storage of Car and Body Camera video files

**Dell PowerEdge 720**

- Intel Xeon E5-2407, 4 cores at 2.2 Ghz
- 32 GB of RAM
- Single RAID-5: 3 x 7.5k 1TB Drives
- Used solely for GeoComm Mapping

**Workstations**

- All workstations are running, at least, Windows 7, have 4GB of RAM or more, and have at least Intel i3 processors or higher.





**COUNTY OF FLUVANNA, VIRGINIA**  
**Request for Proposals (RFP) #2017-03**  
**COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION**

**ADDENDUM # 2:**

Reference – Request for Proposal: RFP #2017-03  
 Title of Request for Proposal: COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION  
 Issue Date: November 14, 2016  
 Bid Due Date and Time: December 22, 2016 at 2pm

The following are clarifications from questions received:

1. With reference to requirement C148, what tone encoding system is the County currently using with its CAD system?
  - **With implementation of our new radio system, we will be using the ZETRON (our new radio system has not been implanted yet). The Zetron that comes with the new radio system would be the first one we've ever had**
2. With reference to the BEAST interface, as listed on the Interfaces tab of the requirements, would the County consider replacing that system with a Vendor's fully integrated property and evidence system along with conversion of the current data set?
  - **Yes – as long as it provided better services than we currently have, and the vendor would also need to be able to convert the current data to the system.**
3. With reference to the Livescan interface, as listed on the Interfaces tab of the requirements, would the County please clarify if it intends to use an interface with Livescan for pre-booking or other purposes?
  - **Yes – we would use Livescan to process arrests..**
4. Since the County houses its inmates with the Central VA Regional Jail, what JMS functionality does the County need to be included with the system to ensure that it captures and tracks needed inmate information?
  - **The system needs to be able to have booking functions, be able to track inmate functions, meals, medications, injuries, movement from one cell to the other, timestamp arrestee movement in and out of the same cell, physical security checks, and to be able to import photos, and track phone calls.**

5. What is the estimated cost or desired not-to-exceed limit for this effort?

- We are hopeful to get a more accurate idea of cost expectations once proposals are submitted.

**Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed. All inquiries, clarifications and additional information must be delivered in writing (via email) no later than December 2, 2016 by 11:00am and the responses will be provided in subsequent addendums.**

Very truly yours,

Cyndi Toler, Purchasing Officer  
Fluvanna County, Virginia  
132 Main Street  
Palmyra, VA 22963  
(434) 591-1930

Name of Firm: Spillman Technologies, Inc.

BY:  \_\_\_\_\_

Signature of duly authorized representative

Title: MSSSI Vice President – Sales and Marketing

Date: December 20, 2016



# Attachment 12

## Sample Data Conversion Overview

**Confidential Information**

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# **Concept of Operations For Data Conversion Projects**

This document provides an overview of White Box's data conversion process for conversion projects and the value we bring to our customers.

## CONCEPT OF OPERATIONS

### DATA CONVERSION

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## WHITE BOX BUSINESS PHILOSOPHY

White Box Technologies Inc.; the leading independent source of data management solutions providing world-class expertise in data migration, conversion and integration. These solutions are made possible through a mix of proprietary, cutting-edge migration tools, methodologies, and capabilities that enables partners and clients to simplify their data management efforts, reduce costs and substantially increase the quality of their data. White Box is privately held and is located in Salt Lake City, UT.

White Box philosophy is to establish strong partnerships with all parties involved in a conversion project enabling our partners and their clients to benefit from our tools and experience and ultimately to make the conversion a success. Our skilled project operations team works to ensure that the expectations and deliverables are managed properly throughout the process. We're not successful unless you're successful.

## WHITE BOX'S CONVERSION PROCESS

This section of the document describes the planning, analysis, design, build, and execution process followed by White Box on typical medium to large scale conversion projects. Figure 1 provides the high-level swim lane diagram of this process. These steps are done to the appropriate extent required depending on the scope of the project.

### 1.1 Planning Phase:

The first phase is where the parameters of the conversion project are established. This phase includes defining the overall data conversion scope; the assumptions and constraints that frame the conversion project; conversion entrance and exit criteria; high-level conversion milestones; project roles and responsibilities; and data exchange method and procedures.

### 1.2 Analysis and Design Phase:

The conversion begins by analyzing the source and target systems through review of available documentation and access to data and applications where available. There are three major subcomponents of analysis and design. These address overall conversion process, the data conversion rules, and the conversion architecture and infrastructure.

- **Conversion Process Analysis:** This entails a holistic view of the conversion project lifecycle and considers how the data conversion will be executed once the requirements are defined and signed off, and the tools built, integrated, and tested. The conversion execution flow considers how source data is provided to the conversion process; points at which data owners have visibility to data quality, when corrections to the data are performed, quality control check points, and how converted data is supplied to the target application.
- **Data Mapping Analysis and Design:** The principal output of data analysis and design is a Table Mapping Document that records data conversion rules and establishes a detailed link between source system(s) and the target system at the table and field level. The conversion rules must be detailed, unambiguous, and executable, and will include a description of any data manipulation, filtering, parsing, formatting, etc. required for a successful data migration. The table mapping document, the fundamental design document for all other aspects of the data conversion project, will also include a code dictionary, default values, and the disposition of data to be archived, converted and/or entered by hand either during data conversion or post-production. Additional profiles and reports indicating source data



## CONCEPT OF OPERATIONS

### DATA CONVERSION

cleanliness, quality and completeness and are instrumental in the data analysis and design. White Box works very closely with subject matter experts of both the source and target applications and the end customer's business process and data owners in attempt to ensure that the data will be converted successfully.

- **Conversion Framework Analysis:** Considers such issues as data volume, data exchange requirements, security requirements to support conversion and how the conversion tools will be configured to execute these requirements. In addition resource allocation for the migration process will be estimated, such as number of processing computers, database environments and network infrastructure.

At the completion of the Analysis and Design phase and prior to undertaking major development work, White Box requests that the Table Mapping Document to be reviewed and signed off by the appropriate key stakeholders.

#### 1.3 Build Phase:

Following design signoff, White Box's conversion tools are configured to execute the conversion requirements defined in the Table Mapping Document to meet the agreed to project schedule. Quality control tests are developed to assess quantifiable and qualitative parameters to verify that the results of the conversion process were executed per the design. In this phase one or more test conversions are run internally to ensure the conversion engine and processes return the expected results. Any issues are resolved and the test is performed again as required.

#### 1.4 Test and Refine Phase:

The prior to the final go-live conversion, it is recommended that the all key stakeholders participate in one or more mock or simulated conversions during which source data is collected and run through the entire process, the target database is loaded and data reports generated as necessary. There are three primary reasons to execute mock conversions: (1) The simulation of the final conversion process from start-to-finish, confirms the amount of time required and to identify and resolve conversion deployment issues in advance of the final conversion (Go-Live). This is most critical on large scale conversions or projects that have tight time constraints on system cutover. (2) The conversion of real data gives the process owners visibility into how the data will appear in the target application so that conversion and source data problems can be identified and resolved. (3) Mock conversion can supply "sample" converted data for the development team to support design and testing of the target application/database. The conversion team refines the conversion tools and process as appropriate based on feedback from the data owner and the target system implementation team. The purpose, number, timing, and input/output content of mock conversions to be done will be determined on a case-by-case basis by the conversion team, the target system implementation team, and key customer stakeholders. However, execution of mock conversion must not put the overall conversion project at risk.

During test and refine phase, the data owners address those data issues that need to be corrected or enhanced in the source application and provide status updates to the conversion team. Data corrections are usually required if the existing source data cannot be loaded, or if once loaded, it will adversely affect the functionality of the target application.

#### 1.5 Go-Live Conversion:

The final or Go-Live conversion is defined as the last data extracted from the source systems, which results in the converted data populating the final production version of the target application

## *CONCEPT OF OPERATIONS*

### DATA CONVERSION

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at the end of the overall project. Once this data is extracted from the legacy source system(s), those system(s) must be frozen to allow for final data assurance validation and to allow data integrity throughout the conversion and verification process. Any changes to the legacy systems after the data is extracted can not be included in the conversion and will have to be re-entered into the post production application (usually through manual entry).

When applicable, the data conversion team creates final conversion statistical reports and exception reports during and after the conversion process. Statistical reports provide quantitative analysis such as the number of date fields that did not conform to an expected date format. Exception reports provide qualitative analysis such as the records that have incomplete or invalid data. The data conversion team and data owners use such reports and data analysis to validate that data received from each source systems was converted to target system according to the conversion rules defined in the table mapping document.

CONCEPT OF OPERATIONS  
DATA CONVERSION

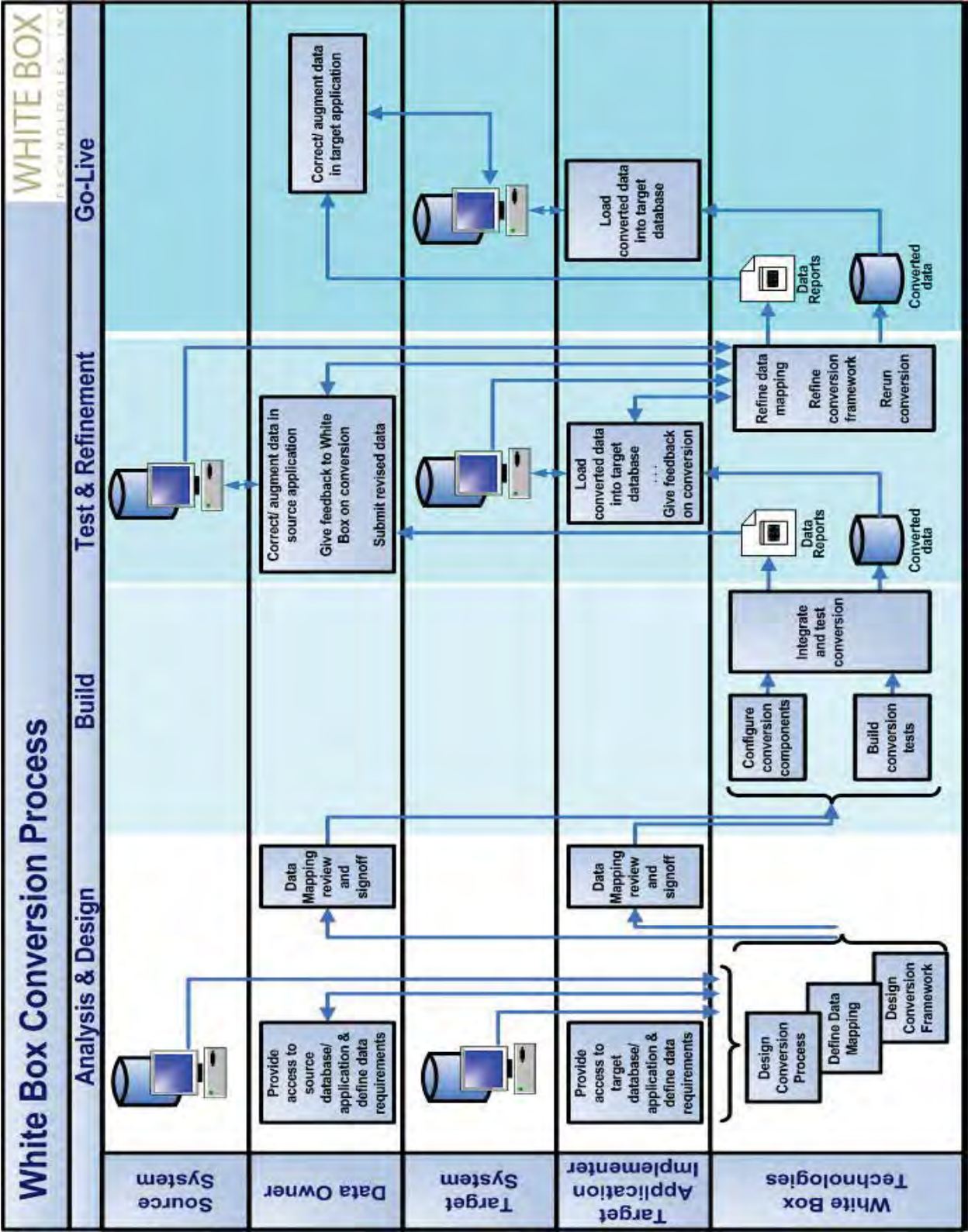


Figure 1 White Box Conversion Process

## CONCEPT OF OPERATIONS

### DATA CONVERSION

## 2 DESCRIPTION OF CONVERSION DELIVERABLES, SERVICES AND OPTIONS:

The scope of a conversion will vary on contract and customer requirements. However, the following are examples of what may be considered to be included in the general scope of the baseline and optional conversion services. Baseline conversion services include the scope of tasks required to successfully process and load legacy data from one database structure into a target database of a different structure. Optional conversion services include the scope of tasks that may be requested by a customer to enhance and augment the legacy data and to repeat the conversion process in order to reduce risk.

The table below lists all the various services that White Box can provide when doing conversions.

Service	Description
Accelerated Schedule	Schedule reduced to less than 10 week minimum
Additional Mock Conversions	Additional pull of source data, reprocessing and deliver with reports and release notes beyond one mock and one go-live
Address Standardization	Validates and standardizes address against USPS database
Custom Report	Report to indicate data that meets a certain criteria provided by Partner/Agency
Data Augmentation	Adding new or derived data necessary or desired in the target system but not available in the source. (Also called data enrichment). This includes changing the intent of the source data
Data Cleansing	Amending, correcting, removing, or defaulting inaccurate, incomplete, duplicated, or improperly formatted source data beyond that which is required to load the data properly in the target application
Data Collection	Retrieving and importing source data from data owner into White Box
Table Mapping Document	A document which details an unambiguous and executable set of rules that include a description of any data manipulation, filtering, parsing, formatting, etc. required for a successful data migration from the source to the target application. The Table Mapping Document is the fundamental design specification for all other aspects of the data conversion project.
Data Profile Report	Report that provides quantitative and qualitative analysis of the source data. (For example, date fields that did not conform to an expected date format, or the total number of records that meet specified criteria)
Data Standardization	Converting accepted (this does not include misspellings) data values that represent the same information into a single unified, recognized, and accepted structure as required by the target system. For example, standardization of all source SSN data to the target format of xxx-xx-xxx or changing "new york", "New York", "NY", and "ny" to "NY", but not "new yurk", or "n. york". Data Standardization is the process of bringing data into compliance with a customer or industry defined standard of some type.
Image Conversion	Converting digital images that were used in one application, for use in another software application. May also require changing the format of the images so that they function in the new application, includes: photos, mug shots, scanned documents etc.
Source Data Archival	In addition to the converted data loads, all source data provided for final conversion may be converted to .csv files or an Access database to provide to customer
Standardize to 3 <sup>rd</sup> -Party Data	Review and correction of legacy data through use of third party commercially available reference applications to provide assurance that data is adequate for its intended use

## CONCEPT OF OPERATIONS

### DATA CONVERSION

Convert Data to Readable format	Convert the data into an Industry Standard database which may or may not be loaded into the target system.
Financial Conversion	Converting financial data from the source system to the target system that could include; <i>Totals Only</i> (for reference or historical purpose), <i>Non-Collectibles</i> (involves determining how the current balance for a case is calculated and adding the balance as a single obligation on a case) and <i>Full Financials</i> (converting most/all possible financial information, resulting in a functional, usable financial state for each case as though the financial information had been entered into the system by a user over time instead of through conversion)

### BASELINE SERVICES

The following is a description of the inclusions of White Box's baseline service. These services and deliverables would be included when White Box does the entire conversion component of a project

#### Standard Deliverables with Entire Conversion:

- Source Data Profile Report
- Table Mapping Document
- Converted Data
- Standard Reports
  - Exceptions (records failed to load)
  - Matched Names (records that met all criteria for name merge)
  - Possible Names Matched (records that meet some, but not all criteria for name merging)

#### Assumptions/Constraints:

- Data must be provided in a usable format with corresponding column headers
- White Box will standardize and default data to the extent required to load in the target application
- White Box will receive source data and deliver converted data twice (one mock and one go-live)

### STAND ALONE SERVICES

If the entire conversion project is NOT completely accomplished by White Box then several stand-alone services can be provided on a one off basis. Depending on the requirements of the end client and the partner White Box can provide the following:

**Source Data Extraction:** White Box typically does not get into extracting data from a legacy system primarily for liability issues. However, oftentimes the agency is unfamiliar with the system and knowing how to either do a data dump into CSV or flat file is beyond their scope. We can assist in figuring it out for them if needed. Also, we have several tools that will allow us to automatically get the data out of the system into a readable format.



*CONCEPT OF OPERATIONS*DATA CONVERSION

---

**Profile the data:** Report that provides statistical information about their data.

**Provide Table Mapping Document:** White Box can do the analysis of the data, provide the blue print for conversion, with the actual migration done by the client or the partner.

**Convert Data to Readable Format into a standard database:** E.g. SQL format for conversion into any system. This could be used for those clients that do not want to convert their old data and import that into the new system, but would like to at least get it into a readable format and/or an industry standard database for queries and archival purposes.

**Convert data from user generated Table Mapping Document:** If the partner or agency wants to provide the table mapping document, White Box can convert the data exactly as shown from the document.

**White Box Technologies, Inc.**  
1600 W 2200 S, Suite 106a  
Salt Lake City, UT 84119  
(801) 386-5013



**COUNTY OF FLUVANNA, VIRGINIA  
REQUEST FOR PROPOSALS # 2017-03  
COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION**

**Issue Date: November 14, 2016**

**Due Date & Time: December 22, 2016 @ 2:00 p.m. local prevailing time**

**Procurement Contact:**

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

**Issuing Department Contact:**

Andrea M. Gaines  
Director of Communications  
Fluvanna County Sheriff's Office  
P.O. Box 113  
160 Commons Boulevard  
Palmyra, VA 22963  
(office) 434-591-2005  
Email:  
[againes@fluvannasheriff.com](mailto:againes@fluvannasheriff.com)

The Fluvanna County Board of Supervisors (hereinafter the "County") is requesting sealed proposals from qualified Offerors to provide a COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION for the Fluvanna County Sheriff's Office (hereinafter the "Sheriff's Office"). The firm shall have the necessary expertise to perform such services as described within this solicitation. This solicitation shall be referred to as the "RFP".

**All sealed proposals shall be turned in no later 2:00 p.m. EST, Wednesday, December 22, 2016. All Proposals that are delivered via mail or are hand delivered must be addressed to the "Procurement Contact" listed above. Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.**

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 2<sup>nd</sup> floor, Palmyra, VA 22963 or by clicking on the following link:  
<http://www.fluvannacounty.org/services/finance/procurement/solicitations>.

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**Appendix I:** Fluvanna County's General Terms, Conditions and Instructions to Bidders and Contractors



## **I. PURPOSE**

The purpose of this Request for Proposals (“RFP”) is to solicit proposals from qualified sources to establish a contract through competitive negotiations with one (1) Software Company (“Offeror”) to furnish, deliver, install, configure, implement (including data migration), service and maintain a Computer Aided Dispatch/Public Safety Software Solution (“CAD”), Records management System (“RMS”) and mobile field reporting software (collectively the “System”) for the Sheriff’s Office and to train and assist Sheriff’s Office employees and staff in using such System and trouble-shooting any and all issues related to the System in accordance with the specifications contained herein (collectively all work hereunder is referred to as the “Services” and is described in detail in Article IV).

## **II. BACKGROUND**

Fluvanna County, in central Virginia, is approximately 282 square miles. The county is a rural area with the potential for business growth. The estimated population in 2011 was 25,989. Fluvanna County was established in 1777.

The men and women of the Sheriff’s Office are committed to serving the citizens of Fluvanna County in a fair, honest and professional manner. The goal of the Sheriff’s Office is to provide the best law enforcement possible to the citizens.

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

The current IT infrastructure for the Sheriff’s Office is to be examined by the Offerors at the mandatory pre-offer conference. All Offerors are required to make their own inspection of the current systems and software, etc. of the Sheriff’s Office and the County shall not be held responsible for any errors or omissions contained herein relating to the description of the current infrastructure, software, data and other system(s) at the Sheriff’s Office.

## **III. SITE INSPECTION**

All potential offerors MUST attend a mandatory pre-offer conference at the Sheriff’s Office on the 28th day of November, 2016 at 10 a.m., where the offerors will be allowed to inspect and analyze the current environment and collect further data in determination of their ability to perform the Services required. Any Procurement and technical questions shall be directed to Cyndi Toler, Purchasing Officer at [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org) during the course of this solicitation. The Offeror shall be presumed to have made a reasonable inspection of the premises before the time of proposal submission and shall be held responsible for all information available through such inspections; and submission of a proposal will be a confirmation that the Offeror did make a site inspection and is aware of all conditions affecting performance and price(s) submitted. The County may determine in its sole discretion that a second mandatory pre-bid conference is necessary, the date and time of any such second mandatory pre-bid conference will be disclosed in an amendment to this RFP.

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

Proposers shall include a list of any subcontractors it may use in its Proposal, all subcontractors will also be required to enter into a business associate agreement acceptable to the County in its sole discretion to which the Proposer and the County are a party. The form of the required Business Associate Agreement is attached hereto as **Exhibit 3** and made a part of this RFP.

**IV. SCOPE OF SERVICES** Offeror must be willing to meet all the requirements, supply all the items and materials, and perform all the work and Services for the System (the "Project") and related matters, including, but not limited to the following Services:

1. General Requirements:

- a. The County desires to establish a contractual relationship with Offeror that has products and services best suited to meet the Sheriff's Office needs and for a new System, and services and work related thereto. Offerors should also be equipped to perform the seamless migration of data from the current system to the new System, facilitate the transition of the Sheriff's Office's operations to the new System and provide training, maintenance, warranty and other support services. The Offeror must be prepared to coordinate with and educate the County's IT Director as well as Sheriff's Office officers, staff and others who need to access or use the System. The System shall be broadly defined to include the new System itself, hardware, software, technology infrastructure, support and equipment of any kind related thereto as proposed by the Offeror.
- b. The Offeror must be able to update the System as updates become available and when changes are requested by the County or required under applicable law, ordinance or regulation of any local, state or federal authority. The System should be easily adapted to the Sheriff Office's operation without requiring custom programming or new hardware (other than the new CAD RMS and mobile field reporting software being parts of the System itself) except as specifically laid out in the Offer's Proposal.
- c. Offeror shall be required to train the County's IT Director and any other person at the request of the County or the Sheriff's Office and provide local support of the new System. The Offeror will also be required to provide ongoing technical support and documentation to implement System updates as they become available. The Offeror must assist in the process of technical migration and organizational changes involved in moving to the new System. The new System must have appropriate back-up and data security and protection mechanisms. The Offeror's Proposal should include any System back-up or data security and protection hardware, software, equipment and other practices it recommends for the System. This may include replacing, upgrading, modifying or using existing equipment and resources at the Sheriff's Offices, but only if specifically included in the Proposal. And Costs of the System.

- d. The chosen Offeror will coordinate data migration activities with Information Technology Director and the Sheriff's Office to minimize the disruption of normal operations. The chosen Offeror will perform all of the installation, data migration, implementation, and other related project work and effort for the new System. Training and availability of Offeror personnel for user support must be planned to assure a smooth transition to a new System. The goal is not simply to acquire a new System, but to accomplish a successful transition with all work processes proceeding better, faster, and more reliably than with the current system.
- e. By submitting a Proposal Offeror certifies that it has carefully examined all of the documents for the Project, has carefully and thoroughly reviewed this RFP and any amendments, attended the mandatory pre-offer conference and understands the nature and scope of the Services.

2. General System Requirements:

- a. Offerors must submit a full written plan for the new System at the Sheriff's Office's; and such shall include the costs of all products, services, labor, materials or other items being a part of, or required for, the System (the Services on the System is broadly defined to include any work, services, training, materials, equipment, installation, products, data migration, or other item being a part of or related to the System as defined under this RFP.
- b. The Contractor is to provide all system, hardware, software and related equipment and materials required to implement the System. Offerors are to deliver, install all necessary software and hardware, lead the program and data migration to the new System platform and to provide all necessary service and support to implement the new System. Any and all materials, products or items being a part of the System shall be new condition and not refurbished or of a similar nature and shall come with the manufacturer's warranty which will be assigned to the County.
- c. Requirements defined herein for the System are only general in nature and the County is relying on the Offerors to present a System that adequately meets the Sheriff's Office's needs as evidenced by the mandatory pre-bid conference. The System must provide a high level of flexibility in meeting the Sheriff Office's varied current and future requirements. The proposed System shall be designed to provide the utmost capability in meeting changing requirements. Flexibility must be provided to meet external and internal management, regulatory, reporting requirements and provide a means to execute ad hoc queries and reports.
- d. The Offeror will furnish all software, labor, materials, products, tools, transportation, related travel expenses, and supplies required to complete the Services on the System. The Offeror will provide services to the Sheriff's Office as required by this Article IV.
- e. Offer shall provide as a part of the System a CAD/Public Safety Software Solution. The desired solution will include new CAD, RMS and mobile field reporting software. The System must include a "state of the art" CAD and crime analysis system to seamlessly integrate with many essential business applications currently in production/use by the Sheriff's Office. The proposed solution must be a fully redundant system with failover capability. Given the continuous growth and development of the Sheriff's Office, the CAD system must be adaptable while maintaining stability and effectiveness. The

System must be compatible with all existing applications, software, hardware and other equipment used by the Sheriff's Office including, but are not limited to, RMS environment and data, prior reports, active warrants, caution notes, the Virginia Criminal Information Network (VCIN), ANI/ALI dump from the existing AIRBUS system, and an interface or export system compatible with FIREHOUSE, ImageTrend, and any other RMS software that may be utilized in the future. The System shall have the capability of interfacing data with existing systems including but not limited to SQL and Oracle Database Architecture systems.

- f. Mobile Requirements are attached hereto as **Exhibit 1** and incorporated herein by reference as material additional System requirements. Offerors must complete Exhibit 1 Mobile Requirements Checklist and submit the same with Offerors' responses to this solicitation. Any deviations from the Mobile Requirements must be specifically noted by the Offeror on Exhibit 1 submitted with the Proposal; and additional sheets may be attached thereto if necessary.
- g. See attached **Exhibit 2** Licenses and Services Summary, which is incorporated herein by reference as requirements of the System.
- h. The System shall allow for modularity and ease of expansion to NG911 or any other unique growth requirements for future implementation within the Sheriff's Office.
- i. The System shall be user friendly, offer point and click capability, be intuitive to use, and require a minimal number of screens to complete transactions.
- j. The Offeror shall describe in its proposal System Backup and Redundancy procedures.
- k. The System shall provide a number of software security controls used by the Sheriff's Office to restrict unauthorized use of applications and associated data. The integrity of the data in the system is of utmost importance to the Sheriff's Office and Offerors are to clearly define the security features of the system.
- l. The System must be able to seamlessly pass/integrate call for service data into the mobile reporting client. Minimum data to be passed includes, but is not limited to: call location (address), complainant name and telephone number, call type (nature code), report number, dispatch notes/comments. NCIC/VCIN transactional data conducted through the System must be available for import into the mobile reporting client – for vehicles, persons, and articles.
- m. The System must interface with cellular GPS (or laptop-integrated GPS).
- n. The System must be able to pass GPS data back to dispatch (CAD system) for AVL functionality.
- o. The System must interface with VCIN, through the CAD system, and provide in-state/out-state vehicle queries; in-state/out-state driver license queries; wanted person checks; and stolen article checks.
- p. The System must be a Windows-based application, compatible with Windows 7 or newer versions.

- q. The System must interface with the ePCR system or any future system that is used by the various fire departments in Fluvanna County.

3. Software/Technology Plan Requirements:

- a. Any software being a part of the System must be by "perpetual" licenses (i.e., the Sheriff's Office purchases and retains the license to use the software forever). The Sheriff's Office desires a concurrent user license and will favor proposals with these terms over a per seat or username license. Licensing costs are to be based on the following user number estimates: see attached **Exhibit 2**.
- b.
- c. The Offeror will define all technology requirements to support the proposed system. The Offeror will submit pricing for computer equipment, operating system, database management system and other related components including but not limited to any hardware or software for System implementation.
- d. The technology requirement plan included in a Proposal must at minimum include the following: (i) Define all computer hardware/equipment requirements, including server(s) specifications, processor, memory, disk space (RAID), UPS, operating system (version), etc.; (ii) Define all computer desktop requirements, including personal computer requirements, scanners, printers, etc. Provide desktop operating system requirements (version) and other desktop software needs; (iii) Define all network requirements, including data speed, protocols, topology and other needs; (iv) Define database management system options; and (v) Define all other technology requirements.

4. Data Migration Services:

- a. It is required that the Offeror provide a detailed plan for retrieving all data from the previous System, including all electronic and hard copy file data. It is anticipated that data retrieval will be accomplished within ninety (90) days after contract award. The Offeror shall include its recommended start date and time to accurately complete record conversion in the proposal submission.
- b. Proposal must define the Sheriff's Office's role in the conversion process.
- c. Offerors must define the conversion process, note what measures are in place to ensure an accurate record conversion and include checks and information on how Offeror plans to monitor effectiveness and quality of the data migration process.
- d. Offeror must describe any limitations to the format of conversion records and include a description of the data scrubbing process.
- e. Offeror must indicate the post data reconciliations performed to ensure accuracy of data conversion.

5. Implementation Plan:

- a. It is required that each Offeror provide a detailed plan for implementing the proposed System. A plan should be submitted that demonstrates a reduced overall project cost based on shared resources and a common implementation team. Offerors are expected to define a logical plan to implement the System in achievable and realistic phases for both

organizations. The implementation plan and rollout strategy is to be based on previous experience that limits risk to the Sheriff's Office.

- b. The implementation plan at minimum must include: (i) An Overview of project implementation methodology. Offerors are to describe their methodology for achieving a fully functioning System based on the functional and technical requirements defined in this RFP; (ii) A Project timeline with tasks, milestones and deliverables for each stage of the implementation; (iii) The Staff assignments (including Offeror and the Sheriff's Office) for Project tasks. Estimated number of hours required of Sheriff's Office staff for each task; (iv) Resumes and qualifications of Offeror project personnel; and (v) On-site "go-live" support for implementation.

6. Assistance and Technical Support:

- a. The System shall provide a customizable, online help feature that is easily accessible at any point throughout the system.
- b. The Offeror shall offer ongoing user and technical support in a variety of areas which includes, but is not limited to, training users, installing and configuring product updates as they become available, assistance with workflow design, updates to comply with Federal and Virginia laws, policy changes, software update utilities, etc. User training for upgrades or future enhancements must be available and included.

7. Training:

- a. The Offeror is to submit a training plan within their proposal. This plan is to include training for the Police Department, Fire Department and Information Technology personnel.
- b. The training plan must include at minimum the following: (i) Methodology, timelines/schedules, facility needs, materials, documentation/manuals, equipment, etc.; (ii) Descriptions of Classes/Courses proposed in the training plan; (iii) Resumes and qualifications of Offeror training personnel; (iv) Training manuals and documentation (provide samples); (v) Training tutorials or other computer based programs; (vi) Plans and options for on-site training of Sheriff's Office personnel and (vii) The knowledge transfer strategy proposed by the Offeror to prepare staff to operate the system after it is placed into production.

8. Pricing Requirements:

- a. The Offeror will define all computer hardware, operating system, database management system, disaster recovery procedures and protocols, and all other related requirements necessary to provide a fully functioning System with optimum performance. The Offeror will provide a pricing for the related hardware, OS, database and other equipment. The Sheriff's Office may choose to purchase these products from another source.
- b. It is required that all Offerors submitting proposals agree that their pricing is valid for a minimum of one (1) year from the RFP due date.
- c. Any contract will require System implementation must be completed no later than July 30, 2017.

- d. Services shall be performed on a flat fee basis; except that labor being a part of the Services may be performed at an hourly rate if specifically disclosed in the Proposal Costs and only if performed on a “not-to-exceed” basis where the Sheriff’s Office compensates the Offeror on the basis of hours and expenses actually incurred only up to the specified not to exceed amount. If the Services on the System are to be completed on a complete flat rate basis, then the not to exceed price for labor MUST be included in the Proposal in addition to a detailed hourly rate schedule.
  - e. Annual Maintenance Costs shall be separately identified in the Proposal. Any Contract awarded hereunder allows the County to determine in its sole discretion whether or not it chooses to purchase the annual maintenance services.
  - f. Proposals are requested to include alternative pricing without data migration which shall be clearly identified as alternative pricing. Such shall be included only if Offeror believes such is a feasible alternative. Offeror may respond without presenting alternative pricing (eliminating the data migration) if the Offeror determines the same is not feasible, not secure, or otherwise inappropriate. The Offeror should include a statement as to why it determined alternative pricing without data migration was not feasible. The pricing without data migration is for a System as described in this RFP except that existing data need not be migrated to the new System, but can remain on the old system(s). Such alternatives must meet the following requirements: (i) all data must be accessible in a usable format by the Sheriff’s Office through the new System; (ii) all data must be safeguarded so as to prevent loss in case of a failure of the older system(s); (iii) all data must be formatted (by conversion or otherwise) such that the data could be transferred and migrated to the new System at a later time.
9. Maintenance/Support Program:
- a. The Offeror is to submit a post-implementation maintenance and support program (the “maintenance agreement”). If any maintenance agreement and/or support is included in the System cost such should be specifically noted in the Proposal.
  - b. The Offeror shall provide Call Center support, including a toll-free hotline, hours of operation. The Offeror shall define problem reporting and resolution procedures.
  - c. The Offeror shall define delivery methodology for future software upgrades, including frequency of upgrades.
  - d. If maintenance is not included in the System Cost, then the Offeror shall submit a one year maintenance agreement for maintenance, general repairs, and technical assistance related to the System at a fixed annual cost.
  - e. Proposals shall include a detailed list of any maintenance and support included in the System or any Maintenance Agreement.
  - f. Such maintenance agreement shall be optional at the sole option of the County, but should the County opt to purchase such maintenance agreement services the following shall apply: (i) The County anticipates such maintenance agreement would commence on the day that the System was fully operational and accepted by the County. Such maintenance agreement would be for a one year term, with four (4) one-year renewal

options. The maintenance services would be at a flat rate per year for the initial term and all renewals.

10. Warranty:

- a. The Contractor shall warrant all work relating to the System for at minimum a period of two (2) years from the date of final completion (the date of final completion shall be the date all work is final on the Project is paid for, approved and accepted by the County in its sole discretion).
- b. In addition, it is required that the Offeror provide a warranty for both the software and implementation services, as specified below:
  - i. Software. The Offeror shall warrant that the proposed software will conform to the requirements and specifications as stated in this RFP. The detailed requirements as stated in this RFP will become part of the selected software Offeror's contract and will be warranted as such. The Offeror shall warrant that the content of its proposal accurately reflects the software's ability to satisfy the technical and functional requirements as included in this RFP. Furthermore, the warranty, at a minimum, shall be valid for a period of 24 months from the acceptance of the software.
  - ii. Implementation Services. The Offeror shall provide a warranty for implementation services (e.g. work products, developed modifications, and system configuration) for a minimum of 24 months after the system acceptance date of the respective modules.
  - iii. All manufacturer's warranties shall be assigned to the County.

**V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

**A. GENERAL INSTRUCTIONS**

1. **Each Offeror shall submit one (1) original and four (4) copies of its proposal, as well as one (1) electronic copy of its proposal on CD ROM, DVD, or USB flash drive/memory stick.**
2. Any inquiries or requests for clarification or additional information must be delivered in writing (via email) to the County no later than October 13, 2016 by 2:00pm to the following email address: [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)  
All inquiries will be answered via an addendum, posted to eVA and the County website.
3. An authorized representative of the Offeror shall sign proposals. All information requested should be submitted. Failure to submit all information requested may result in the County, requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.
4. All forms attached to this RFP must be fully completed, executed by the Offeror



and returned as a part of Offer's Proposal.

5. Offers shall be prepared simply and economically, providing a straight forward, concise description of firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
6. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
7. Each proposal shall be in writing and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or email shall be rejected.
8. Cost will be considered in evaluating the Proposals.

## B. SPECIFIC PROPOSAL INSTRUCTIONS

1. The proposal package shall include as a minimum:
  - a. The RFP document with any addenda acknowledgements filled out and signed as required (see attachments hereto).
  - b. A detailed response to all requirements, general, specific, functional and technical as defined within this RFP (see Article IV "Scope of Services"), including Exhibit 1 and 2.
  - c. Company Background Information, to include but not limited to the following:
    - 1) Provide the legal name of the company, the size of the company and organizational structure.
    - 2) Date the company went into business.
    - 3) Date the company began selling the proposed software/services to the public sector.
    - 4) Status of the company.
    - 5) Number of employees supporting/developing the proposed System.

- 6) Define the company's long-term development strategy and plans for the system.
- 7) Number of public sector installs and size of these organizations including names and locations.
- 8) Future technology direction.
- 9) Future application revisions and enhancements.
- 10) Provide recent audited financial statements for the past two (2) years.
- 11) Offerors are required to disclose past and pending litigation.

d. Client References

Offerors shall provide a minimum of five (5) client references that are similar in size and scope to the Sheriff's Office Project, that have utilized a similar System in a comparable computing environment. All client customers in the State of Virginia must be provided, regardless of circumstances. Client reference information must include the date of installation, length of implementation, installed release at the site and a point of contact.

e. System Demonstrations and Site Visits

Offerors may be required to provide in-Office system demonstrations that show the full functionality of the proposed system. Offerors should be prepared to demonstrate how the application meets the functional and technical requirements defined in this RFP. Offerors should be prepared to respond to questions during the demonstrations.

Offerors may be required to facilitate a site visit to a client for the purposes of evaluating the installed system and reviewing customer's satisfaction.

- 2. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Sheriff's Office. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The Sheriff's Office will schedule the time and location of these presentations. Oral presentations are an option of the Sheriff's Office and may or may not be conducted.

## VI. PRICING

Offerors shall provide all software and project costs for the System and implementation thereof. Pricing must include all costs related to implementing the detailed business requirements in this RFP. Offerors are to complete the attached Cost Quotation Worksheet.

## **VII. PAYMENT**

The Offeror will not be paid under any contract resulting here from until final acceptable of the System and performance is demonstrated as shown by the Sheriff's Office's final acceptance of the products and services produced by the Offeror. The Sheriff's Office reserves the right to use products furnished under a contract resulting from this proposal prior to final acceptance. Such use shall not constitute acceptance of the work or any part thereof by the Sheriff's Office. Maintenance Agreement services shall be paid annually separately from the costs of the System itself.

## **VIII. EVALUATION AND AWARD CRITERIA**

### **A. EVALUATION CRITERIA:**

1. All Proposals received shall be evaluated based upon the evaluation criteria listed below.
  - a. Costs (10 pts.)
  - b. Offeror(s) Qualifications and Experience, Resumes (20 pts.)
  - c. Representative Projects and Approach (35 pts.)
  - d. Proximity and availability to Fluvanna County (15 pts.)
  - e. References and Successful Projects (20 pts.)
1. The County may arrange for discussions with Offerors submitting Proposals for the purpose of obtaining additional information or clarification if needed.
2. The Selection Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.
3. The County reserves the right to make such additional investigations as it may deem necessary to establish competency and financial stability of any Offeror. If, after the investigation, the evidence of competency and financial stability is not satisfactory, in the sole opinion of the County, the County reserves the right to reject the Proposal.
4. The County reserves the right to hire a firm to assist the County in evaluating Proposals and determining which Proposal meets

### **B. AWARD OF CONTRACT**

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

body shall select the Offeror which, in its opinion, has made the best proposal and provides the best values, and shall award the contract to that Offeror.

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

The County may choose not to award a contract or Notice to Proceed for any or all of the Services described herein.

### COST QUOTATION WORKSHEET

Financial/Human Resource System	Total Cost	Explanation (if necessary)
Software Licenses (detail below)		
Project Services (detail below)		
Implementation		
Training		
Data Migration (inclusive of conversion)		
Customization, if applicable		
Technical Support		
Other:		
Computer Equipment: (detail below)		
CAD System		
RMS		
<b>Total</b>		

Maintenance & Support Program	Total Cost	Explanation (if necessary)
Year One (after final acceptance)		
Year Two (renewal)		
Year Three (renewal)		
Year Four (renewal)		
Year Five (renewal)		

Please attach additional sheets if necessary. Costs must be inclusive of all travel, and business or administrative expenses of any kind.

\*\*\*Please include alternative pricing if offered consistent with Article IV, Section 8(f)

**VENDOR DATA SHEET**

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

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

2. Vendor's Primary Contact:

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

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

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

4. Vendor Information:

FIN or FEI Number: \_\_\_\_\_ If Company, Corporation, or Partnership

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

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

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

\_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

## PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

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

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

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

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

\_\_\_\_\_.

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

\_\_\_\_\_.

C. \_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):  
**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

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

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

**CERTIFICATION OF NO COLLUSION**

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

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

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT**

STATE OF VIRGINIA

FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of \_\_\_\_\_ and dated \_\_\_\_\_ was subscribed and sworn to before the undersigned notary public by \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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

CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

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

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

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

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**



**OFFEROR STATEMENT**

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

\_\_\_\_\_  
Type or Print Name & Title of Authorized Person

\_\_\_\_\_  
Signature of Authorized Person Submitting This Bid

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN to before me by the above named

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2013

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

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

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

**EXHIBIT 2 LICENCES AND SERVICES SUMMARY**

Description	Quantity	
Computer Aided Dispatch with mapping system – Enterprise License	1	
Law Enforcement Records Management System – Enterprise License	1	
Sheriff's Office Mobile Licenses	20	
Fire/Rescue Mobile Licenses	36	

Services Summary	Hours (minimum )	
Data Conversion		
Project Management and Installation		
Pre-System Set Up		
RMS Training	40	
Administrator Training	40	
CAD Training (End User Training)	40	
On Site Go Live Support (day and evening)	72	
Mobile Training (can be web based)	4	
Fire Mobile Training	4	
GIS Mapping Setup		
5 Years Maintenance		

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

This BUSINESS ASSOCIATE AGREEMENT, CONFIDENTIALITY AND NON-DISCLOSURE (the “Agreement”) is entered into by and between \_\_\_\_\_ (hereinafter the “Business Associate”), and **FLUVANNA COUNTY**, a political subdivision of the Commonwealth of Virginia, (hereinafter the “County”) and the **FLUVANNA COUNTY SHERIFF’S OFFICE** (the “Sheriff”) effective as of the date of the Computer Aided Dispatch/Public Safety Software Solution Contract (the “Contract”) between the County and the Business Associate to which this Agreement is attached.

Fluvanna County and the Sheriff are collectively referred to herein as the “County”. Any capitalized terms shall have the same meaning as in the Contract, unless otherwise defined in this Agreement. For valuable consideration, the parties agree as follows:

**I. GENERAL PROVISIONS**

- A. Purpose.** Business Associate has been retained by the County to perform certain activities, or services (collectively, “Services”) as described in the Contract. This Agreement is intended to ensure that the Business Associate will establish and implement appropriate privacy and security safeguards with respect to “Protected Health Information” (as defined below) and Confidential Information (as defined below) that the Business Associate may affect, view, access, move, transmit, create, receive, or use in connection with the Services to be provided by Business Associate to the County the County, consistent with the standards set forth in this Agreement and the regulations and administrative guidance with respect to the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), including as amended by the Health Information Technology for Economic and Clinical Health Act as set forth in Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (“HITECH Act”). This Agreement is intended to protect the County and its PHI and Confidential Information and the Agreement is a material term to the County’s acceptance of and desire to enter into the Contract **Any notification to the County hereunder to be made shall be directed to the County of Fluvanna, Attention Steve Nichols, 132 Main Street, Palmyra, VA 22963 with a copy to the County Attorney, Frederick W. Payne, 414 east Jefferson Street, Charlottesville, VA 22902. County**
- B. Effective Date.** The provisions of this Agreement shall take effect on the date the Contract takes effect and shall continue in full force and effect for the Term of the Contract, including any and all renewals or extensions thereof or until the Business Associate has returned all PHI and Confidential Information as defined herein, whichever is later.

**C. Definitions.** Capitalized terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the HIPAA Privacy and Security Rules. Other defined terms include:

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

## II. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

- A. Scope of Use and Disclosure of Protected Health Information.** Business Associate agrees to not use or further disclose PHI and Confidential Information other than as permitted or required by this Agreement or as Required By Law. Business Associate understands and agrees that the PHI and Confidential Information includes sensitive and personal data maintained by the Sheriff and/or the County and that its disclosure could cause irreparable damage to the County and potentially to on-going investigations and cases related to the Sheriff. This Agreement is being entered into so as to protect the disclosure and confidentiality of all PHI and Confidential Information and is material to the award of the Contract to the Business Associate. Business Associate shall be responsible under the Contract for the Services for the new System as described in the Contract.
- B. Safeguards Against Misuse of Information.** Business Associate agrees to use appropriate safeguards to prevent any and all use or disclosure of the PHI and Confidential Information. Business Associate agrees that its access to and use of any PHI or Confidential Information shall be limited to access and use of such information only as necessary and required under the Contract. Furthermore, Business Associate will implement administrative, physical, and technical safeguards (including written policies and procedures) that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information that it creates, receives, maintains, or transmits on behalf of the County as required by the Security Rules. To the extent practicable, Business Associate will secure all Protected Health Information by technological means that render such information unusable, unreadable, or indecipherable to unauthorized individuals and in accordance with any applicable guidance issued by the Department of Health and Human Services under Section 13402 of the HITECH Act.
- C. Duty to Mitigate.** Business Associate agrees to cure or mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI or Confidential Information by Business Associate or its agents or subcontractors in violation of the requirements of this Agreement.
- D. Reporting of Violations.** Business Associate agrees to notify the County, in writing, of any use or disclosure of the PHI and Confidential Information, any Security Incident, and any Breach of County's Unsecured Protected Health Information. This notification will be made as soon as possible, but no more than within one (1) day after the discovery of the use, disclosure, Security Incident, or Breach. In the event of a Breach, if a delay is requested by law enforcement under 45 CFR §164.412, Business Associate may delay notifying the County for the applicable timeframe. This notification will include, to the extent possible, the identification of each individual whose Unsecured Protected Health Information has been, or is reasonably believed by the Business Associate to have been, accessed, acquired used or disclosed during the Breach. Business Associate will also provide the County with any other available information that the County is required to include in its notification to the individual under 45 CFR

§164.404(c) at the time of the initial notification or promptly thereafter as the information becomes available.

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

### **III. NON-DISCLOSURE PROVISIONS**

- A.** The Business Associate agrees that the PHI and Confidential Information is to be considered confidential and not to be disclosed and the Business Associate shall hold same in confidence, shall not use the PHI or Confidential Information other than for the purposes of the Contract, and shall disclose it only to the authorized agents of the County any PHI or Confidential Information. The Business Associate shall not disclose, publish or otherwise reveal any of the PHI or Confidential Information received from the County or under the Contract to any other party whatsoever except with the specific prior written authorization of the County.

- A. PHI and Confidential Information furnished in tangible or electronic form shall not be duplicated by the Business Associate except for purposes of the Contract and consistent with the terms of this Agreement. Upon the request of the County, the Business Associate shall return all PHI and Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within five (5) days of such request.
- B. The Business Associate shall not, without specific prior written authorization of the County, remove any PHI or Confidential Information from the Sheriff's Office.

#### IV. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

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

#### V. TERM AND TERMINATION

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

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

**C. Effect of Termination.**

1. Except as provided in Section V.C.2, upon termination of the Agreement, for any reason, Business Associate shall return all PHI and Confidential received from County, or created or received by Business Associate on behalf of Count and shall no longer access the County's PHI or Confidential Information for any reason. Business Associate shall retain no copies of the PHI. This section shall also apply to PHI and Confidential Information that is in the possession of subcontractors or agents of Business Associate.

**VI. ACKNOWLEDGEMENT AND SIGNATURES**

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

**THE COUNTY: County of Fluvanna**

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

Printed Name of Officer: Steve Nichols

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

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

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

**BUSINESS ASSOCIATE:** \_\_\_\_\_

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

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

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



# Appendix I

## COUNTY OF FLUVANNA

### **GENERAL TERMS, CONDITIONS AND** **INSTRUCTIONS TO BIDDERS AND** **CONTRACTORS**

## **GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS**

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

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

### **INTRODUCTION**

1. **VIRGINIA PUBLIC PROCUREMENT ACT AND ETHICS IN PUBLIC CONTRACTING:** The Virginia Public Procurement Act of Virginia Code §§ 2.2-4300 *et seq.* (hereinafter the “VPPA”) is incorporated herein by reference. Nothing in these General Conditions is intended to conflict with the VPPA and in case of any conflict, the VPPA controls. Specifically, the provisions of Article 6 of the VPPA (Virginia Code §§ 2.2-4367 through 2.2-4377) relating to ethics in contracting, shall be applicable to all Solicitations and Contracts solicited or entered into by the County. By submitting their Bids or signing any Contract, all Bidders and Contractors certify that they have not violated any of the provisions of Article 6 of the VPPA, including, but not limited to, that their Bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements.
2. **DEFINITIONS:** The definitions of Virginia Code §§ 2.2-4301, 2.2-4302.1 and 2.2-4302.2 are specifically incorporated herein by reference and as used in these General Conditions, whether capitalized or not, any of such defined terms have the same meaning as such terms have under the VPPA: such defined terms include: “Affiliate”, “Best Value”, “Business”, “Competitive Negotiation”, “Competitive Sealed Bidding”, “Construction”, “Construction Management Contract”, “Design-Build Contract”, “Employment Services Organization”, “Goods”, “Informality”, “Job Order Contracting”, “Multiphase Professional Services Contract”, “Nonprofessional Services”, “Potential Bidder or Offeror”, “Professional Services”, “Public Body”, “Public Contract”, “Responsible Bidder or Offeror”, “Responsive Bidder”, “Reverse Auctioning” and

“Services”. Additionally, as used in these General Conditions, the following terms, whether capitalized or not, have the following meanings:

- a. Bid/Proposal: The offer of a Bidder or Offeror to provide specific Goods or Services at specified prices and/or other conditions specified in the Solicitation. The term “Bid” is used throughout these General Conditions and where appropriate includes the term “Proposal” or any modifications or amendments to any Bid or Proposal.
- b. Bidder/Offeror/Vendor: Any individual(s), company, firm, corporation, partnership or other organization bidding or offering on any Solicitation issued by the County and/or offering to enter into Contracts with the County. The term “Bidder” is used throughout these General Conditions and where appropriate includes the term “Offeror” and/or “Vendor”.
- c. Contract: Any contract to which the County will be a party.
- d. Contractor: Any individual(s), company, firm, corporation, partnership, or other organization to whom an award is made by the County or whom enters into any contract to which the County is a party.
- e. County: The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, including where applicable all agencies and departments of the County.
- f. County Administrator: The Fluvanna County Administrator.
- g. County Attorney: The Fluvanna County Attorney.
- h. Purchasing Agent: The County Administrator is the County’s Purchasing Agent and is responsible for the purchasing activity of Fluvanna County; and has signatory authority to bind the County to all contracts and purchases made lawfully under the Fluvanna County Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all other contracts and purchases only after the contracts or purchases have been approved by a vote of the Fluvanna County Board of Supervisors.
- i. General Terms, Conditions and Instructions to Bidders and Contractors (also referred to herein as the “General Conditions”): These General Terms, Conditions and Instructions to Bidders and Contractors shall be attached to and made a part of all Solicitations by the County and all Contracts to which the County is party.
- j. His: Any references to “his” shall include his, her, their, or its as appropriate.
- k. Invitation to Bid (also referred to herein as an “IFB”): A request which is made to prospective Bidders for their quotation on Goods or Services desired by the County. The issuance of an IFB will contain or incorporate by reference the General Conditions and the other specifications and contractual terms and

conditions applicable to the procurement.

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

Unless specifically delegated by the Board or the Purchasing Agent, and consistent with the limited authority granted thereto, no other County officer or employee is authorized to order supplies or Services, enter into purchase negotiations or Contracts, or in any way obligate the County for any indebtedness. Any purchase or contract made which is contrary to such authority shall be of no effect and void and the County shall not be bound thereby.

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

### **CONDITIONS OF BIDDING**

4. **COMPETITION INTENDED:** It is the County's intent to encourage and permit open and competitive bidding in all Solicitations. It shall be the Bidder's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in a Solicitation to a single source. The County must receive such notification not later than seven (7) business days prior to the deadline set for acceptance of the Bids. In submitting a Bid, the Bidder guarantees that he or she has not been a party with other Bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render the Bid of any Bidder involved void.
5. **DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County does not discriminate against Bidders, Offerors or Contractors because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Whenever solicitations are made, the County shall include businesses selected from a list made available by the Department of Small Business and Supplier Diversity. Pursuant to Virginia Code § 2.2-4343.1, the County does not discriminate against "faith-based organizations", being a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Reconciliation Act of 1996, P.L. 104-193.
6. **CLARIFICATION OF TERMS:** Pursuant to Virginia Code § 2.2-4316, if any Bidder has questions or comments about the specifications or other Solicitation documents, the prospective Bidder should contact the County no later than seven (7) business days prior to the date set for the opening of Bids or receipt of Proposals. Any revisions to the Solicitation will be made only by written addendum issued by the County. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for opening of Bids/receipt of Proposals.
7. **MANDATORY USE OF COUNTY FORM AND TERMS AND CONDITIONS:** Unless otherwise specified in the Solicitation, all Bids must be submitted on the forms

provided by the County, including but not limited to, a Cover Sheet or Pricing Schedule, if applicable, properly signed in ink in the proper spaces and submitted in a sealed envelope or package. Unauthorized modification of or additions to any portion of the Solicitation may be cause for rejection of the Bid. However, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any Bid or Proposal which has been modified. These General Conditions are mandatory provisions of all Solicitations and all Contracts of the County.

**8. LATE BIDS & MODIFICATION OF BIDS:** Any Bid or modification thereto received at the office designated in the Solicitation after the exact time specified for receipt of the Bid is considered a late Bid or modification thereof. The County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder to ensure their Bid reaches County by the designated date and hour. The following rules apply to all Bids submitted to the County:

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

**9. WITHDRAWAL OF BIDS:**

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

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

- b. A Bidder for a Contract other than for public construction may request withdrawal of his or her Bid under the following circumstances:
  - i. Bids may be withdrawn on written request from the Bidder received at the address shown in the Solicitation prior to the time of opening.
  - ii. Requests for withdrawal of Bids after opening of such Bids but prior to award shall be transmitted to the County, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, Bidder work sheets, etc. If Bid bonds were tendered with the Bid, the County may exercise its right of collection.
- c. No Bid may be withdrawn under this Section 9 when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent (5%).
- d. If a Bid is withdrawn under the authority of this Section 9 the lowest remaining Bid shall be deemed to be the low Bid.
- e. No Bidder who, is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.
- f. The County shall notify the Bidder in writing within five (5) business days of its decision regarding the Bidder's request to withdraw its Bid. If the County denies the withdrawal of a Bid under the provisions of this Section 9, it shall State in such notice the reasons for its decision and award the Contract to such Bidder at the Bid price, provided such Bidder is a responsible and responsive Bidder. At the same time that the notice is provided, the County shall return all work papers and copies thereof that have been submitted by the Bidder.

- g. Under these procedures, a mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents and materials submitted by the bidder shall, at the bidder's request, be considered trade secrets or proprietary information subject to the conditions of subsection F of Virginia Code § 2.2-4342.

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

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

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

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

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



- 13. COMPLETENESS:** To be responsive, a Bid must include all information required by the Solicitation.
- 14. CONDITIONAL BIDS:** Conditional Bids are subject to rejection in whole or in part.
- 15. RESPONSE TO SOLICITATIONS:** In the event a Bidder cannot submit a Bid on a Solicitation, the Bidder is requested to return the Solicitation cover sheet with an explanation as to why the Bidder is unable to Bid on these requirements, or if there be no cover sheet for the Solicitation a letter to the County explaining the same.
- 16. BIDDER INTERESTED IN MORE THAN ONE BID AND COLLUSION:** More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids may be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. Each bidder, as a condition of submitting a bid, shall certify that he is not a party to any collusive action as herein defined. However, a party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a Bid directly for the work, materials or supplies.
- 17. BID OPENING:** Pursuant to Virginia Code § 2.2-4301, all Bids received in response to an IFB will be opened at the date, time and place specified, and announced publicly, and made available for inspection as provided in Section 21 of these General Conditions. Proposals received in response to an RFP will be made available for inspection as provided in Section 21 of these General Conditions.
- 18. TAX EXEMPTION:** The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder.
- 19. DEBARMENT STATUS:** By submitting their Bids, Bidders certify that they are not currently debarred from submitting Bids on Contracts by the County, nor are they an agent of any person or entity that is currently debarred from submitting Bids or Proposals on Contracts by the County or any agency, public entity/locality or authority of the State.
- 20. NO CONTACT POLICY:** No Bidder shall initiate or otherwise have contact related to the Solicitation with any County representative or employee, other than the Purchasing Officer or Purchasing Agent, after the date and time established for receipt of Bids. Any contact initiated by a Bidder with any County representative, other than the Purchasing Officer or Purchasing Agent, concerning this Solicitation is prohibited and may cause the disqualification of the Bidder.

**21. VIRGINIA FREEDOM OF INFORMATION ACT:** As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 *et seq.*, except:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
- b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect Bid records within a reasonable time after the opening of Bids but prior to award, except in the event that the County decides not to accept any of the Bids and to reopen the Contract. Otherwise, Bid records shall be open to public inspection only after award of the Contract;
- c. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect Proposal records within a reasonable time after the evaluation and negotiations of Proposals are completed but prior to award except in the event that the County decides not to accept any of the Proposals and to reopen the Contract. Otherwise, Proposal records shall be open to the public inspection only after award of the Contract;
- d. Any inspection of procurement transaction records under this Section 21 shall be subject to reasonable restrictions to ensure the security and integrity of the records;
- e. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of this Section 21 prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and State the reasons why protection is necessary; and
- f. Nothing contained in this Section 21 shall be construed to require the County, when procuring by “competitive negotiation” (RFP), to furnish a Statement of reasons why a particular Proposal was not deemed to be the most advantageous to the County.

**22. CONFLICT OF INTEREST:** Bidder/Contractor certifies by signing any Bid/Contract to/with the County that no conflict of interest exists between Bidder/Contractor and County that interferes with fair competition and no conflict of interest exists between Bidder/Contractor and any other person or organization that constitutes a conflict of interest with respect to the Bid/Contract with the County.

### **SPECIFICATIONS**

**23. OMISSIONS OR DISCREPANCIES:** Any items or parts of any equipment listed in a Solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for

in the specifications. Should a Bidder find a discrepancy or ambiguity in, or an omission from, the Solicitation, including the drawings and/or specifications, he or she shall so notify the County within twenty-four (24) hours of noting the discrepancy, ambiguity or omission and in any event no less than five (5) days prior to the date set for the opening of Bids. If necessary, the County will send a written addendum for clarification to all Bidders no later than three (3) days before the date set for opening of Bids. Any notification regarding specifications received less than five (5) days prior to the date set for the opening of Bids may or may not be considered by the County in its sole discretion. The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

**24. BRAND NAME OR EQUAL ITEMS:** Pursuant to Virginia Code § 2.2-4315, unless otherwise provided in the Solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the Solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive. Unless the Bidder clearly indicates in its Bid that the product offered is "equal" product, such Bid will be considered to offer the brand name product referenced in the Solicitation.

**25. FORMAL SPECIFICATIONS:** When a Solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the Bidder will be required to furnish articles in conformity with that specification.

**26. CONDITION OF ITEMS:** Unless otherwise specified in the Solicitation, all items shall be new, in first class condition.

## **AWARD**

**27. RESPONSIBLE BIDDERS:** In determining whether a Bidder is a responsible Bidder as defined herein, at minimum, the following criteria will be considered:

- a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required under the Solicitation;

- b. Whether the Bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of previous Contracts or Services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or Services;
- f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
- g. The quality, availability and adaptability of the Goods or Services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract;
- i. The number and scope of the conditions attached to the Bid;
- j. Whether the Bidder is in arrears to the County on debt or Contract or is a defaulter on surety to the County or whether the Bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County, the Purchasing Agent or the Purchasing Officer having a bearing on the decision to award the Contract. If an apparent low Bidder is not awarded a Contract for reasons of nonresponsibility, the County shall so notify that Bidder and shall have recorded the reasons in the Solicitation or Contract file.

**28. AWARD OR REJECTION OF BIDS; WAIVER OF INFORMALITIES:** The County shall award the Contract to the lowest responsive and responsible Bidder complying with all provisions of the IFB, provided the Bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose Proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The County reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, or to reject any or all Bids and to waive any informality in Bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County. The County also reserves the right to reject the Bid if a Bidder is deemed to be a non-responsible Bidder. Pursuant to Virginia Code § 2.2-4319, an IFB, a RFP, any other solicitation, or any and all bids or proposals, may be canceled or rejected by the County at any time. The reasons for cancellation or rejection shall be made part of the contract file. The County shall not cancel or reject an IFB, a RFP, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror.

**29. EXCLUSION OF INSURANCE BIDS PROHIBITED:** Pursuant to Virginia Code § 2.2-4320, notwithstanding any other provision of law or these General Conditions, no insurer licensed to transact the business of insurance in the State or approved to issue surplus lines insurance in the State shall be excluded from presenting an insurance bid proposal to the County in response to a RFP or an IFB; excepting that the County may

debar a prospective insurer pursuant to its Debarment Policy, see Chapter 2 of the County's Procurement Policies and Procedures.

**30. ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a Contract as a result of this Solicitation, the County will publicly post such notice on the County's bulletin board located at 72 Main Street, 2<sup>nd</sup> Floor, Palmyra, Virginia 22963. Award results may also be viewed on the County's website.

**31. QUALIFICATIONS OF BIDDERS OR OFFERORS:** The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any Bid or Proposal if the evidence submitted by or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

**32. TIE BIDS AND PREFERENCE FOR VIRGINIA PRODUCTS WITH RECYCLED CONTENT AND FOR VIRGINIA FIRMS:**

- a. Pursuant to Virginia Code § 2.2-4328, in the case of a tie bid on an IFB only, the County may give preference to Goods, Services and construction produced in Fluvanna County or provided by persons, firms or corporations having principal places of business in Fluvanna County. If such choice is not available, preference shall then be given to Goods produced in Virginia, or for goods, services or construction provided by Virginia persons, firms, corporations, pursuant Virginia Code § 2.2-4324. If no County or State choice is available, the tie shall be decided publicly by lot. The decision by the County to make award to one or more such Bidders shall be final.
- b. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this Section 32, the County may rely upon the accuracy of the information posted on this website.
- c. Notwithstanding the provisions of subsections a and b, in the case of a tie bid in instances where goods are being offered, and existing price preferences have

already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content.

- d. For the purposes of this Section 32, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

**33. NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER:** Pursuant to Virginia Code § 2.2-4318, unless cancelled or rejected, a responsive Bid from the lowest responsible Bidder shall be accepted as submitted, except that if the Bid from the lowest responsible Bidder exceeds available funds, the County may negotiate with the apparent low Bidder to obtain a Contract price within available funds. However, the negotiation may be undertaken only under conditions and procedures described in writing and approved by the County prior to issuance of the IFB and summarized therein.

### **CONTRACT PROVISIONS**

**34. APPLICABLE LAW AND COURTS:** Any Bid or Contract resulting from a Solicitation and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.

**35. PROVISION AND OWNERSHIP OF INFORMATION:** The County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in the County's possession which the County may lawfully release including, but not limited to Contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under any Contract. The County reserves its rights of ownership to all material given to the Contractor by the County and to all background information documents, and computer software and documentation developed by the Contractor in performing any Contract.

**36. DOCUMENTS:** All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Contractor pursuant to any Contract shall be the sole property of the County. At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties. The County shall be entitled to delivery of possession of all documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents.

**37. CONFIDENTIALITY:** Contractor shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by Contractor of its services hereunder, without prior written approval of the County. Contractor, cognizant of the sensitive nature of much of the data supplied by the County, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services hereunder without the prior written approval of the County, unless disclosure of such information by it is required by law, rule or regulation or the valid order of a court or administrative agency.

**38. INDEPENDENT CONTRACTOR:** The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.

**39. INSURANCE:** The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public Liability	\$1,000,000	
Professional Liability	\$1,000,000	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)
Worker's Compensation	Amount required by Virginia law	

The Contract may specifically require the Contractor to carry higher minimum amounts of insurance.

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

**40. KEY PERSONNEL:** For the duration of any Contract, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment, or as expressly approved by the County. The Contractor

shall notify the County within five (5) calendar days after the occurrence of any of these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating any proposed substitution, complete resumes for the proposed substitute, and any additional information requested by the County. The proposed substitute should have comparable qualifications to those of the person being replaced. The County will notify the Contractor within fifteen (15) calendar days after receipt of all required information of its approval or disapproval of the proposed substitution.

- 41. SEVERABILITY:** If any term, covenant or provision of these General Conditions or any Contract shall be held to be invalid, illegal or unenforceable in any respect, these General Conditions and any Contract shall remain in effect and be construed without regard to such provision.
- 42. TITLES:** The titles and section headings herein and in any Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.
- 43. ATTORNEYS' FEES:** In the event of a dispute between the County and Contractor under any Contract which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.
- 44. NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by the County, nor any extension of time, shall operate as a waiver of any provision of any Contract, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of any Contract be held to be a waiver of any other or subsequent breach. Failure of the County to require compliance with any term or condition of any Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
- 45. NO FINANCE CHARGES:** No finance charges shall be paid by the County.
- 46. ANTITRUST:** By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the County all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States or the State, relating to the particular Goods or Services purchased or acquired by the County under said Contract. Consistent and continued tie bidding could cause rejection of Bids by the County and/or investigation for antitrust violations.
- 47. PAYMENT:** Pursuant to Virginia Code § 2.2-4352, unless more time is provided in the Solicitation or Contract, payment will be made forty-five (45) days after receipt by the County of a proper invoice, or forty-five (45) days after receipt of all Goods or acceptance of work, whichever is later. The County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the



provision of the Contract or any modifications thereto. Within twenty (20) days of receipt of proper invoice or of goods or services, the County shall notify the Contractor if any defect or impropriety that would prevent payment by the payment date. The following provisions apply to such payments:

- a. Invoices for items/Services ordered, delivered/performed and accepted shall be submitted by the Contractor in duplicate directly to the payment address shown on the purchase order, Solicitation or Contract, as applicable. All invoices shall show the Contract number, purchase order number, or Solicitation number, as applicable, and as required under Virginia Code § 2.2-4354, either the individual Contractor's social security number or the Contractor's federal employer identification number, whichever is applicable.
- b. Any payment terms requiring payment in less than forty-five (45) days will be regarded as requiring payment forty-five (45) days after receipt of proper invoice or receipt of all Goods or acceptance of work, whichever occurs later. Notwithstanding the foregoing, offers of discounts for payment in less than forty-five (45) days are valid and enforceable.
- c. Pursuant to Virginia Code § 2.2-4353, the date any payment shall be deemed the date of postmark in all cases where payment is made by mail.
- d. The County's fiscal year is July 1 to June 30. Contractors are advised to submit invoices, especially for Goods and/or Services provided in the month of June, for the entire month (i.e. June 1 - June 30), so that expenses are recognized in the appropriate fiscal year.
- e. Any payment made by the Contractor to the County shall only be made in U.S. Dollars. If payment is received in foreign currency the County may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.

**48. SUBCONTRACTORS:** Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by Contractor in connection with the work, Contractor shall:

- a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either:
  - i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the subcontractor under any Contract; or
  - ii. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
- c. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under any Contract, except for amounts withheld as allowed in subdivision (a)(II) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
- d. The Contractor shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
- e. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 48 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.

**49. RETAINAGE ON CONSTRUCTION CONTRACTS:** Pursuant to Virginia Code 2§ 2.2-4333, if a Contract for construction provides for progress payments in installments based upon an estimated percentage of completion, then the contractor shall be paid at least ninety-five percent (95%) of the earned sum when payment is due, with no more than five percent (5%) being retained to ensure faithful performance of the contract. All amounts withheld may be included in the final payment. Any subcontract related to work on a Contract that provides for similar progress payments shall be subject to the provisions above and the Contractor agrees to include such provisions in every subcontract.

**50. SUCCESSORS AND ASSIGNS:** The County and the Contractor bind themselves and their respective successors and assigns to any Contract. The foregoing notwithstanding, the Contractor shall not assign, sublet or transfer its interest in any Contract without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. Nothing hereinafter mentioned shall be construed as creating any personal liability on the part of any officer, agent or employee of the County, nor shall it be construed as giving any benefits hereunder to anyone other than the County and the Contractor.

**51. DEFAULT:** Failure of a Contractor to deliver Goods or Services in accordance with Contract terms and conditions and/or within the time specified, or within reasonable time as interpreted by the County in its sole discretion, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the County, or failure of the Contractor to act in accordance with the Contract in any material respect, as reasonably determined by the County, shall constitute

a “default” by the Contractor and shall further authority for the County to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the County, for any expense incurred in excess of Contract prices including, but not limited to, any purchase and administrative costs. Such purchases shall be deducted from the Contract quantities, if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the County. In case of any default, the County, after due oral or written notice if required in accordance with the Contract, may terminate the Contract at its option in its sole discretion effective immediately. These remedies shall be in addition to any other remedies which the County may have, including but not limited to, any remedies at law, under the Contract or in equity.

Notwithstanding the foregoing, the Contractor shall not be liable for damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the County's opinion, are beyond the control of the Contractor. Under such circumstances, however, the County may, at its sole discretion, terminate or cancel the Contract effective immediately.

**52. NON-DISCRIMINATION ASSURANCES:** The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act:

- a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and Solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section 52.
- b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.

**53. MODIFICATION:**

- a. Pursuant to Virginia Code § 2.2-4309, these General Conditions and any Contract entered into by the County and any Contractor shall not be subject to change, modification, or discharge except by written instrument signed by the County and Contractor, but no fixed-price contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the County's Board. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its bid or offer.
- b. The County may, but is not obligated to, extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.
- c. Nothing in this Section 53 shall prevent the County from placing greater restrictions on contract modifications.

**54. INDEMNIFICATION:** Contractor agrees to indemnify, keep and save harmless the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with the Contractor's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of any Contract. The Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by any Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. Nothing contained in this Solicitation or the Contract shall be deemed to be a waiver of the County's sovereign immunity.

**55. DRUG-FREE WORKPLACE:** Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a Statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the

foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this Section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this the VPPA and the County’s Procurement Procedures, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

**56. TERMINATION:** Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire Contract requirements;
- b. Terminated by the County upon thirty (30) days written notice to the Contractor at the County’s convenience in the County’s sole discretion (“termination for convenience”), unless a termination for convenience is specifically and expressly prohibited by the Contract. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the termination;
- c. Terminated by the County for cause, default or negligence on the part of the Contractor. However, pursuant to Section 51 of these General Conditions, the County may hold the Contractor responsible for any resulting additional purchase and administrative costs. There is no advance notice requirement in the event of Termination for Cause and termination is effective immediately upon notice to Contractor of the termination for cause;
- d. Extended upon written authorization of County and accepted by Contractor, to permit ordering of unordered balances or additional quantities at Contract prices and in accordance with Contract terms.

**57. APPROPRIATIONS:** Notwithstanding any other provision of any Contract, the payment of the County's obligations under any Contract shall be subject to annual appropriations by the Board of Supervisors of the County in each fiscal year of monies sufficient to satisfy the same.

**58. REFERENCES TO VIRGINIA LAW:** Any reference in these General Conditions to the Code of Virginia or other relevant Federal, State or local law is incorporated in whole herein by reference as in effect at the time of the Solicitation or Contract as such statutory provisions may be amended or replaced by any statute dealing with the same or similar subject matter.

**59. COOPERATIVE PROCUREMENT:** Except as prohibited by the current Code of Virginia, all resultant Contracts will be extended to other Public Bodies of the Commonwealth of Virginia, to permit their ordering of Goods, supplies and/or Services at the prices and terms of the resulting Contract (“cooperative procurement”). By submitting any Bid or entering into any Contract with the County a Bidder/Contractor expressly authorizes cooperative procurement under Virginia Code § 2.2-4304 to the full extent permitted by law. If any other public body decides to use any Contract, the Contractor must deal directly with that public body concerning all matters relating thereto, including but not limited to, the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. The County acts only as the “Contracting Agent” for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor’s responsibility to notify the public bodies of the availability of the Contract. Fluvanna County shall not be held liable for any direct or indirect costs, damages or other claim of any kind incurred by another public body or any Contractor as a result of any cooperative procurement.

**60. AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period.

**61. GUARANTIES AND WARRANTIES:** All guarantees, representations and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on any Contract is made. In addition to any guarantees, representations and warranties required under the Contract, the Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or owner;
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery;
- c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to the Contractor’s own work or to the work of other contractors, for which the Contractor’s workers are responsible;
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County; and
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor;

- f. At minimum supply all Goods or Services with the manufacturer's standard warranty, if applicable; and
- g. For any Contract involving Services of any nature, the Contractor further agrees to:
  - i. Enter upon the performance of Services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence;
  - ii. Allow Services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County;
  - iii. Acknowledges that the County shall be under no obligation to compensate Contractor for any Services not rendered in strict conformity with the Contract; and
  - iv. Stipulates that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the Contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of any Contract. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

**62. PRICE REDUCTIONS:** If at any time after the date of the Bid/Contract the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to any Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this Solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract documents. The Contractor in addition will within ten (10) days of any general price reduction notify the County of such reduction by letter. FAILURE TO DO SO IS A DEFAULT UNDER THE CONTRACT AND MAY RESULT IN TERMINATION OF THE CONTRACT IN THE COUNTY'S DISCRETION. The Contractor, if requested, shall furnish, within ten (10) days after the end of the Contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid or Contract, or (2) if any such general price reductions were made, that as provided above, they were reported to the County within ten (10) days and the County was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by

the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the County was notified of any such reduction.

**63. COMPLIANCE WITH IMMIGRATION LAW:** Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**64. VIRGINIA STATE CORPORATION COMMISSION:** Pursuant to Virginia Code § 2.2-4311.2, Any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.

**65. CLAIMS PROCEDURE:**

- a. The procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, *et seq.*
- b. In addition, pursuant to Virginia Code § 2.2-4364, contractual claims, whether for money or other relief, shall be submitted in writing to the County Administrator no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a Contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the Goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.
- c. No written decision denying a claim or addressing issues related to the claim shall be considered a denial of the claim unless the written decision is signed by the Board or the County Administrator. The contractor may not institute legal action prior to receipt of the final written decision on the claim unless the County fails to render a decision within ninety (90) days of submission of the claim. Failure of the County to render a decision within ninety (90) days shall not result in the contractor being awarded the relief claimed or in any other relief or penalty. The sole remedy for the County's failure to render a decision within 90 days shall be the contractor's right to institute immediate legal action.



- d. A Contractor may not institute legal action, prior to receipt of the County's decision on the claim, unless the County fails to render such decision within the time specified by law. A failure by the County to render a decision within the time provided by law shall be deemed a final decision denying the claim by the County.
  - e. The decision of the Board or the County Administrator shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in Virginia Code § 2.2-4364.
  - f. No administrative appeals procedure pursuant to Virginia Code § 2.2-4365 has been adopted for contractual claims by the County.
  - g. Nothing herein shall be construed to prevent the County from instituting legal action against any Contractor or Bidder.
- 66. NOTICES:** All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance with the terms of this Section 66; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed.

### **DELIVERY**

- 67. SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the Solicitation or Contract, as applicable, each case, crate, barrel, package, etc., delivered under the Contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 3:00 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.
- 68. RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the Contract until they are delivered

at the designated point. The Contractor shall additionally bear all risk on rejected materials or supplies after notice of rejection is tendered by the County. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at the Contractor's risk and expense or dispose of them as abandoned property.

- 69. INSPECTIONS:** The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and Services conform to the specification in the Solicitation, Bid or Contract, as applicable. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. Unless otherwise specified in the Contract, if inspection is made after delivery at the destination specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
- 70. COMPLIANCE:** Delivery must be made as ordered and in accordance with the Solicitation, Bid or Contract, as applicable, or as directed by the County when not in conflict with the Bid/Contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of Goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the County, such extension applying only to the particular item or shipment affected. Unless otherwise specified in the Contract, should the Contractor be unreasonably delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction Contracts.
- 71. POINT OF DESTINATION:** All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated specifically in the Solicitation, Bid or Contract, as applicable. The materials must be delivered to the "Ship To" address indicated on the purchase order or Solicitation, as applicable.
- 72. REPLACEMENT:** Materials or components that have been rejected by the County, in accordance with the terms of the Contract, shall be replaced by the Contractor at no cost to the County.
- 73. DAMAGES:** Any and all damages to property of the "County" that is the direct result of the Contractor, the employees of the Contractor and/or its subcontractors, agents, licensees, successors, or assigns, shall be the sole responsibility of the Contractor. The

property shall be repaired to its last known condition prior to the damages and/or replaced at no cost to the County. The County shall approve any and all repairs/replacements prior to acceptance of the repairs/replacement.

**74. PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

- a. Purchase Order Number;
- b. Name of Article and Stock Number;
- c. Quantity Ordered;
- d. Quantity Shipped;
- e. Quantity Back Ordered; and
- f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the Goods.

**75. ADDITIONAL CHARGES:** No delivery charges of any kind shall be added to any invoice; except that (i) if Goods are expressly bought F.O.B. "shipping point" under the Contract and the Contractor prepays transportation, then delivery charges shall be added to invoices; and (ii) if express delivery is authorized and substituted by the County on orders for the method specified in the Contract, then the difference between freight or mail and express charges may be added to invoice.

**76. METHOD AND CONTAINERS:** Unless otherwise specified, Goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.



**COUNTY OF FLUVANNA, VIRGINIA**  
**Request for Proposals (RFP) #2017-03**  
**COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION**

**ADDENDUM # 1:**

Reference – Request for Proposal: RFP #2017-03  
Title of Request for Proposal: COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION  
Issue Date: November 14, 2016  
Bid Due Date and Time: December 22, 2016 at 2pm

The above RFP #2017-03 is hereby amended and modified as follows:

1. The following are clarifications that amend and supplement Article V, Proposal Preparation and Submission requirements, of the RFP:
  - a. Article V, Section A-2, will be changed to read:

*Any inquiries or requests for clarification or additional information must be delivered in writing (via email) to the County no later than **December 2, 2016 by 11:00am** to the following email address: [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)  
All inquiries will be answered via an addendum, posted to eVA and the County website.*

The following are clarifications from questions received:

1. What funding source has been allotted for this effort?
  - **The project will be funded by the County and possibly by grant funds (if the grant is awarded)**
2. Does the Office anticipate replacing the voice loggers, dispatch consoles, etc. to ensure integration with a new CAD?
  - **Voice loggers and dispatch consoles will be upgraded, proposals should include pricing of all hardware and software needed to upgrade and/ or replace, in the event that is required.**
3. What vendor provides the current voice loggers? Dispatch consoles?
  - **Applied Digital Solutions supplies the NICE voice logger, and Motorola is the vendor for the consoles.**

4. Is the current 911 phone system a next generation phone system? If so, is it text-to-911 capable? If not, does the Office anticipate releasing a solicitation in the near future to acquire an NG911 system?
  - **The current phone system could be considered NG911, or have the capability to upgrade to be defined as such; current dispatch center does not utilize text to 911 services as of yet, but will want it as an available option in the future.**
5. What vendor provides the current 911 phone system?
  - **CenturyLink.**
6. What vendor provides the current call processing equipment? What is the current lifecycle?
  - **Airbus/ Approximately 5 years**
7. What vendor provides the current mapping system for the Office?
  - **GeoComm**
8. Who is/will be the project manager?
  - **The project will be managed by a member of the Sherriff Department Command or supervisory staff that is to be determined.**
9. Has a consultant hired to assist with this procurement? If so, who?
  - **None at this time, however we reserve the right to add a consultant if we feel the need arises.**
10. On page 12, bullet #10, recent audited financial statement for the past two (2) years is being requested with a response. We are a privately held company and financials are considered sensitive information. We do understand the importance of displaying financial stability to support the County's decision making process and can comply with submission requirements. However, we would like to request company financials be redacted when fulfilling FOIA requests.
  - **The Va FOIA and VPPA do allow the County to invoke an exception to FOIA for trade secrets or proprietary information, which can include financial information about a company, in connection with a procurement transaction in Va Code Sec. 2.2-3705.6 (10).**
  - **The process is as follows:**
    - i. **The Bidder/offeror/contractor: has to invoke the protections of Va Code Sec. 2.2-4342 prior to submitting the confidential information to the County, the bidder/offeror/contractor has to identify specifically which material is proprietary**

**and confidential and to be protected, and the bidder/offeror/contractor should provide reasons why the protection is necessary.**

- ii. Once the County receives that information, it can agree to keep the proprietary records (including financial records of the company) confidential and can invoke Section 2.2-3705.6 to withhold/redact those specific records if a FOIA request is ever received.**

11. Can you please provide a Network Diagram and Current Hardware configuration?

- **Please see attached documents.**

**Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed. All inquiries, clarifications and additional information must be delivered in writing (via email) no later than December 2, 2016 by 11:00am and the responses will be provided in subsequent addendums.**

Very truly yours,

Cyndi Toler, Purchasing Officer  
Fluvanna County, Virginia  
132 Main Street  
Palmyra, VA 22963  
(434) 591-1930

Name of Firm: \_\_\_\_\_

BY: \_\_\_\_\_

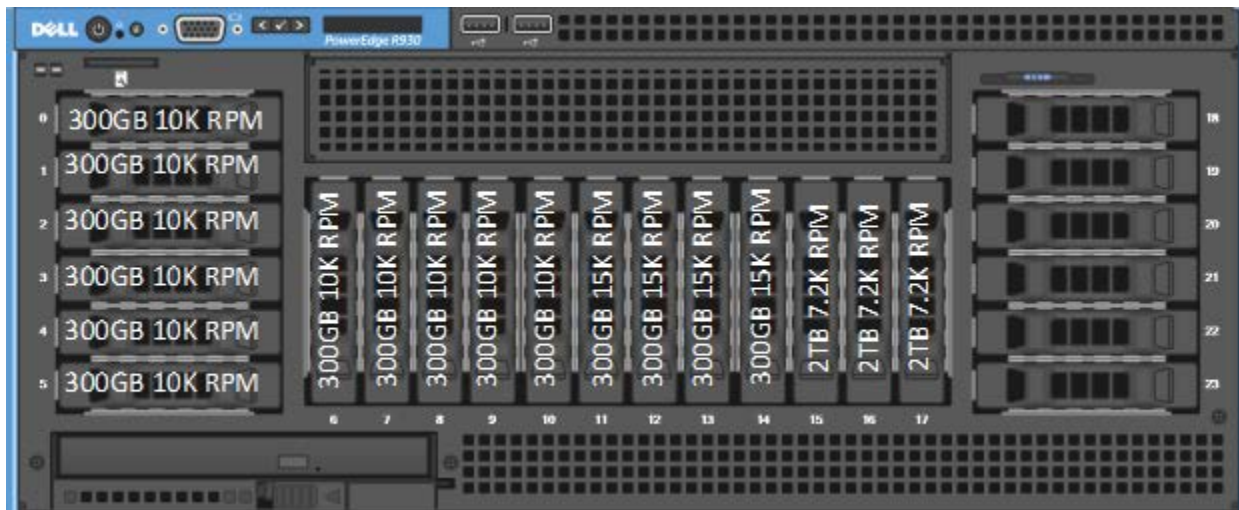
Signature of duly authorized representative

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

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

**Current Server Configuration:****Dell, PowerEdge R930**

- 2 x Intel Xeon E7-4809V3, 8 Cores each at 2.00 GHz (2 additional empty slots for additional processors)
- 128 GB of RAM
  - 32 GB for CAD Application and Database Server
  - 32 GB for Application Server 2: Mobile Cop, BEAST Evidence Inventory
  - 16 GB for Domain Controller/File Server
  - 16 GB for Terminal Server
  - 16GB for Watchguard Car and Body Cam Server
  - 16GB for Host OS and future expansion
- 18 Drive bays in use, out of 24:



Currently configured as:

RAID-1: 2x300GB 10k drives dedicated to VM Host OS

RAID-1: 2x300GB 10k drives dedicated to Domain Controller/File Server

RAID-5: 3x300GB 10k drives for general storage on File Server

RAID-1: 2x300GB 10k drives for CAD Server OS

RAID-10: 4x300GB 15k drives for CAD Database

RAID-1: 2x300 10k drives for Terminal Server OS and Mobile Cop Server OS

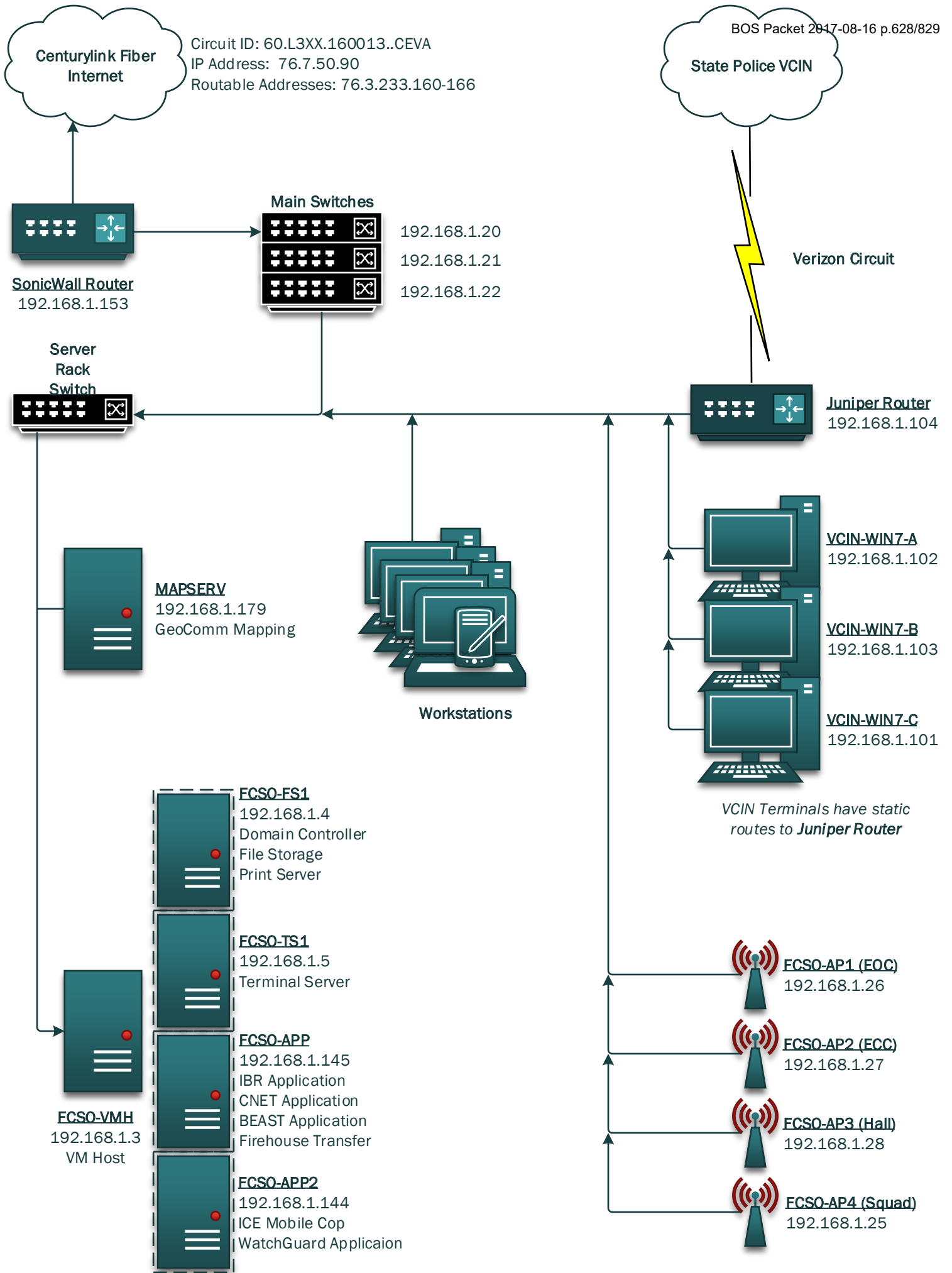
RAID-5: 3x2TB drives for Storage of Car and Body Camera video files

**Dell PowerEdge 720**

- Intel Xeon E5-2407, 4 cores at 2.2 Ghz
- 32 GB of RAM
- Single RAID-5: 3 x 7.5k 1TB Drives
- Used solely for GeoComm Mapping

**Workstations**

- All workstations are running, at least, Windows 7, have 4GB of RAM or more, and have at least Intel i3 processors or higher.







**COUNTY OF FLUVANNA, VIRGINIA**  
**Request for Proposals (RFP) #2017-03**  
**COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION**

**ADDENDUM # 2:**

Reference – Request for Proposal: RFP #2017-03  
Title of Request for Proposal: COMPUTER AIDED DISPATCH/PUBLIC SAFETY SOFTWARE SOLUTION  
Issue Date: November 14, 2016  
Bid Due Date and Time: December 22, 2016 at 2pm

The following are clarifications from questions received:

1. With reference to requirement C148, what tone encoding system is the County currently using with its CAD system?
  - **With implementation of our new radio system, we will be using the ZETRON (our new radio system has not been implanted yet). The Zetron that comes with the new radio system would be the first one we've ever had**
2. With reference to the BEAST interface, as listed on the Interfaces tab of the requirements, would the County consider replacing that system with a Vendor's fully integrated property and evidence system along with conversion of the current data set?
  - **Yes – as long as it provided better services than we currently have, and the vendor would also need to be able to convert the current data to the system.**
3. With reference to the Livescan interface, as listed on the Interfaces tab of the requirements, would the County please clarify if it intends to use an interface with Livescan for pre-booking or other purposes?
  - **Yes – we would use Livescan to process arrests..**
4. Since the County houses its inmates with the Central VA Regional Jail, what JMS functionality does the County need to be included with the system to ensure that it captures and tracks needed inmate information?
  - **The system needs to be able to have booking functions, be able to track inmate functions, meals, medications, injuries, movement from one cell to the other, timestamp arrestee movement in and out of the same cell, physical security checks, and to be able to import photos, and track phone calls.**

5. What is the estimated cost or desired not-to-exceed limit for this effort?

- **We are hopeful to get a more accurate idea of cost expectations once proposals are submitted.**

**Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed. All inquiries, clarifications and additional information must be delivered in writing (via email) no later than December 2, 2016 by 11:00am and the responses will be provided in subsequent addendums.**

Very truly yours,

Cyndi Toler, Purchasing Officer  
Fluvanna County, Virginia  
132 Main Street  
Palmyra, VA 22963  
(434) 591-1930

Name of Firm: \_\_\_\_\_

BY: \_\_\_\_\_

Signature of duly authorized representative

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

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

## Exhibit P

### Form of Shared Agency Agreement

---

This Shared Agency Agreement, together with the Purchase and License Agreement executed by the Host Agency and one or more executed Sales Quote/Purchase Agreements (collectively, the “License Agreement”), constitute one integrated agreement and is the complete and exclusive statement of Spillman’s obligations and responsibilities with regard to the Spillman software licensed hereunder (the “Software”). All capitalized terms used and not otherwise defined herein shall have the definitions given to such terms in the License Agreement.

#### Section 1: Definitions:

1. 1 Shared Agency - (Agency Name) – A “Shared Agency” is an agency that has purchased the right and license to use the same copy of the Software currently licensed by Spillman to the Host Agency, as set forth in the License Agreement.
1. 2 Host Agency (Agency Name) – The “Host Agency” is a current Spillman licensee and customer that is authorized by Spillman and has agreed to share its use of the Software installed at its facilities with the Shared Agency.

#### Section 2: License

2. 1 Grant of License. Spillman grants to Shared Agency a non-exclusive, non-transferable license to use the same copy of the Software, its Documentation and other related materials, which are presently licensed to the Host Agency, subject to the terms and conditions set forth in the License Agreement, as well as the terms and conditions specified in this Shared Agency Agreement. The liability cap set forth in Section 11.5 of the License Agreement, as it applies to Shared Agency, shall be the license fees paid by Shared Agency to Spillman. Shared Agency agrees to comply with all such terms and conditions.
2. 2 Termination. This Shared Agency Agreement will terminate automatically if and when the License Agreement terminates for any reason. Spillman or the Host Agency may immediately terminate this Shared Agency Agreement and license at any time if the Shared Agency breaches the terms of this Shared Agency Agreement or the License Agreement. The Host Agency may terminate this Shared Agency Agreement at any time, with or without cause, upon ninety (90) days prior written notice to Spillman and the Shared Agency, unless otherwise agreed in writing by the Host Agency.
2. 3 No Assignment. The Shared Agency may not assign or transfer this Shared Agency Agreement to any other entity or agency, including by operation of law, without the prior written consent of the Host Agency and Spillman, which shall not be unreasonably withheld.

#### Section 3: Scope of Rights

3. 1 Support and Services. Shared Agency understands that, unless otherwise agreed in writing by all parties, all assistance, support and maintenance services for the Software may be obtained by Shared Agency only through the Host Agency. This Shared Agency Agreement does not entitle Shared Agency to any Spillman services beyond the license to use the Software.
3. 2 Warranty. The Warranty Period for the Software (as defined in Section 11.1 of the License Agreement) is limited to the remaining time, if any, originally granted under the License Agreement.

Accepted and Approved:

Shared Agency: \_\_\_\_\_

Spillman Technologies, Inc.

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

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

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

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

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

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

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

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

Host Agency Name: \_\_\_\_\_

			Sample Fluvanna County Sheriff, VA Implementation Schedule																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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## **Exhibit R**

### **Motorola Guaranty Agreement**

This Guaranty Agreement (the “Agreement”) entered into by and between **Motorola Solutions, Inc.** (hereinafter the “Guarantor”), a Delaware corporation authorized to transact business in Virginia, and **FLUVANNA COUNTY**, a political subdivision of the Commonwealth of Virginia, and the **FLUVANNA COUNTY SHERIFF’S OFFICE** effective as of the date of the Computer Aided Dispatch/Public Safety Software Solution Contract (collectively with all exhibits thereto referred to as the “Contract”) between the County (as defined below) and the Guarantor to which this Agreement is attached.

Fluvanna County and the Sheriff are collectively referred to herein as the “County”. Any capitalized terms shall have the same meaning as in the Contract, unless otherwise defined in this Agreement. For valuable consideration, the parties agree as follows:

Guarantor and County are individually referred to herein as a “Party” and collectively as the “Parties.”

#### **RECITALS:**

WHEREAS, Spillman Technologies, Inc. is a subsidiary corporation (“Subsidiary”) of Guarantor, its parent company;

WHEREAS, County and Subsidiary have entered into Contract;

WHEREAS, pursuant to the Contract, Subsidiary and Guarantor are obligated to provide County with this Guaranty;

WHEREAS, this Agreement is for the benefit of the County and is material consideration for its entering into the Contract; and

WHEREAS, Guarantor as the parent company of Subsidiary, and is willing to enter into this Guaranty in consideration of and to satisfy the terms of the Contract.

#### **AGREEMENT:**

NOW, THEREFORE, in consideration of the premises and mutual covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. The foregoing paragraphs and recitals are incorporated herein by reference.
2. In consideration of the award of the Contract by County to Subsidiary, Guarantor hereby guarantees to and for the benefit of County the full and timely performance of the obligations of the Subsidiary under the Contract when and if such obligations becomes due according to the terms of the Contract (“Obligations”). Guarantor shall be required to cause such Obligations to be performed with or without County’s written demand for performance hereunder following the occurrence of any failure, default, breach or similar action contrary to the provisions of the

Contract by Spillman (including without limitation any failures to meet the Performance Schedule) as such terms are defined in the Contract.

3. Guarantor shall additionally be bound by any modification or amendment of any of the Obligations if made in accordance with the terms of the Contract.

4. Notwithstanding anything to the contrary herein, Guarantor's liability under this Guaranty shall not exceed Subsidiary's liability under the Contract.

5. This Guaranty shall continue in full force and effect until all of the Obligations have been discharged.

6. This Guaranty shall be governed by the law of the jurisdiction governing the Contract, and any dispute under this Guaranty.

7. This Guaranty represents the final agreement between the Parties and may not be contradicted by evidence of prior, contemporaneous, or subsequent oral agreements of the Parties. This Guaranty may not be modified, amended or waived, except in writing signed by the Parties.

8. All notices, requests, demands, and other communications under this Guaranty shall be deemed to have been duly given (i) to Guarantor, if delivered in accordance with the requirements set forth in Section 13.5 of the Contract

9. Nothing herein is intended to limit any primary responsibility Guarantor has as a party to the Contract.

10. By signing below Guarantor agrees to comply with all provisions of the Contract in performing any of the Obligations under the Contract as if it was the Subsidiary.

**[Signature Page to Follow.]**

This Guaranty Agreement has been duly executed by authorized representatives of each of the Parties as follows:

GUARANTOR: Motorola Solutions, Inc.

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

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

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

DATE: \_\_\_\_\_

COUNTY: Fluvanna County Sheriff's Office

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

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

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

DATE: \_\_\_\_\_

COUNTY: Fluvanna County

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

Title: Steven M. Nichols, County Administrator

DATE: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_



**EXHIBIT S**  
**SYSTEM ACCEPTANCE CERTIFICATE**

**Customer Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

This System Acceptance Certificate memorializes the occurrence of System Acceptance. Contractor and Customer acknowledge that:

1. The Acceptance Tests set forth in the Acceptance Test Plan have been successfully completed.
2. The System is accepted.

Customer Representative:

Contractor Representative:

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

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

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

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

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

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

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

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



# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB W

<b>MEETING DATE:</b>	August 16, 2017				
<b>AGENDA TITLE:</b>	Quitclaim and Release for FCSS Building				
<b>MOTION(s):</b>	I move the Board of Supervisors approve the QUITCLAIM AND RELEASE Agreement with Fluvanna Christian Services Society, Inc. (FCSS), for transfer of the listed structure and payment to FCSS in the amount of \$11,520.00, with such funds to come from the FY18 BOS Contingency, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Steve Nichols, County Administrator				
<b>PRESENTER(S):</b>	Steve Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approval.				
<b>TIMING:</b>	Current.				
<b>DISCUSSION:</b>	<p>The County had previously leased to FCSS certain real property located at the Carysbrook complex for FCSS's use in the operation of a non-profit food pantry (Exhibit A). FCSS made certain improvements and attached certain fixtures to the property, including a rectangular building having dimensions of approximately sixteen feet by twenty feet (16' x 20') (Exhibit B).</p> <p>The County and FCSS intend to terminate the Lease due to FCSS's relocation of the non-profit food pantry to a different site and the County desires to acquire the existing building for County use.</p> <p>In consideration, the County would agree to pay FCSS \$11,520.00.</p>				
<b>FISCAL IMPACT:</b>	\$11,520.00.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	QUITCLAIM AND RELEASE Exhibit A - FCSS Lease Exhibit B – Site Map with Building				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	XX				



## QUITCLAIM AND RELEASE

THIS QUITCLAIM AND RELEASE is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2017, in accordance with Virginia Code Section 15.2-1800, by and between the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, (the “County”), whose address is P.O. Box 540, Palmyra, Virginia 22963, and FLUVANNA CHRISTIAN SERVICE SOCIETY, INC., a not-for-profit corporation organized under the laws of the Commonwealth of Virginia, (“FCSS”), whose address is P.O. Box 411, Palmyra, Virginia 22963. The Buyer and Seller are at times collectively referred to hereinafter as the “Parties” or individually as the “Party.”

WHEREAS the County had previously leased to FCSS certain real property located in the County of Fluvanna, Virginia, hereinafter referred to as the “Land,” for FCSS’s use in the operation of a non-profit food pantry;

WHEREAS FCSS’s leasehold interest in the Land was governed by a Ground Space Lease dated November 5, 1997, and hereinafter referred to as the “Lease” and attached hereto as **Exhibit A** and incorporated herein by reference;

WHEREAS pursuant to the terms of the Lease, FCSS has made certain improvements and attached certain fixtures to the Land, including a rectangular building having dimensions of approximately sixteen feet by twenty feet (16’ x 20’), hereinafter referred to as the “Building,”

WHEREAS the Parties intend to terminate the Lease due to FCSS’s relocation of the non-profit food pantry to a different site;

THEREFORE, in consideration of the mutual promises, conditions, and other good and valuable consideration of the parties hereto, it is covenanted and agreed as follows:

1. **Building.** The Building is a wood frame structure located in the County of Fluvanna, Virginia, on a portion of the Carysbook Recreation Center substantially as shown on **Exhibit B**, which is attached hereto and incorporated herein by reference.

2. **Quitclaim and Release.** As of the date of the termination of the Lease (the “Termination Date”), FCSS hereby quitclaims and releases any and all claims of title, ownership, interest, or right in the Building. FCSS represents and warrants that it has not assigned to another party any claim described in this paragraph.

3. **Consideration.** The County agrees to pay to FCSS \$11,520.00, to be paid in a single installment within seven days of the Termination Date.

4. **Exclusive Venue; Attorney Fees and Expenses.** In the event of any litigation arising under this agreement, the Parties agree that the exclusive venue therefor shall be in the courts located in the County of Fluvanna, and that the non-prevailing Party shall, upon demand, reimburse the substantially prevailing Party for all costs and expenses arising therefrom from time to time, including reasonable attorneys’ fees.

5. **Notices.** Any notice, demand or communication required or permitted hereby shall

be deemed to be sufficient if in writing and delivered by certified mail, return receipt requested, or in person or by commercial delivery service to the Parties, respectively, at the addresses set forth above. Any Party may substitute another address by giving a notice in the manner required. Any Party may also provide an e-mail address or a facsimile number for the provision of any notice. Any notice given by mail shall be deemed to be received on the fifth (5<sup>th</sup>) day after deposit postage prepaid in the United States mail, certified, return receipt requested. Any notice given by hand shall be deemed to be received when delivered. Notice by commercial delivery service, facsimile transmission or email shall be deemed to be received on the date shown on the receipt or certificate of delivery or report of transmission applicable to the method of delivery, provided that any notice delivered by facsimile transmission or email shall also be sent by United States first-class mail, postage prepaid.

6. **General Provisions.** This agreement is the final and entire agreement between the parties hereto, superseding any and all prior agreements, representations or other matters preexisting between the parties regarding the subject matter hereof.

As appropriate to the context, the masculine shall include the feminine and neutral genders and vice versa, and the singular shall include the plural and vice versa. The headings contained in this agreement are inserted for convenience only and are not intended to be part of the agreement. They shall not affect or be utilized in the construction or interpretation of this agreement.

Any amendment or modification to this agreement is to be contained in a writing signed by the Parties. This agreement shall be binding upon and inure to the benefit of the Parties and their respective heirs, successors and assignees. This agreement shall be construed in accordance with the laws of the Commonwealth of Virginia and of the County of Fluvanna. In addition to allowing electronic signatures upon an electronic copy of this agreement, as provided by Virginia law, facsimile signatures upon any signature page shall be considered to be original signatures.

WITNESS the following duly authorized signatures.

COUNTY OF FLUVANNA,  
a political subdivision of the Commonwealth  
of Virginia

FLUVANNA CHRISTIAN SERVICE  
SOCIETY, INC., a not-for-profit  
corporation organized under the laws of the  
Commonwealth of Virginia

By: \_\_\_\_\_  
Steven M. Nichols, County Administrator

By: \_\_\_\_\_  
Printed name and title: \_\_\_\_\_

APPROVED AS TO FORM:  
FLUVANNA COUNTY ATTORNEY

By: \_\_\_\_\_  
Frederick W. Payne, County Attorney

ORIGINAL

## GROUND SPACE LEASE

This Lease is made and entered into the 5<sup>th</sup> day of November 1997, in accordance with Virginia Code Section 15.1-261.1, by and between the BOARD OF SUPERVISORS OF FLUVANNA COUNTY, VIRGINIA, a political subdivision of the Commonwealth of Virginia, whose address is P. O. Box 299, Palmyra, Virginia 22963, hereinafter referred to as "Lessor" and FLUVANNA CHRISTIAN SERVICE SOCIETY, INC., a not-for-profit corporation organized under the laws of the Commonwealth of Virginia, whose address is P.O. Box 411, Palmyra, Virginia 22963, hereinafter referred to as "Lessee."

In consideration of the mutual promises, conditions, and other good and valuable consideration of the parties hereto, it is covenanted and agreed as follows:

1. **Property.** Lessor is the owner of certain real property located in the County of Fluvanna, Virginia, hereinafter referred to as the "Property." Said Property is more particularly described as a portion of the Carysbrook Recreation Center property sufficient in size and dimensions to accommodate a rectangular wood frame building having exterior dimensions 14 feet by 20 feet in a lawful manner, including reasonable access and appurtenant facilities, such site to located behind the current Carysbrook office of MACAA. The exact location and dimensions of the Property shall be as agreed between Lessor and Lessee with reference to the site.

2. **Demise of Property.** Lessor, in consideration of the terms, covenants, conditions and agreements set forth in this Lease and the exhibits hereto, does hereby let and demise unto Lessee and Lessee does hereby take from Lessor, the Property.

3. **Use of the Premises.** Lessee shall be entitled, at Lessee's sole expense, to use and occupy the Property for the sole purpose of operating a non-sectarian, non-profit food pantry.

4. **Appurtenances to the Leasehold.** The leasehold shall include the following appurtenances:

A. "Access Easement"

A non-exclusive easement, of the width and length as shown on Exhibit B, for ingress and egress to and from U. S. Route 15, over the existing access roads.

B. "Utility Easement"

A non-exclusive easement over the Property for lines and related appurtenances reasonably necessary for the provision of telephone, electric and other utility service to the Property, in a location to be agreed upon between the Lessor and Lessee.

5. **Term.** The term of this Lease shall be three (3) years, which the parties hereby agree



will commence on November 15, 1997 and will expire on November 14, 2000.

6. **Extensions of Term.** The term of this Lease may be extended upon renegotiation of the terms hereof by Lessee and Lessor prior to the expiration of the initial term and in accordance with law. At the commencement of any such renewal term or terms, Lessor and Lessee shall, by mutual agreement and on the basis of good faith and fair dealing, agree upon the rental fee based upon the fair market rate of local rents then in effect for comparable premises and uses, if such data are available. The foregoing shall not be construed in any way to require either the Lessor or the Lessee to enter into such a renewal term or terms; and in no event shall this Lease be renewed if the Property shall be required for any of the purposes mentioned in Virginia Code Section 15.1-258.

7. **Construction of Improvements.** Lessee shall have the right to construct on the property a foundation and other appurtenances for a rectangular wood frame building having exterior dimensions 14 feet by 20 feet, and to locate such a building thereon. Lessee shall cause all work to be performed free of liens, in a good and workmanlike manner, and in compliance with all applicable laws and ordinances.

8. **Ownership of Improvements.** Upon completion of construction, except as otherwise directed by Lessor, all foundations and other appurtenances shall automatically become the property of Lessor, free and clear of any and all liens and encumbrances, without the necessity for any separately documented bill of sale. Lessee's Building shall be the personal property of the Lessee, and can be removed by Lessee upon expiration or earlier termination of this Lease Agreement. The foregoing notwithstanding, Lessor may, at its sole option, upon expiration or earlier termination of this Lease Agreement, and within a reasonable time thereafter, require the removal of all foundations and other appurtenances such that the Property shall be restored to substantially the same condition as existed prior to the construction.

9. **Option to Terminate.** The foregoing notwithstanding, Lessor and Lessee shall each have the right to terminate this Lease at any time, without cause, by giving not less than 60 days' written notice to the other party of its exercise of this option.

10. **Utilities; Site Maintenance.**

(a) Lessee shall be solely responsible for and shall pay for all charges for gas, electricity, sewerage, water, light, heat, power and telephone or other communication service used, rendered or supplied upon or in connection with the leased property, including, but not limited to, the installation of electric, telephone and other utility service for its operations, and shall indemnify the Lessor against any and all liability or damages on such account.

(b) Except as otherwise expressly provided herein, Lessee agrees to maintain the buildings constructed on the premises in good repair and deliver the ~~same~~ <sup>same</sup> to the Lessor at the termination of this lease in the same condition which existed at the commencement of this lease, reasonable wear and tear excepted.



(c) In addition to the repairs referred to in subparagraph (b) above, Lessee agrees to keep the interior and exterior of the property leased in reasonably sanitary, neat and orderly condition, which shall include, without limitation, timely removal of accumulations of snow and ice, cleanup of trash and other debris and orderly storage of materials. No materials, equipment or item of any kind shall be leaned against or otherwise stored in contact with the exterior walls of the building.

11. **Security; Access to Site.** Lessee shall maintain the Property in a reasonably secure condition. Lessor shall have free access to the Site at all reasonable times for the purpose of inspecting the same for compliance with this Lease. Lessee shall furnish Lessor with the necessary keys for the purpose of ingress and egress to the Property.

12. **Taxes.** Lessee shall pay any personal property taxes levied against Lessee's Building, Lessee's base station equipment, and any other personal property of Lessee.

13. **Compliance with Laws.** Lessee, shall, at Lessee's cost and expense, comply with all federal, state, county or local laws, rules, regulations and ordinances now or hereafter enacted by any governmental authority or administrative agencies having jurisdiction over the Property and Lessee's operations thereupon, including but not limited to obtaining any and all permits for construction of the improvements and operation of the Lessee's use.

14. **Insurance.** Lessee shall continuously maintain in full force and effect a policy of commercial general liability insurance with limits and other terms reasonably satisfactory to the county attorney covering Lessee's work and operations upon Lessor's lands.

15. **Default.** If Lessor or Lessee fails to comply with any provisions of this Lease which the other party claims to be a default hereof, the party making such claim shall serve written notice of such default upon the defaulting party and the defaulting party shall be given a reasonable time to cure said default. Said defaulting party shall provide evidence that it is making a good faith effort to cure said default to the other party upon request.

16. **Exclusive Venue; Attorney Fees and Expenses.** In the event of any litigation arising under this Lease, the parties agree that the exclusive venue therefor shall be in the courts of the County of Fluvanna, and that the non-prevailing party shall, upon demand reimburse the prevailing party for all costs and expenses arising therefrom, including reasonable attorney's fees.

17. **Quiet Enjoyment.** Lessor hereby covenants that Lessee shall have quiet and peaceful enjoyment of the Premises throughout the lease term, as long as Lessee is not in default hereunder.

18. **Title, Access and Authority.** Lessor covenants and warrants to Lessee that Lessor is the owner of the Property; that the Property is served by legal access from a public way; that Lessor is duly authorized and empowered to enter into this lease; and that the person executing this lease on behalf of the Lessor warrants himself to be duly authorized to bind the Lessor hereto.

19. **Assignment of Lessee's Interest.** Lessee shall not assign or sublease its interest under this Lease without Lessor's prior written consent, which consent shall not be unreasonably withheld.

20. **Notices.** Any notice, demand or communication which Lessor or Lessee shall desire or be required to give pursuant to the provisions of this Lease shall be sent by regular first class or by registered or certified mail; and the giving of any such notices shall be deemed complete upon mailing in a United States Post Office with postage charges prepaid, addressed to the party intended to be given such notice at its address as first above set forth in this Lease or to such other address as such party may hereafter designate.

21. **Lessee's Personal Property.** All personal property placed upon the Premises by Lessee shall remain the sole and exclusive property of the Lessee, and may be removed by Lessee at any time, including upon the expiration or other termination of this Lease or any extension hereof.

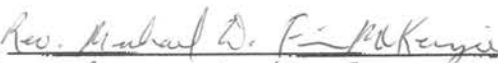
22. **Binding Effect; Execution in Duplicate; Entire Agreement; Modifications; Governing Law.** All of the covenants, conditions, and provisions of this Lease shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. This lease is executed in duplicate, either of which shall be equally authentic. This Lease constitutes the entire agreement between the parties and supersedes any prior understandings or oral or written agreements between the parties respecting the within subject matter. This Lease may not be modified, except in writing signed by the party against whom such modification is sought to be enforced. This Lease shall be governed by the laws of the Commonwealth of Virginia and of the County of Fluvanna.

IN WITNESS WHEREOF, the parties hereto bind themselves to this Lease as of the day and year first above written.

**LESSOR:**  
BOARD OF SUPERVISORS OF  
FLUVANNA COUNTY, VIRGINIA

By:   
Its Chairman

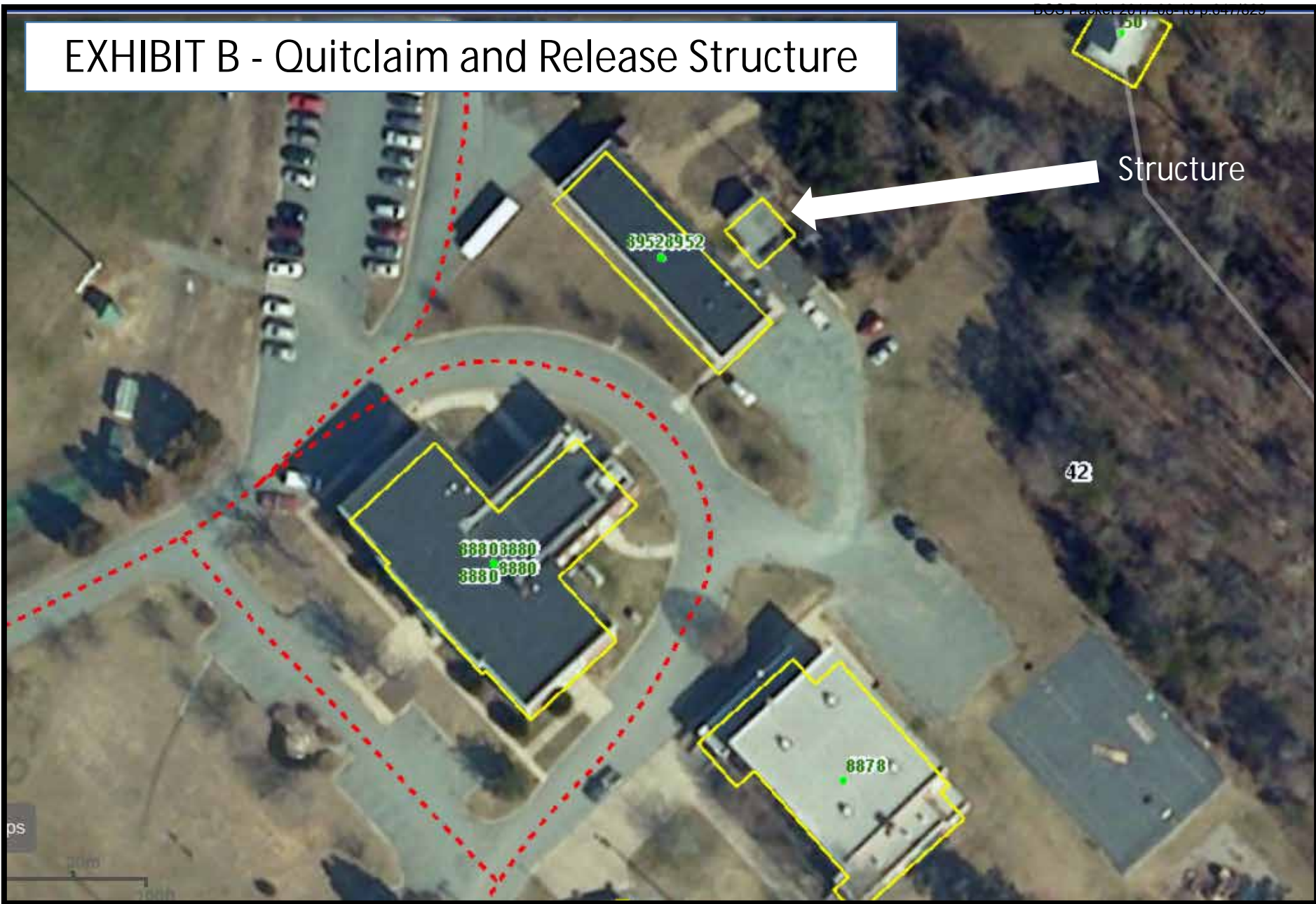
**LESSEE:**  
FLUVANNA CHRISTIAN SERVICE  
SOCIETY, INC., a not-for-profit  
corporation organized under the laws  
of the Commonwealth of Virginia

By:   
(printed) Rev. Michael D. Finn-McKenzie

**APPROVED AS TO FORM:**

  
FLUVANNA COUNTY ATTORNEY

# EXHIBIT B - Quitclaim and Release Structure





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

**TAB XYZ**

<b>MEETING DATE:</b>	8/16/17				
<b>AGENDA TITLE:</b>	Payment Processing Contract				
<b>MOTION(s):</b>	I move the Board of Supervisors approve a term agreement between the County of Fluvanna, Virginia, and PayGOV.US, LLC., for Payment processing Services and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
<b>STRATEGIC INITIATIVE?</b>	Yes X	No	If yes, list initiative(s):		A4
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer; Linda Lenherr, Treasurer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	-In March 2017, a solicitation was issued and we received three responses. -The Committee chose to move forward with PayGOV.US, LLC. -There will be no charge to the county for services. -Initially we will install 15 card readers at county locations where money is collected with options to add more if needed at no cost to the county. -Citizens will also have the option to pay online thru a secure site. -Cost to the Citizens will be a Flat \$1.00 for payments under \$40.00. Payments over \$40.00 will be a 2.5% fee.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Contract				
<b>REVIEWS COMPLETED:</b>	Legal X	Finance	Purchasing X	HR	Other X- Treasurer





## COUNTY OF FLUVANNA, VIRGINIA

### ONLINE PAYMENT SYSTEM CONTRACT

This ONLINE PAYMENT SYSTEM CONTRACT (the “**Contract**”), is made this \_\_\_\_\_ day of \_\_\_\_\_, 2017 between the **COUNTY OF FLUVANNA**, a political subdivision of the Commonwealth of Virginia (“**County**”), and **PAYGOV.US LLC**, an Indiana limited liability company authorized to transact business in Virginia (“**Contractor**”).

**WITNESSETH** that the Contractor and the County, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

#### **I. Purpose and Exhibits:**

On March 17, 2017, the County issued Request for Proposals #2017-08, Online Payment System, which was amended and supplemented by that Addendum #1 (collectively as amended and with all exhibits, plans, specifications and attachments, the “RFP”) for the furnishing, delivery, installation, and implementation of a web based vendor hosted online payment system for County Fees (the “Online Payment System Project”) as more specifically set out in such RFP attached hereto as **Exhibit 1** and incorporated herein by reference as a material part of this Contract. All the provisions and requirements of the RFP are incorporated herein by reference as material parts of this Contract. All of the defined terms within the RFP have the same meaning when used in this Contract unless the context requires otherwise.

On April 5, 2017, the Contractor submitted its proposal in response to the RFP, and during negotiations a revised pricing summary was agreed to, (as revised the “Proposal”) which Proposal is attached hereto as **Exhibit 2** and incorporated herein by reference as a material part of this Contract.

#### **II. SCOPE OF SERVICES:**

During the Term (as defined below) the Contractor agrees to provide all of the Online Payment System Project services and materials described in the RFP and Proposal, including, but not limited to: (i) all those services described in Article 3 “Scope of Services” of the RFP and all subparts thereof; and (ii) all those services described in the Proposal, including without limitation:

- (a) the “Scope of Services” described in pages 8 through 12 of the Proposal;
- (b) the point of sale descriptions on pages 13 through 16 of the Proposal including the branding by the Contractor of the point of sale web based hosted online payment system as directed by the County with the County seal or other appropriate pictures, decals, information, etc.;
- (c) development, implementation, training and support described in pages 17-18 of the Proposal; and
- (d) Quarterly PCI compliance as described on page 19 of the Proposal.

## COUNTY OF FLUVANNA, VIRGINIA

### ONLINE PAYMENT SYSTEM CONTRACT

In providing the Online Payment System Project services and materials the Contractor must comply with and shall meet or exceed all the provisions and requirements of this Contract, the RFP, the Proposal, the County's General Terms, Conditions and Instructions to Bidders and Contractors, being Appendix I to the RFP (hereinafter the "County's General Terms"), and the Business Associate Agreement, being pages 31 to 36 of the Proposal (hereinafter the "BAA").

All items provided and services rendered on the Online Payment System Project under this Contract shall be done in a good and workmanlike manner and so as to pass without exception in the industry and shall be consistent with this Contract, the Proposal, RFP, the County's General Terms and the BAA.

**In addition to any other services being a part of the Online Payment System Project, within two (2) weeks of execution of this Contract, the Consultant agrees it will: (i) deliver and install fifteen (15) card readers at the County, in locations and at times as directed by the County, and (ii) train the appropriate personnel at the County on use of the card readers so installed. During the Term, the County may request additional card readers at any time and the Consultant agrees to provide the same, including installation, training and support.**

**III. COMPENSATION:** No fees, payments, costs, reimbursements or any amounts of any kind whatsoever for any reason shall be due or owing from the County to the Contractor relating to this Contract. The Contractor shall provide all labor, materials, administrative tasks, shipping, equipment, items, materials, supervision, training, support or other work or things of any kind relating to the Online Payment System Project under this Contract at its sole cost and expense and in no even shall the County be liable for any amounts to the Contractor. The County and Contractor agree that for the payments made by cardholders using the Online Payment System, the Contractor may charge directly to the credit cardholder a processing fee as described in "Attachment A" to the Proposal, being page 37 thereof, such fee being: a ONE DOLLAR (\$1.00) flat fee for any payment transaction by a cardholder for a payment that is in the amount of \$40.00 or less; or a fee of 2.5% of the payment amount for any payment over \$40.00.

**IV. OTHER CONTRACT TERMS:** Where the terms of this Contract, the RFP or any exhibit hereto conflict, the following shall control in this order (with #1 being the document that controls over all others, and so on): (1) the Contract; (2) the RFP as amended (being Exhibit 1) including Appendix I County of Fluvanna General Terms, Conditions and Instructions to Bidders and Contractors; (3) the BAA; (4) the Proposal (being Exhibit 2). Notwithstanding the foregoing, whenever possible the terms of this Contract, the RFP and the exhibits shall be read together.



**COUNTY OF FLUVANNA, VIRGINIA****ONLINE PAYMENT SYSTEM CONTRACT****V. PERIOD OF PERFORMANCE:**

The initial term of this Contract shall be one (1) year beginning on the date this Contract is signed by the County and continuing for one (1) full year thereafter. This Agreement may then be renewed at the County's option for four additional one (1) year terms. Said renewal shall be automatic. Should the County desire not to automatically renew the Contract, then the County shall send the Contractor written notice of nonrenewal at least thirty (30) days' prior to termination of the current term. Term shall be defined to include the initial term and any renewals thereof until this Contract has ended by its terms or has been terminated.

**VI. MISCELLANEOUS.** The headings of the sections of this Contract are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Contract may be executed in duplicate originals, any of which shall be equally authentic.

**Witness the following duly authorized signatures and seals:**

**PayGOV.US LLC,**  
an Indiana limited liability company authorized  
to transact business in Virginia

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

BY: \_\_\_\_\_

BY: \_\_\_\_\_

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

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

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

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

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

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

Approved as to Form:

\_\_\_\_\_  
Fluvanna County Attorney



**COUNTY OF FLUVANNA, VIRGINIA**  
**Request for Proposals (RFP) #2017-08**  
**ONLINE PAYMENT SYSTEM**

**Issue Date: March 17, 2017**

**Due Date: April 7, 2017 at 2 p.m. EST**

**Procurement Contact:**

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

**Issuing Department:**

County of Fluvanna  
 Linda Lenherr, Treasurer  
 34 Palmyra Way  
 Palmyra, VA 22963  
 Ph: (434) 591-1945  
 Email: [llenherr@fluvannaCounty.org](mailto:llenherr@fluvannaCounty.org)

**All sealed proposals shall be turned in no later than April 7, 2017 2:00 p.m. EST. All Proposals that are delivered via mail or are hand delivered must be addressed to the "Procurement Contact" listed above. Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.**

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

**1. PURPOSE**

The Fluvanna County Board of Supervisors (the "County") is requesting sealed proposals from qualified firms to provide for the furnishing, delivery, installation, and implementation of a web based vendor hosted online payment system for County fees, taxes, payments, costs, charges, and related amounts payable to the County of any kind (hereinafter collectively referred to as "County Fees") in accordance with the Scope of Services section of this solicitation.

**2. BACKGROUND AND MANDATORY CONFERENCE**

Fluvanna County is centrally located in the heart of Virginia, 120 miles south of Washington, D.C., 60 miles west of Richmond, VA, and 25 miles southeast of Charlottesville, VA. The County encompasses a land area of 282 square miles and is bound by interstate 64 to the north and by the James River to the south. As of July 2014, the County had a population of 25,970.

The County uses a MUNIS system for recordkeeping of all County Fees and the account, amounts owed and other information related to such County Fees.

**Exhibit 1**

The successful offeror will be expected to sign a contract with the County acceptable to the County in its sole discretion and such contract shall include an appropriate business associate agreement that protects the County, the County's data, and any data inputted by payers of the County. Offerors shall include a list of any subcontractors it may use in its Proposal; all subcontractors will also be required to enter into a business associate agreement acceptable to the County in its sole discretion to which the Proposer and the County are a party. The form of the required Business Associate Agreement is attached hereto as **Exhibit 1** and made a part of this RFP.

**3. SCOPE OF SERVICES-** The Successful Offeror shall provide all supervision, labor, material and equipment necessary to provide the following:

**A. General Requirements**

- i. A web based vendor hosted on-line payment system that will allow persons and entities of any kind the ability to pay County Fees by credit card and other payment methods (e.g. ACH, eCheck, and pin-less debit cards). Fees include, but are not limited to: real estate tax payments, personal property tax payments, other tax payments, utility payments, Building inspection fees, recreation fees, etc.
- ii. The online payment system must have the ability to generate data that is compatible with the MUNIS system used by the County to track all County Fee related information. The Offeror must provide a seamless process for updating the County's MUNIS System to reflect payments made on the online Payment System and any Proposal shall describe in detail the process by which such records will be uploaded onto the County's MUNIS system such that payments made through the online payment system are properly reflected. The Offeror must provide support and training as needed related to such processes.
- iii. The on-line payment system must be available 24/7 and 365 days a year.
- iv. The online payment system must have the ability to process a refund back to a credit card or other payment method only when authorized by the County. The County will only be responsible to refund the amount of the County fee and not any transaction or service fees charged by the provider or Credit Card Company. The Offeror may not charge any fees to the county or a payer for processing any refunds.
- v. The Successful Offeror shall provide a branded website broken out by department for different types of billing, if necessary. The Offeror shall describe its proposed solution and whether breakdown is necessary or appropriate to properly apply the funds to the applicable County Fees.
- vi. All online payers should receive an email copy of receipt immediately to include a transaction number or confirmation number.
- vii. Receipt data fields required in the online payment system include: Name, Address, fee name, amount, account, date and transaction or confirmation ID. This data could be provided in a format suitable for being imported into an online payment program.

- viii. Fees paid online will need to be exported in a format suitable for loading into the MUNIS System at least daily.
- ix. Data exchange will occur daily at a minimum in a form acceptable to the County so any and all County Fees can be appropriately applied to the applicable account and payer within the County's records.
- x. Online payments must be deposited in the County bank account the business day following the transaction date whenever possible. The total deposit information shall be sent to the County on the day of deposit.
- xi. The Successful Offeror must provide the automated credit card payment collection at no cost to the County. Any transaction or convenience fees charged by the Offeror will be paid by the payer and will be charged as a separate item to the payer directly. The amount of any add on fee will be made clearly known to payers when they use the service so they are aware of the added cost before completing the transaction. The Offeror will notify the County in writing at least 60 days prior to making any changes to the fee schedule being charged to payers and under the resulting Contract, the County shall have the option to terminate the Contract within thirty (30) days of receiving such notice for any increase in the fees charged to the payers.
- xii. The Successful Offeror must provide capability for the County to retrieve the data from their system at the end of the contract and provide proof that the data has been removed at no additional cost to the County.
- xiii. All data that is uploaded to the vendor or created during a payee's visit to the vendor web site is the property of the County and will remain so indefinitely. A Business Associate Agreement shall be a part of any resulting Contract and shall be in form and substance substantially similar to the attached Exhibit 1, subject to approval as to form by the County and its attorney.
- xiv. The Offerors must have sufficient safeguards in place to protect all County and payer information of any kind which is directly, indirectly, purposefully or inadvertently received.
- xv. The Offerors must have a process in place should there ever be any breach of the security of the online payment system as described in Virginia Code Section 18.2-186.6. The Offerors must be willing to comply with all requirements of Virginia law, including, but not limited to, Virginia Code Section 18.2-186.6. The Offeror acknowledges that it may be receiving "personal information" as defined under Virginia Code Section 18.2-186.6. Offeror shall describe in detail its process for encryption and/or redaction of payer information so as to limit potential for any breach of the security of the online payment system. Under any resulting contract, the Offeror will be required, at no additional cost to the County, to send any and all notices and take any and all other steps required under Virginia Code Section 18.2-186.6 should a breach of the security of the online payment system occur; and such shall be in addition to any claims the County may have against the Offeror related to such breach. As required by Virginia Code Section 18.2-186.6, the County must be immediately noticed of any breach of the security of the online payment system, or any suspected breach thereof.

## B. Technical Specifications

- i. The Successful Offeror shall provide a mechanism for allowing payment of County fees. The Successful Offeror's response will describe in detail how the solution addresses the following:
  - a. Extracts data received from payments into formats accessible by standard data management utilities (e.g. Oracle, Excel, Access).
  - b. Provides a secure platform using encryption and redaction for ensuring the security, integrity, privacy and protection of the County and its payers.
  - c. Describe in detail record retention practices.
  - d. Provides a mechanism to send and receive data between other applications and systems in the County, including, but not limited to, the County's MUNIS system.
- ii. The successful offeror must agree to use the collected information in compliance with all applicable federal, state and local, laws, rules, ordinances, and regulations, including, without limitation, those governing online privacy, online payments, storing of personal information, and use of credit card data (i.e. using credit card information only for purposes authorized by the cardholder); and the Payment Card Industry (PCI) Data Security Standards.
- iii. The Successful Offeror shall specifically state the minimum requirements of the approved web browser that will ensure the successful operation of the application. The application must support use on current versions of these browsers: Microsoft internet explorer, google chrome, safari, Firefox, and any other common browsers.
- iv. The Successful Offeror shall specifically state the support their tool has for form responses to be completed on common mobile and other devices (e.g. devices accessing the web including but not limited to, using iOS, Android, apple or Windows)
- v. The County's implementation for the Online Payment System is a web based vendor hosted solution. No hosting fees shall be charged to the County.

## C. Training and Support -

- i. Detailed training for staff after implementation and thereafter as needed. Technical support for all users of online County payment program (including County staff as well as all payers). Offers shall include detailed information regarding the options available for training (i.e. classroom setting, online demos, video training, etc.).
- ii. The System shall include an online help feature that is easily accessible at any point throughout the system.
- iii. The Offeror shall offer ongoing payer and County staff support and technical support in a variety of areas which includes, but is not limited to, training County staff, installing and configuring product updates as they become available,

assistance with design or any new County Fee types added to the system, updates to comply with laws, policy changes, software update utilities, etc. County staff training for upgrades or future enhancements must be available and included.

- D. **Implementation** - The system needs to be fully tested and operational no later than May 30, 2017

#### 4. PROPOSAL FORMAT

- A. The County will follow the evaluation process and selection criteria described in this Request for Proposals. In order to provide each Offeror an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Offeror may deem appropriate. The following paragraphs provide guidelines to each Offeror for information to include in the proposal:
- B. **Cover Letter** - Provide a cover letter that confirms the Offeror's understanding of this Request for Proposal, an overview of the history and qualifications of the firm.
- C. **Pricing** – The Offer should detail the price on the attached pricing sheet.
- D. **Forms** - All forms required to be submitted under this RFP must be included in the Proposal as an Appendix.
- i. Certificate of No Collusion
  - ii. Offeror Statement
  - iii. Proof of Authority to Transact Business in Virginia
  - iv. Vendor Data Sheet
- E. The proposal package shall include as a minimum:
- i. The RFP document with any addenda acknowledgements filled out and signed as required (see attachments hereto).
  - ii. A detailed response to all requirements, general, specific, functional and technical as defined within this RFP (see Article 3 "Scope of Services").
  - iii. Company Background Information, to include but not limited to the following:
    - 1. Provide the legal name of the company, the size of the company and organizational structure.
    - 2. Date the company went into business.
    - 3. Date the company began selling the proposed software/services to the public sector.
    - 4. Status of the company.
    - 5. Number of employees supporting/developing the proposed System.

6. Define the company's long-term development strategy and plans for the system.
  7. Number of public sector installs and size of these organizations including names and locations.
  8. Future technology direction.
  9. Future application revisions and enhancements.
  10. Provide recent audited financial statements for the past two (2) years.
  11. Offerors are required to disclose past and pending litigation.
- F. Client References - Offerors shall provide a minimum of five (5) client references that are similar in size and scope to the County' Project, that have utilized a similar System in a comparable computing environment. All client customers in the State of Virginia must be provided, regardless of circumstances. Client reference information must include the date of installation and length of implementation.
- G. System Demonstrations and Site Visits - Offerors may be required to provide in-office system demonstrations that show the full functionality of the proposed system. Offerors should be prepared to demonstrate how the application meets the requirements defined in this RFP. Offerors should be prepared to respond to questions during the demonstrations. Offerors may be required to facilitate a site visit to a client for the purposes of evaluating the installed system and reviewing customer's satisfaction.
- H. The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside this format.

## 5. SUBMITTAL INSTRUCTIONS

- A. **Each Offeror must submit one (1) original hard copy, (3) copies and one (1) electronic copy of its proposal on CD ROM, DVD, or USB flash drive/memory stick.**
- B. An authorized representative of the Offeror shall sign proposals. All information requested should be submitted. Failure to submit all information requested may result in the County, requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.
- C. All forms attached to this RFP must be fully completed, executed by the Offeror and returned as a part of Offer's Proposal.
- D. Offers shall be prepared simply and economically, providing a straight forward, concise description of firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- E. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP.
- F. **Each proposal shall be in writing and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or email shall be rejected.**

G. Cost will be considered in evaluating the Proposals.

## **6. EVALUATION CRITERIA**

A. All Proposals received shall be evaluated based upon the evaluation criteria listed below.

- |  |                  |
|--|------------------|
| i. Costs   | <b>(25 pts.)</b> |
| ii. Responsiveness to the County's Goals               | <b>(20 pts)</b>  |
| iii. Proposer qualifications, expertise and experience | <b>(40 pts.)</b> |
| iv. Positive References                                | <b>(15 pts.)</b> |

B. The County may arrange for discussions with Offerors submitting Proposals for the purpose of obtaining additional information or clarification if needed.

C. The Selection Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.

## **7. ADDITIONAL INFORMATION**

A. Any inquiries or requests for clarification or additional information must be delivered in writing (via email) to the County no later than March 24, 2017 by 2:00pm to the Procurement contact above.

B. All inquiries will be answered via an addendum, posted to eVA and the County website.

## **8. AWARD OF CONTRACT**

A. The award(s) shall be based on the Offeror(s)' ability to meet all RFP requirements and the right is reserved to make the award to other than the lowest priced Offeror when it is in the best interest of the County. The County may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Section 2.2-4359(D), Code of Virginia). Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

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

C. Awards shall be made to as many Offerors as deemed necessary to fulfill the anticipated requirements of the County.



## Attachment A PRICING SUMMARY

Provide an itemized and detailed summary of all costs associated with the implementation.

Implementation Cost (leave as zero if there is no implementation cost): \$ \_\_\_\_\_

List any additional services and associated costs if applicable below (attach additional sheets if necessary):

<u>Description:</u>	<u>Price:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

List all other costs of any kind including implementation costs below:

<u>Description:</u>	<u>Price:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL PRICE:**    \$ \_\_\_\_\_

List all Fees to use a credit card, passed on to the Credit Card Holder, below:

<u>Description:</u>	<u>Price:</u>
_____	\$ _____
_____	_____ %

Provide any additional information relating to fees and charges of any kind related to this solicitation.  
Please include any fees to the County or Payers.

**VENDOR DATA SHEET**

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

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

2. Vendor's Primary Contact:

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

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

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

4. Vendor Information:

FIN or FEI Number: \_\_\_\_\_ If Company, Corporation, or Partnership

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

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

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

\_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

### PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

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

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

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

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

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

C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):  
**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

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

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

**CERTIFICATION OF NO COLLUSION**

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

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

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT**

STATE OF VIRGINIA

FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of \_\_\_\_\_ and dated \_\_\_\_\_ was subscribed and sworn to before the undersigned notary public by \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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

CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

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

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

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

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

**OFFEROR STATEMENT**

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

\_\_\_\_\_  
Type or Print Name & Title of Authorized Person

\_\_\_\_\_  
Signature of Authorized Person Submitting This Bid

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN to before me by the above named

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2013

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

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

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

## BUSINESS ASSOCIATE, CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This BUSINESS ASSOCIATE AGREEMENT, CONFIDENTIALITY AND NON-DISCLOSURE (the "Agreement") is entered into by and between \_\_\_\_\_ (hereinafter the "Business Associate"), and **FLUVANNA COUNTY**, a political subdivision of the Commonwealth of Virginia, (hereinafter the "County") effective as of the date of the Online Payment System Contract (the "Contract") between the County and the Business Associate to which this Agreement is attached.

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

### I. GENERAL PROVISIONS

- A. Purpose.** Business Associate has been retained by the County to perform certain activities, or services (collectively, "Services") as described in the Contract. This Agreement is intended to ensure that the Business Associate will establish and implement appropriate privacy and security safeguards with respect to "Protected Health Information" (as defined below) and Confidential Information (as defined below) that the Business Associate may affect, view, access, move, transmit, create, receive, or use in connection with the Services to be provided by Business Associate to the County the County, consistent with the standards set forth in this Agreement and the regulations and administrative guidance with respect to the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), including as amended by the Health Information Technology for Economic and Clinical Health Act as set forth in Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 ("HITECH Act"). This Agreement is intended to protect the County and its PHI and Confidential Information and the Agreement is a material term to the County's acceptance of and desire to enter into the Contract **Any notification to the County hereunder to be made shall be directed to the County of Fluvanna, Attention Steve Nichols, 132 Main Street, Palmyra, VA 22963 with a copy to the County Attorney, Frederick W. Payne, 414 east Jefferson Street, Charlottesville, VA 22902. County**
- B. Effective Date.** The provisions of this Agreement shall take effect on the date the Contract takes effect and shall continue in full force and effect for the Term of the Contract, including any and all renewals or extensions thereof or until the Business Associate has returned all PHI and Confidential Information as defined herein, whichever is later.
- C. Definitions.** Capitalized terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the HIPAA Privacy and Security Rules. Other defined terms include:
1. "Breach" shall have the meaning given such term in 45 C.F.R. §164.402.
  2. "Confidential Information" shall include any and all employee information, personal information, social security numbers, data, materials, products,

technology, computer programs, specifications, manuals, business plans, software, records, information, videos, electronic recordings of any kind, case information, marketing plans, financial information, statistical information, trade secrets, technical or test data, scientific data, graphic communication, "know-how", drawings, in any format whatsoever, including, but not limited to electronic documentation or files of any kind, and other information disclosed or submitted, orally, in writing, or by any other media of the County; and shall also include, but is not limited to, PHI as defined below.

2. "Designated Record Set" shall have the meaning given such term in 45 C.F.R. §164.501.
3. "Electronic Protected Health Information" shall have the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103.
4. "Individual" shall have the same meaning given such term under 45 C.F.R. §160.103, and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. §164.502(g).
5. County
6. "Privacy Rules" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Part 160 and Part 164, subparts A and E.
7. "Protected Health Information" (or "PHI") shall have the meaning given to such term in 45 C.F.R. §160.103, limited to the information created or received by Business Associate from or on behalf of County.
8. "Required By Law" shall include any requirements or protections under applicable federal, state, local or other law, regulation or ordinance and shall include, but not be limited to, 45 C.F.R. §164.103.
9. "Secretary" shall mean the Secretary of the United States Department of Health and Human Services ("HHS") or his designee.
10. "Security Incident" shall have the same meaning given to such term in 45 C.F.R. §164.304.
11. "Security Rules" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 160 and Part 164, subpart C.
12. "Unsecured Protected Health Information" shall have the same meaning given to such term in 45 CFR §164.402.

## II. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

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

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



C.F.R. §160.103) on behalf of County, Business Associate shall comply with any applicable provisions of the Electronic Data Interchange Requirement (as set forth in 45 C.F.R. parts 160 and 162) and shall ensure that any subcontractors or agents that assist Business Associate in conducting Transactions on behalf of County agree in writing to comply with the Electronic Data Interchange Requirements.

- H. Availability of Books and Records.** For purposes of the Secretary determining the County's compliance with the Privacy Rules, Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of, the County available (i) to the County in a mutually agreeable time and manner, or (ii) to the Secretary in the manner designated by the Secretary.
- I. HITECH Act Business Associate Agreement Requirements.** The parties intended for this Agreement to satisfy the requirements of sections 13401(a) and 13404(a) of the HITECH Act that specified security and privacy provisions requirements be incorporated into business associate agreements. This Agreement shall be interpreted in a manner consistent with this intention.

### **III. NON-DISCLOSURE PROVISIONS**

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

#### IV. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

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

#### V. TERM AND TERMINATION

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

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

#### C. Effect of Termination.

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

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

#### **VI. ACKNOWLEDGEMENT AND SIGNATURES**

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

**THE COUNTY: County of Fluvanna**

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

Printed Name of Officer: Steve Nichols

Title: County Administrator

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

**BUSINESS ASSOCIATE:** \_\_\_\_\_

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

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

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

## Appendix I

### COUNTY OF FLUVANNA

### **GENERAL TERMS, CONDITIONS AND** **INSTRUCTIONS TO BIDDERS AND** **CONTRACTORS**

## GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS

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

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

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### INTRODUCTION

1. **VIRGINIA PUBLIC PROCUREMENT ACT AND ETHICS IN PUBLIC CONTRACTING:** The Virginia Public Procurement Act of Virginia Code §§ 2.2-4300 *et seq.* (hereinafter the "VPPA") is incorporated herein by reference. Nothing in these General Conditions is intended to conflict with the VPPA and in case of any conflict, the VPPA controls. Specifically, the provisions of Article 6 of the VPPA (Virginia Code §§ 2.2-4367 through 2.2-4377) relating to ethics in contracting, shall be applicable to all Solicitations and Contracts solicited or entered into by the County. By submitting their Bids or signing any Contract, all Bidders and Contractors certify that they have not violated any of the provisions of Article 6 of the VPPA, including, but not limited to, that their Bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements.
2. **DEFINITIONS:** The definitions of Virginia Code §§ 2.2-4301, 2.2-4302.1 and 2.2-4302.2 are specifically incorporated herein by reference and as used in these General Conditions, whether capitalized or not, any of such defined terms have the same meaning as such terms have under the VPPA: such defined terms include: "Affiliate", "Best Value", "Business", "Competitive Negotiation", "Competitive Sealed Bidding", "Construction", "Construction Management Contract", "Design-Build Contract", "Employment Services Organization", "Goods", "Informality", "Job Order Contracting", "Multiphase Professional Services Contract", "Nonprofessional Services", "Potential Bidder or Offeror", "Professional Services", "Public Body", "Public Contract", "Responsible Bidder or Offeror", "Responsive Bidder", "Reverse Auctioning" and

“Services”. Additionally, as used in these General Conditions, the following terms, whether capitalized or not, have the following meanings:

- a. Bid/Proposal: The offer of a Bidder or Offeror to provide specific Goods or Services at specified prices and/or other conditions specified in the Solicitation. The term “Bid” is used throughout these General Conditions and where appropriate includes the term “Proposal” or any modifications or amendments to any Bid or Proposal.
- b. Bidder/Offeror/Vendor: Any individual(s), company, firm, corporation, partnership or other organization bidding or offering on any Solicitation issued by the County and/or offering to enter into Contracts with the County. The term “Bidder” is used throughout these General Conditions and where appropriate includes the term “Offeror” and/or “Vendor”.
- c. Contract: Any contract to which the County will be a party.
- d. Contractor: Any individual(s), company, firm, corporation, partnership, or other organization to whom an award is made by the County or whom enters into any contract to which the County is a party.
- e. County: The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, including where applicable all agencies and departments of the County.
- f. County Administrator: The Fluvanna County Administrator.
- g. County Attorney: The Fluvanna County Attorney.
- h. Purchasing Agent: The County Administrator is the County’s Purchasing Agent and is responsible for the purchasing activity of Fluvanna County; and has signatory authority to bind the County to all contracts and purchases made lawfully under the Fluvanna County Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all other contracts and purchases only after the contracts or purchases have been approved by a vote of the Fluvanna County Board of Supervisors.
- i. General Terms, Conditions and Instructions to Bidders and Contractors (also referred to herein as the “General Conditions”): These General Terms, Conditions and Instructions to Bidders and Contractors shall be attached to and made a part of all Solicitations by the County and all Contracts to which the County is party.
- j. His: Any references to “his” shall include his, her, their, or its as appropriate.
- k. Invitation to Bid (also referred to herein as an “IFB”): A request which is made to prospective Bidders for their quotation on Goods or Services desired by the County. The issuance of an IFB will contain or incorporate by reference the General Conditions and the other specifications and contractual terms and

conditions applicable to the procurement.

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

Unless specifically delegated by the Board or the Purchasing Agent, and consistent with the limited authority granted thereto, no other County officer or employee is authorized to order supplies or Services, enter into purchase negotiations or Contracts, or in any way obligate the County for any indebtedness. Any purchase or contract made which is contrary to such authority shall be of no effect and void and the County shall not be bound thereby.

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

### **CONDITIONS OF BIDDING**

4. **COMPETITION INTENDED:** It is the County's intent to encourage and permit open and competitive bidding in all Solicitations. It shall be the Bidder's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in a Solicitation to a single source. The County must receive such notification not later than seven (7) business days prior to the deadline set for acceptance of the Bids. In submitting a Bid, the Bidder guarantees that he or she has not been a party with other Bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render the Bid of any Bidder involved void.
5. **DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County does not discriminate against Bidders, Offerors or Contractors because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Whenever solicitations are made, the County shall include businesses selected from a list made available by the Department of Small Business and Supplier Diversity. Pursuant to Virginia Code § 2.2-4343.1, the County does not discriminate against "faith-based organizations", being a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Reconciliation Act of 1996, P.L. 104-193.
6. **CLARIFICATION OF TERMS:** Pursuant to Virginia Code § 2.2-4316, if any Bidder has questions or comments about the specifications or other Solicitation documents, the prospective Bidder should contact the County no later than seven (7) business days prior to the date set for the opening of Bids or receipt of Proposals. Any revisions to the Solicitation will be made only by written addendum issued by the County. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for opening of Bids/receipt of Proposals.
7. **MANDATORY USE OF COUNTY FORM AND TERMS AND CONDITIONS:** Unless otherwise specified in the Solicitation, all Bids must be submitted on the forms



provided by the County, including but not limited to, a Cover Sheet or Pricing Schedule, if applicable, properly signed in ink in the proper spaces and submitted in a sealed envelope or package. Unauthorized modification of or additions to any portion of the Solicitation may be cause for rejection of the Bid. However, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any Bid or Proposal which has been modified. These General Conditions are mandatory provisions of all Solicitations and all Contracts of the County.

**8. LATE BIDS & MODIFICATION OF BIDS:** Any Bid or modification thereto received at the office designated in the Solicitation after the exact time specified for receipt of the Bid is considered a late Bid or modification thereof. The County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder to ensure their Bid reaches County by the designated date and hour. The following rules apply to all Bids submitted to the County:

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

**9. WITHDRAWAL OF BIDS:**

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

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

- b. A Bidder for a Contract other than for public construction may request withdrawal of his or her Bid under the following circumstances:
  - i. Bids may be withdrawn on written request from the Bidder received at the address shown in the Solicitation prior to the time of opening.
  - ii. Requests for withdrawal of Bids after opening of such Bids but prior to award shall be transmitted to the County, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, Bidder work sheets, etc. If Bid bonds were tendered with the Bid, the County may exercise its right of collection.
- c. No Bid may be withdrawn under this Section 9 when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent (5%).
- d. If a Bid is withdrawn under the authority of this Section 9 the lowest remaining Bid shall be deemed to be the low Bid.
- e. No Bidder who, is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.
- f. The County shall notify the Bidder in writing within five (5) business days of its decision regarding the Bidder's request to withdraw its Bid. If the County denies the withdrawal of a Bid under the provisions of this Section 9, it shall State in such notice the reasons for its decision and award the Contract to such Bidder at the Bid price, provided such Bidder is a responsible and responsive Bidder. At the same time that the notice is provided, the County shall return all work papers and copies thereof that have been submitted by the Bidder.

- g. Under these procedures, a mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents and materials submitted by the bidder shall, at the bidder's request, be considered trade secrets or proprietary information subject to the conditions of subsection F of Virginia Code § 2.2-4342.

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

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

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

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

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

- 13. COMPLETENESS:** To be responsive, a Bid must include all information required by the Solicitation.
- 14. CONDITIONAL BIDS:** Conditional Bids are subject to rejection in whole or in part.
- 15. RESPONSE TO SOLICITATIONS:** In the event a Bidder cannot submit a Bid on a Solicitation, the Bidder is requested to return the Solicitation cover sheet with an explanation as to why the Bidder is unable to Bid on these requirements, or if there be no cover sheet for the Solicitation a letter to the County explaining the same.
- 16. BIDDER INTERESTED IN MORE THAN ONE BID AND COLLUSION:** More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids may be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. Each bidder, as a condition of submitting a bid, shall certify that he is not a party to any collusive action as herein defined. However, a party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a Bid directly for the work, materials or supplies.
- 17. BID OPENING:** Pursuant to Virginia Code § 2.2-4301, all Bids received in response to an IFB will be opened at the date, time and place specified, and announced publicly, and made available for inspection as provided in Section 21 of these General Conditions. Proposals received in response to an RFP will be made available for inspection as provided in Section 21 of these General Conditions.
- 18. TAX EXEMPTION:** The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder.
- 19. DEBARMENT STATUS:** By submitting their Bids, Bidders certify that they are not currently debarred from submitting Bids on Contracts by the County, nor are they an agent of any person or entity that is currently debarred from submitting Bids or Proposals on Contracts by the County or any agency, public entity/locality or authority of the State.
- 20. NO CONTACT POLICY:** No Bidder shall initiate or otherwise have contact related to the Solicitation with any County representative or employee, other than the Purchasing Officer or Purchasing Agent, after the date and time established for receipt of Bids. Any contact initiated by a Bidder with any County representative, other than the Purchasing Officer or Purchasing Agent, concerning this Solicitation is prohibited and may cause the disqualification of the Bidder.

**21. VIRGINIA FREEDOM OF INFORMATION ACT:** As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 *et seq.*, except:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
- b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect Bid records within a reasonable time after the opening of Bids but prior to award, except in the event that the County decides not to accept any of the Bids and to reopen the Contract. Otherwise, Bid records shall be open to public inspection only after award of the Contract;
- c. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect Proposal records within a reasonable time after the evaluation and negotiations of Proposals are completed but prior to award except in the event that the County decides not to accept any of the Proposals and to reopen the Contract. Otherwise, Proposal records shall be open to the public inspection only after award of the Contract;
- d. Any inspection of procurement transaction records under this Section 21 shall be subject to reasonable restrictions to ensure the security and integrity of the records;
- e. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of this Section 21 prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and State the reasons why protection is necessary; and
- f. Nothing contained in this Section 21 shall be construed to require the County, when procuring by “competitive negotiation” (RFP), to furnish a Statement of reasons why a particular Proposal was not deemed to be the most advantageous to the County.

**22. CONFLICT OF INTEREST:** Bidder/Contractor certifies by signing any Bid/Contract to/with the County that no conflict of interest exists between Bidder/Contractor and County that interferes with fair competition and no conflict of interest exists between Bidder/Contractor and any other person or organization that constitutes a conflict of interest with respect to the Bid/Contract with the County.

### SPECIFICATIONS

**23. OMISSIONS OR DISCREPANCIES:** Any items or parts of any equipment listed in a Solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for

in the specifications. Should a Bidder find a discrepancy or ambiguity in, or an omission from, the Solicitation, including the drawings and/or specifications, he or she shall so notify the County within twenty-four (24) hours of noting the discrepancy, ambiguity or omission and in any event no less than five (5) days prior to the date set for the opening of Bids. If necessary, the County will send a written addendum for clarification to all Bidders no later than three (3) days before the date set for opening of Bids. Any notification regarding specifications received less than five (5) days prior to the date set for the opening of Bids may or may not be considered by the County in its sole discretion. The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

- 24. BRAND NAME OR EQUAL ITEMS:** Pursuant to Virginia Code § 2.2-4315, unless otherwise provided in the Solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the Solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive. Unless the Bidder clearly indicates in its Bid that the product offered is "equal" product, such Bid will be considered to offer the brand name product referenced in the Solicitation.
- 25. FORMAL SPECIFICATIONS:** When a Solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the Bidder will be required to furnish articles in conformity with that specification.
- 26. CONDITION OF ITEMS:** Unless otherwise specified in the Solicitation, all items shall be new, in first class condition.

## **AWARD**

- 27. RESPONSIBLE BIDDERS:** In determining whether a Bidder is a responsible Bidder as defined herein, at minimum, the following criteria will be considered:
- a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required under the Solicitation;

- b. Whether the Bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of previous Contracts or Services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or Services;
- f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
- g. The quality, availability and adaptability of the Goods or Services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract;
- i. The number and scope of the conditions attached to the Bid;
- j. Whether the Bidder is in arrears to the County on debt or Contract or is a defaulter on surety to the County or whether the Bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County, the Purchasing Agent or the Purchasing Officer having a bearing on the decision to award the Contract. If an apparent low Bidder is not awarded a Contract for reasons of nonresponsibility, the County shall so notify that Bidder and shall have recorded the reasons in the Solicitation or Contract file.

**28. AWARD OR REJECTION OF BIDS; WAIVER OF INFORMALITIES:** The County shall award the Contract to the lowest responsive and responsible Bidder complying with all provisions of the IFB, provided the Bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose Proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The County reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, or to reject any or all Bids and to waive any informality in Bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County. The County also reserves the right to reject the Bid if a Bidder is deemed to be a non-responsible Bidder. Pursuant to Virginia Code § 2.2-4319, an IFB, a RFP, any other solicitation, or any and all bids or proposals, may be canceled or rejected by the County at any time. The reasons for cancellation or rejection shall be made part of the contract file. The County shall not cancel or reject an IFB, a RFP, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror.

**29. EXCLUSION OF INSURANCE BIDS PROHIBITED:** Pursuant to Virginia Code § 2.2-4320, notwithstanding any other provision of law or these General Conditions, no insurer licensed to transact the business of insurance in the State or approved to issue surplus lines insurance in the State shall be excluded from presenting an insurance bid proposal to the County in response to a RFP or an IFB; excepting that the County may

debar a prospective insurer pursuant to its Debarment Policy, see Chapter 2 of the County's Procurement Policies and Procedures.

**30. ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a Contract as a result of this Solicitation, the County will publicly post such notice on the County's bulletin board located at 72 Main Street, 2<sup>nd</sup> Floor, Palmyra, Virginia 22963. Award results may also be viewed on the County's website.

**31. QUALIFICATIONS OF BIDDERS OR OFFERORS:** The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any Bid or Proposal if the evidence submitted by or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

**32. TIE BIDS AND PREFERENCE FOR VIRGINIA PRODUCTS WITH RECYCLED CONTENT AND FOR VIRGINIA FIRMS:**

- a. Pursuant to Virginia Code § 2.2-4328, in the case of a tie bid on an IFB only, the County may give preference to Goods, Services and construction produced in Fluvanna County or provided by persons, firms or corporations having principal places of business in Fluvanna County. If such choice is not available, preference shall then be given to Goods produced in Virginia, or for goods, services or construction provided by Virginia persons, firms, corporations, pursuant Virginia Code § 2.2-4324. If no County or State choice is available, the tie shall be decided publicly by lot. The decision by the County to make award to one or more such Bidders shall be final.
- b. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this Section 32, the County may rely upon the accuracy of the information posted on this website.
- c. Notwithstanding the provisions of subsections a and b, in the case of a tie bid in instances where goods are being offered, and existing price preferences have



already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content.

- d. For the purposes of this Section 32, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

**33. NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER:** Pursuant to Virginia Code § 2.2-4318, unless cancelled or rejected, a responsive Bid from the lowest responsible Bidder shall be accepted as submitted, except that if the Bid from the lowest responsible Bidder exceeds available funds, the County may negotiate with the apparent low Bidder to obtain a Contract price within available funds. However, the negotiation may be undertaken only under conditions and procedures described in writing and approved by the County prior to issuance of the IFB and summarized therein.

### **CONTRACT PROVISIONS**

**34. APPLICABLE LAW AND COURTS:** Any Bid or Contract resulting from a Solicitation and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.

**35. PROVISION AND OWNERSHIP OF INFORMATION:** The County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in the County's possession which the County may lawfully release including, but not limited to Contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under any Contract. The County reserves its rights of ownership to all material given to the Contractor by the County and to all background information documents, and computer software and documentation developed by the Contractor in performing any Contract.

**36. DOCUMENTS:** All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Contractor pursuant to any Contract shall be the sole property of the County. At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties. The County shall be entitled to delivery of possession of all documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents.

**37. CONFIDENTIALITY:** Contractor shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by Contractor of its services hereunder, without prior written approval of the County. Contractor, cognizant of the sensitive nature of much of the data supplied by the County, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services hereunder without the prior written approval of the County, unless disclosure of such information by it is required by law, rule or regulation or the valid order of a court or administrative agency.

**38. INDEPENDENT CONTRACTOR:** The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.

**39. INSURANCE:** The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public Liability	\$1,000,000	
Professional Liability	\$1,000,000	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)
Worker's Compensation	Amount required by Virginia law	

The Contract may specifically require the Contractor to carry higher minimum amounts of insurance.

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

**40. KEY PERSONNEL:** For the duration of any Contract, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment, or as expressly approved by the County. The Contractor

shall notify the County within five (5) calendar days after the occurrence of any of these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating any proposed substitution, complete resumes for the proposed substitute, and any additional information requested by the County. The proposed substitute should have comparable qualifications to those of the person being replaced. The County will notify the Contractor within fifteen (15) calendar days after receipt of all required information of its approval or disapproval of the proposed substitution.

41. **SEVERABILITY:** If any term, covenant or provision of these General Conditions or any Contract shall be held to be invalid, illegal or unenforceable in any respect, these General Conditions and any Contract shall remain in effect and be construed without regard to such provision.
42. **TITLES:** The titles and section headings herein and in any Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.
43. **ATTORNEYS' FEES:** In the event of a dispute between the County and Contractor under any Contract which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.
44. **NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by the County, nor any extension of time, shall operate as a waiver of any provision of any Contract, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of any Contract be held to be a waiver of any other or subsequent breach. Failure of the County to require compliance with any term or condition of any Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
45. **NO FINANCE CHARGES:** No finance charges shall be paid by the County.
46. **ANTITRUST:** By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the County all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States or the State, relating to the particular Goods or Services purchased or acquired by the County under said Contract. Consistent and continued tie bidding could cause rejection of Bids by the County and/or investigation for antitrust violations.
47. **PAYMENT:** Pursuant to Virginia Code § 2.2-4352, unless more time is provided in the Solicitation or Contract, payment will be made forty-five (45) days after receipt by the County of a proper invoice, or forty-five (45) days after receipt of all Goods or acceptance of work, whichever is later. The County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the

provision of the Contract or any modifications thereto. Within twenty (20) days of receipt of proper invoice or of goods or services, the County shall notify the Contractor if any defect or impropriety that would prevent payment by the payment date. The following provisions apply to such payments:

- a. Invoices for items/Services ordered, delivered/performed and accepted shall be submitted by the Contractor in duplicate directly to the payment address shown on the purchase order, Solicitation or Contract, as applicable. All invoices shall show the Contract number, purchase order number, or Solicitation number, as applicable, and as required under Virginia Code § 2.2-4354, either the individual Contractor's social security number or the Contractor's federal employer identification number, whichever is applicable.
- b. Any payment terms requiring payment in less than forty-five (45) days will be regarded as requiring payment forty-five (45) days after receipt of proper invoice or receipt of all Goods or acceptance of work, whichever occurs later. Notwithstanding the foregoing, offers of discounts for payment in less than forty-five (45) days are valid and enforceable.
- c. Pursuant to Virginia Code § 2.2-4353, the date any payment shall be deemed the date of postmark in all cases where payment is made by mail.
- d. The County's fiscal year is July 1 to June 30. Contractors are advised to submit invoices, especially for Goods and/or Services provided in the month of June, for the entire month (i.e. June 1 - June 30), so that expenses are recognized in the appropriate fiscal year.
- e. Any payment made by the Contractor to the County shall only be made in U.S. Dollars. If payment is received in foreign currency the County may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.

**48. SUBCONTRACTORS:** Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by Contractor in connection with the work, Contractor shall:

- a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either:
  - i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the subcontractor under any Contract; or
  - ii. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
- c. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under any Contract, except for amounts withheld as allowed in subdivision (a)(II) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
- d. The Contractor shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
- e. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 48 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.

**49. RETAINAGE ON CONSTRUCTION CONTRACTS:** Pursuant to Virginia Code 2§ 2.2-4333, if a Contract for construction provides for progress payments in installments based upon an estimated percentage of completion, then the contractor shall be paid at least ninety-five percent (95%) of the earned sum when payment is due, with no more than five percent (5%) being retained to ensure faithful performance of the contract. All amounts withheld may be included in the final payment. Any subcontract related to work on a Contract that provides for similar progress payments shall be subject to the provisions above and the Contractor agrees to include such provisions in every subcontract.

**50. SUCCESSORS AND ASSIGNS:** The County and the Contractor bind themselves and their respective successors and assigns to any Contract. The foregoing notwithstanding, the Contractor shall not assign, sublet or transfer its interest in any Contract without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. Nothing hereinafter mentioned shall be construed as creating any personal liability on the part of any officer, agent or employee of the County, nor shall it be construed as giving any benefits hereunder to anyone other than the County and the Contractor.

**51. DEFAULT:** Failure of a Contractor to deliver Goods or Services in accordance with Contract terms and conditions and/or within the time specified, or within reasonable time as interpreted by the County in its sole discretion, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the County, or failure of the Contractor to act in accordance with the Contract in any material respect, as reasonably determined by the County, shall constitute

a “default” by the Contractor and shall further authority for the County to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the County, for any expense incurred in excess of Contract prices including, but not limited to, any purchase and administrative costs. Such purchases shall be deducted from the Contract quantities, if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the County. In case of any default, the County, after due oral or written notice if required in accordance with the Contract, may terminate the Contract at its option in its sole discretion effective immediately. These remedies shall be in addition to any other remedies which the County may have, including but not limited to, any remedies at law, under the Contract or in equity.

Notwithstanding the foregoing, the Contractor shall not be liable for damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the County's opinion, are beyond the control of the Contractor. Under such circumstances, however, the County may, at its sole discretion, terminate or cancel the Contract effective immediately.

**52. NON-DISCRIMINATION ASSURANCES:** The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act:

- a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and Solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section 52.
- b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.

**53. MODIFICATION:**

- a. Pursuant to Virginia Code § 2.2-4309, these General Conditions and any Contract entered into by the County and any Contractor shall not be subject to change, modification, or discharge except by written instrument signed by the County and Contractor, but no fixed-price contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the County's Board. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its bid or offer.
- b. The County may, but is not obligated to, extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.
- c. Nothing in this Section 53 shall prevent the County from placing greater restrictions on contract modifications.

**54. INDEMNIFICATION:** Contractor agrees to indemnify, keep and save harmless the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with the Contractor's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of any Contract. The Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by any Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. Nothing contained in this Solicitation or the Contract shall be deemed to be a waiver of the County's sovereign immunity.

**55. DRUG-FREE WORKPLACE:** Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a Statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the

foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this Section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this the VPPA and the County’s Procurement Procedures, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

**56. TERMINATION:** Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire Contract requirements;
- b. Terminated by the County upon thirty (30) days written notice to the Contractor at the County’s convenience in the County’s sole discretion (“termination for convenience”), unless a termination for convenience is specifically and expressly prohibited by the Contract. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the termination;
- c. Terminated by the County for cause, default or negligence on the part of the Contractor. However, pursuant to Section 51 of these General Conditions, the County may hold the Contractor responsible for any resulting additional purchase and administrative costs. There is no advance notice requirement in the event of Termination for Cause and termination is effective immediately upon notice to Contractor of the termination for cause;
- d. Extended upon written authorization of County and accepted by Contractor, to permit ordering of unordered balances or additional quantities at Contract prices and in accordance with Contract terms.

**57. APPROPRIATIONS:** Notwithstanding any other provision of any Contract, the payment of the County's obligations under any Contract shall be subject to annual appropriations by the Board of Supervisors of the County in each fiscal year of monies sufficient to satisfy the same.

**58. REFERENCES TO VIRGINIA LAW:** Any reference in these General Conditions to the Code of Virginia or other relevant Federal, State or local law is incorporated in whole herein by reference as in effect at the time of the Solicitation or Contract as such statutory provisions may be amended or replaced by any statute dealing with the same or similar subject matter.



- 59. COOPERATIVE PROCUREMENT:** Except as prohibited by the current Code of Virginia, all resultant Contracts will be extended to other Public Bodies of the Commonwealth of Virginia, to permit their ordering of Goods, supplies and/or Services at the prices and terms of the resulting Contract ("cooperative procurement"). By submitting any Bid or entering into any Contract with the County a Bidder/Contractor expressly authorizes cooperative procurement under Virginia Code § 2.2-4304 to the full extent permitted by law. If any other public body decides to use any Contract, the Contractor must deal directly with that public body concerning all matters relating thereto, including but not limited to, the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. The County acts only as the "Contracting Agent" for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor's responsibility to notify the public bodies of the availability of the Contract. Fluvanna County shall not be held liable for any direct or indirect costs, damages or other claim of any kind incurred by another public body or any Contractor as a result of any cooperative procurement.
- 60. AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period.
- 61. GUARANTIES AND WARRANTIES:** All guarantees, representations and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on any Contract is made. In addition to any guarantees, representations and warranties required under the Contract, the Contractor agrees to:
- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or owner;
  - b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery;
  - c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to the Contractor's own work or to the work of other contractors, for which the Contractor's workers are responsible;
  - d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County; and
  - e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor;

- f. At minimum supply all Goods or Services with the manufacturer's standard warranty, if applicable; and
- g. For any Contract involving Services of any nature, the Contractor further agrees to:
  - i. Enter upon the performance of Services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence;
  - ii. Allow Services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County;
  - iii. Acknowledges that the County shall be under no obligation to compensate Contractor for any Services not rendered in strict conformity with the Contract; and
  - iv. Stipulates that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the Contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of any Contract. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

**62. PRICE REDUCTIONS:** If at any time after the date of the Bid/Contract the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to any Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this Solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract documents. The Contractor in addition will within ten (10) days of any general price reduction notify the County of such reduction by letter. **FAILURE TO DO SO IS A DEFAULT UNDER THE CONTRACT AND MAY RESULT IN TERMINATION OF THE CONTRACT IN THE COUNTY'S DISCRETION.** The Contractor, if requested, shall furnish, within ten (10) days after the end of the Contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid or Contract, or (2) if any such general price reductions were made, that as provided above, they were reported to the County within ten (10) days and the County was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by

the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the County was notified of any such reduction.

**63. COMPLIANCE WITH IMMIGRATION LAW:** Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**64. VIRGINIA STATE CORPORATION COMMISSION:** Pursuant to Virginia Code § 2.2-4311.2, Any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.

**65. CLAIMS PROCEDURE:**

- a. The procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, *et seq.*
- b. In addition, pursuant to Virginia Code § 2.2-4364, contractual claims, whether for money or other relief, shall be submitted in writing to the County Administrator no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a Contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the Goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.
- c. No written decision denying a claim or addressing issues related to the claim shall be considered a denial of the claim unless the written decision is signed by the Board or the County Administrator. The contractor may not institute legal action prior to receipt of the final written decision on the claim unless the County fails to render a decision within ninety (90) days of submission of the claim. Failure of the County to render a decision within ninety (90) days shall not result in the contractor being awarded the relief claimed or in any other relief or penalty. The sole remedy for the County's failure to render a decision within 90 days shall be the contractor's right to institute immediate legal action.

- d. A Contractor may not institute legal action, prior to receipt of the County's decision on the claim, unless the County fails to render such decision within the time specified by law. A failure by the County to render a decision within the time provided by law shall be deemed a final decision denying the claim by the County.
  - e. The decision of the Board or the County Administrator shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in Virginia Code § 2.2-4364.
  - f. No administrative appeals procedure pursuant to Virginia Code § 2.2-4365 has been adopted for contractual claims by the County.
  - g. Nothing herein shall be construed to prevent the County from instituting legal action against any Contractor or Bidder.
- 66. NOTICES:** All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance with the terms of this Section 66; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed.

### **DELIVERY**

- 67. SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the Solicitation or Contract, as applicable, each case, crate, barrel, package, etc., delivered under the Contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 3:00 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.

- 68. RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the Contract until they are delivered

at the designated point. The Contractor shall additionally bear all risk on rejected materials or supplies after notice of rejection is tendered by the County. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at the Contractor's risk and expense or dispose of them as abandoned property.

- 69. INSPECTIONS:** The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and Services conform to the specification in the Solicitation, Bid or Contract, as applicable. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. Unless otherwise specified in the Contract, if inspection is made after delivery at the destination specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
- 70. COMPLIANCE:** Delivery must be made as ordered and in accordance with the Solicitation, Bid or Contract, as applicable, or as directed by the County when not in conflict with the Bid/Contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of Goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the County, such extension applying only to the particular item or shipment affected. Unless otherwise specified in the Contract, should the Contractor be unreasonably delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction Contracts.
- 71. POINT OF DESTINATION:** All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated specifically in the Solicitation, Bid or Contract, as applicable. The materials must be delivered to the "Ship To" address indicated on the purchase order or Solicitation, as applicable.
- 72. REPLACEMENT:** Materials or components that have been rejected by the County, in accordance with the terms of the Contract, shall be replaced by the Contractor at no cost to the County.
- 73. DAMAGES:** Any and all damages to property of the "County" that is the direct result of the Contractor, the employees of the Contractor and/or its subcontractors, agents, licensees, successors, or assigns, shall be the sole responsibility of the Contractor. The

property shall be repaired to its last known condition prior to the damages and/or replaced at no cost to the County. The County shall approve any and all repairs/replacements prior to acceptance of the repairs/replacement.

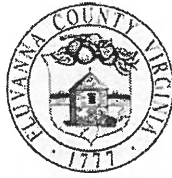
**74. PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

- a. Purchase Order Number;
- b. Name of Article and Stock Number;
- c. Quantity Ordered;
- d. Quantity Shipped;
- e. Quantity Back Ordered; and
- f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the Goods.

**75. ADDITIONAL CHARGES:** No delivery charges of any kind shall be added to any invoice; except that (i) if Goods are expressly bought F.O.B. "shipping point" under the Contract and the Contractor prepays transportation, then delivery charges shall be added to invoices; and (ii) if express delivery is authorized and substituted by the County on orders for the method specified in the Contract, then the difference between freight or mail and express charges may be added to invoice.

**76. METHOD AND CONTAINERS:** Unless otherwise specified, Goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.



**COUNTY OF FLUVANNA, VIRGINIA**  
**Request for Proposals (RFP) #2017-08**  
**ONLINE PAYMENT SYSTEM**

**ADDENDUM # 1:**

Reference – Request for Proposal: RFP #2017-08  
 Title of Request for Proposal: ONLINE PAYMENT SYSTEM  
 Issue Date: March 17, 2017  
 Bid Due Date and Time: April 7, 2017 at 2pm

The above RFP #2017-06 is hereby amended and modified as follows:

1. The following are clarifications from questions received that supplement RFP #2017-08  
 ONLINE PAYMENT SYSTEM:

- a. How often does the application need to communicate with MUNIS to receive payable data? Is this communication batch oriented or real-time transaction based?
  - i. Daily; Real Time.
- b. Is MUNIS the only external system with which the proposed system will need to communicate with? If not, how many other external systems will need to be considered?
  - i. At this time, no other system needs to be considered.
- c. Does the proposed system need to handle file upload as part of any payment process?
  - i. Not at this time, however we would like to have that option for the future.
- d. Will refunds require the customer to login again and “ask” for the refund, or will refunds be processed automatically. Will this require storing all credit card information about each transaction?
  - i. Refunds will need to be processed automatically. Storing all Credit card information will not be required.
- e. Can it be assumed that all data needed to properly categorize charges and payments will be contained in the information downloaded from the state, and that the proposed system will not be required to store any other needed data elements “off-line”?
  - i. Yes.
- f. How many years of payment data will need to be retained?
  - i. At a minimum, the Library of Virginia requires payment records to be kept for 3 years past the end of the fiscal year it occurs in.
- g. What is the target award date?
  - i. Ideally No later than May 4.
- h. Will the proposal due date be extended?
  - i. There are no plans to extend the date at this time
- i. Will Fluvanna County consider extending the go live date?
  - i. We would be willing to extend go live within a reasonable amount of time and will depend on the responses we receive.

- j. Has the County received confirmation that Tyler Technologies (MUNIS) work with the awarded credit card services vendor (provide integration specifications and methodologies) as outlined in this RFP?
  - i. We will work with the chosen vendor to ensure proper integration when the time comes.
- k. Is there any integration specification information that can be shared in advance of an award?
  - i. Not at this time.
- l. The RFP scope seems to emphasize online payments. Does the County seek in-person credit card and PIN debit card services as a part of this RFP as well?
  - i. Yes, we would also be interested in proposals that include on site collection as well.
- m. If the County scope includes in-person payment, approximately how many POS card processing terminals are needed? Across how many locations?
  - i. An exact count is not available at this time, however estimated 5-7 locations and up to 12 terminals to start.
- n. Can the County share the name of its current credit card vendor?
  - i. Currently only Taxes can be paid online via Official Payments Corporation.
- o. If applicable, can the City provide the average annual or monthly transaction volumes and average authorization amount for current electronic transactions (credit card, PIN debit and/or eCheck)?
  - i. Only Taxes are currently available to be paid online therefore transactions are sporadic. During Tax Collection it has been as much as \$100,000 per day.
- p. If applicable, what is the approximate number of credit card chargebacks per month/year related to the City's current card payment processing?
  - i. Only Taxes are currently available to be paid online therefore transactions are sporadic.
- q. Please provide the County history total payment (regardless of cash, check, or electronic) annually or monthly, in terms of total transactions and average payment amount (or total revenue for same period)?
  - i. About \$831,000 per year.
- r. Does the County currently accept eCheck? If so, what portion of the County's current transaction volume accounts for eCheck?
  - i. Only Taxes are currently available to be paid online therefore transactions are sporadic.
- s. Does Fluvanna expect the incumbent to bid on this RFP?
  - i. Unknown.
- t. If there is an incumbent, why is this project being put out to bid at this time?
  - i. We, as a public entity, are required by the VPPA to promote competition at any time. As we look to expand our options, also look for best value programs.
- u. May the cost of the system be offset by convenience fees charged to the public?
  - i. Please see Article III(A)(xi) of RFP for Clarification.
- v. If so, are those fees regulated in some manner?
  - i. Please see Article III(A)(xi) of RFP for Clarification.



- w. Has a budget for this project been established?
  - i. Budget will be based on proposals we receive.

**Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed. All inquiries, clarifications and additional information must be delivered in writing (via email) no later than December 2, 2016 by 11:00am and the responses will be provided in subsequent addendums.**

Very truly yours,

Cyndi Toler, Purchasing Officer  
Fluvanna County, Virginia  
132 Main Street  
Palmyra, VA 22963  
(434) 591-1930

Name of Firm: \_\_\_\_\_

BY: \_\_\_\_\_

Signature of duly authorized representative

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

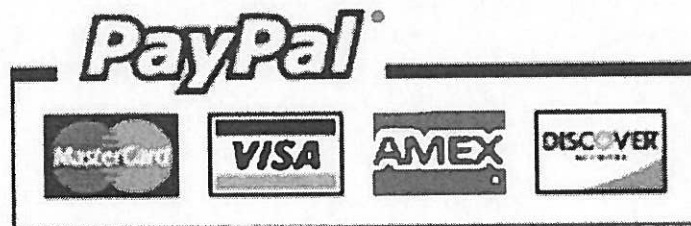
Date: \_\_\_\_\_



**PROPOSAL FOR:  
(RFP) #2017-08  
ONLINE PAYMENT SYSTEM**

**Michael Hiatt  
PayGOV.US LLC  
5144 E. STOP 11 Suite 17  
INDIANAPOLIS, IN 46237**

**TID: 80-0561267  
1-866-480-8552 OFFICE  
317-442-1618 CELL  
[mhiatt@paygov.us](mailto:mhiatt@paygov.us)  
[www.paygov.us](http://www.paygov.us)**



**Exhibit 2**



By signature below, Michael Hiatt, representative of PayGOV.US LLC, specifically acknowledges and commits that the scope of work of this RFP, if awarded, will incorporate all sections of this RFP. Furthermore, I acknowledge that all qualifications identified in this RFP have been fully met. PayGOV understands the requirements for Credit Card Processing for Fluvanna County, Virginia and agrees to abide by their terms. If awarded, PayGOV plans to enter a contractual agreement with Fluvanna County, Virginia.

We are uniquely qualified to perform the services described in the RFP. PayGOV currently has over 1,400 government clients in 40 States and has been serving municipal clients for a decade. We provide the ability to process electronic payments online, in person, over the phone, and via mobile application. The following proposal will highlight our operational capabilities, and, the approach of services offered and solutions proposed. PayGOV will not be entering into any subcontractor relationships.

This proposal represents a firm offer for a period of ninety days (90) days from bid opening. Furthermore, we agree to comply with the terms of the RFP.

**Michael Hiatt**

**Member - PayGOV.US LLC TID: 80-0561267**

**5144 Stop 11, Ste: 17**

**Indianapolis, IN 46237**

**866-480-8552 OFFICE 1-317-442-1618**

**[mhiatt@paygov.us](mailto:mhiatt@paygov.us)**

This proposal is valid for 90 days after receipt

Date April 5th, 2017

A handwritten signature in black ink, appearing to read "Michael Hiatt", is written over a horizontal line.

Michael Hiatt PayGOV.US LLC

PayGOV.US \* 5144 E. STOP 11\* STE 17 \* INDIANAPOLIS\* IN\* 46237

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PayGOV.US LLC (PAYGOV), founded in 2004, is a proven and experienced full-service provider of electronic payment applications for the government sector faced with the needs not met by conventional products. PayGOV, based in Indianapolis, IN currently provides credit/debit card processing and electronic check processing to thousands of municipalities throughout the United States.

While the range and depth of our products and services sets us apart from others in the industry, it is our customer service that truly distinguishes PayGOV. With a relentless commitment to serve, we seek to ensure all our payment and processing services meet the needs of governments today and set industry standards for the future.

PayGOV serves an ever-growing variety of government agencies with a comprehensive line of transaction processing solutions that include:

- ☐ Processing services for all credit, debit cards and brands
- ☐ Electronic check acceptance
- ☐ Comprehensive connectivity options
- ☐ Terminal management and merchant Point-of-Sale support services
- ☐ Internet payment, ecommerce processing services
- ☐ Lifetime reports
- ☐ Fraud monitoring and chargeback protection
- ☐ Mobile Payment Application
- ☐ e-billing solutions
- ☐ PayPal supported

PayGOV can provide a credit card payment system meeting all the requirements listed in this RFP. Our service will meet all of Fluvanna Counties requirements for current applications while providing scalability for growth. The system has been thoroughly tested for payments, post-back information, reports, accessibility, security, transaction verification, and is in use in by 1000's of municipalities.

Currently we provide facilitation of credit/debit cards via our payment gateway through five payment channels. POS (Point of Sale), LIVE Operator, Online, Mobile Application, and via our IVR (Interactive Voice Response). Our Convenience fee solution will include a card reader to swipe the customers' card at the Point of Sale. Additionally, payments can be processed online and over the phone. Accepted payment types include:

**VISA/MASTERCARD/DISCOVER/AMEX/PAYPAL/APPLEPAY/ECHECK**

Our programs serve to accelerate the transfer of funds and the seamless flow of information.

We provide a web based POS/Online processing technology and payment by phone solution. We understand the Counties desire to improve customer service, reduce accounts receivables, reduce transaction costs, enable electronic commerce, and provide a solution which integrates

into your current operations. Our system can be provided as a stand-alone solution or integrated.

Our site is PCI compliant and meets all industry standards for a secure payment environment. Transaction processing occurs in real time and is not processed nor recorded on the County's network. All processing is done over a secure network. Please refer to the attached scan. We comply with the VISA Government and Higher Education Compliance Program.

PayGOV.US LLC was founded in 2007. PayGOV is privately owned by Michael and Laura Hiatt. We employ 12 people in Indianapolis, Indiana. Our long-term development strategy is to provide technological solutions to meet the evolving needs of our clients. In addition to payment processing, we are developing several software programs and a POS system.

PayGOV.US LLC was involved in litigation with Frontline Processing LLC of Bozeman, MT. Frontline was the former processor of PayGOV.US. This litigation was settled in 2015.

### Qualification/Experience of Personnel Assigned:

The primary personnel who will be assisting Fluvanna County are listed below. After the initial implementation and training, our system is designed to be very easy to use, and requires minimal ongoing direct customer support. Primary contacts change based upon the issue.

The contact for reconciliation and funding is Tania Wehlage. For integration or technical questions Cal Kadourah will be the primary contact. For all other matters both Michael Hiatt and Jonathan Stoops will be available to assist the County.

Michael Hiatt has over 24 years' experience in the Credit Card and Check Industries. Michael has worked both the card issuing and acquiring side of this industry. Michael specializes in special projects, large associations, Colleges, Utilities, and the government sector.

Jonathan Stoops has 13 years' in the electronic payment industry where he specialized in assisting companies with Check 21 compliance. Jonathan served previously with Check Care (Check Verification and Recovery service) as the Director of Sales and Operations. Jonathan is extremely familiar with Check 21 solutions, ARC, and Back Office electronic payment programs.

Cal Kadourah brings 13 years' experience in the information technology field to PAYGOV. Cal has worked in the public utilities, insurance, manufacturing, real-estate, telecommunications, and service-provider industries, implementing new technologies and re-engineering processes to bring new efficiencies along the way.

Tania Wehlage brings 17 years of collections and customer service experience to PayGOV. Her primary responsibilities are overseeing daily operations in a payment processing call center. Tania is the first contact for clients and assists customers with reports and reconciliation.

### Experience/Similar Projects:

Each project we have completed contains nearly as many differences as they do similarities. This has allowed us broad exposure to the wants and needs of government agencies. We have compiled a short list of references.

Essex County Treasurer  
B. A. "Penny" Davis  
P O Box 489  
321 Prince Street  
Tappahannock, Virginia 22560  
804-443-4371 Phone  
804-443-6711 Fax  
padavis@essex-virginia.org

Allegheny County  
Wanda Simpson & Ruby Simmons  
9212 Winterberry Ave. Suite F  
Covington, VA 24226  
540-863-6630  
wsimpson@co.alleghany.va.us; rsimmons@co.alleghany.va.us

City of Fairfax, Virginia  
Rebecca McNaughton  
10455 Armstrong St.  
Fairfax, VA 22030  
703-385-7855  
Rebecca.mcnaughton@fairfaxva.gov

Culpeper County, Virginia  
Rebecca Haunold  
PO Box 1447  
151 N. Main St #205  
Culpeper, VA 22701  
540-727-3442/540-727-3405  
rhaunold@culpepercounty.gov

Cumberland County, Virginia

Jennifer Crews

1 Courthouse Circle

Cumberland, VA 23040

804-492-4297

[jcrews@cumberlandcounty.virginia.gov](mailto:jcrews@cumberlandcounty.virginia.gov)

Essex County, Virginia

Penny Davis

321 Prince St.

Tappahannock, VA 22560

[padavis@essex-virginia.org](mailto:padavis@essex-virginia.org)

Greene County, Virginia

Stephanie Deal/Mona Senatro

PO Box 157

36 Standard St.

Standardsville, VA 22973

434-985-1456

[Sdeal@gcva.us](mailto:Sdeal@gcva.us) [msenatro@gcva.us](mailto:msenatro@gcva.us)

Rappahannock County, VA

Debra Knick

274 Gay Street

Washington, VA 22747

540-675-3596

[dlknick@rappahannockcounty.va.gov](mailto:dlknick@rappahannockcounty.va.gov)

Middlesex County, VA

Donna Anderson/Betty bray

877 General Puller Highway

Saluda, VA 23149

804-758-3767

[d.anderson@co.middlesex.va.us](mailto:d.anderson@co.middlesex.va.us) [bbray@co.middlesex.va.us](mailto:bbray@co.middlesex.va.us)



## SCOPE OF SERVICES

We propose to provide and maintain a system for processing web-based, online, mobile, phone (via live operator), and hardware for payments at the counter for credit and debit card payments. Our system allows for one time, recurring and/or partial payments. Accepted methods of payment include all Debit/Credit cards branded VISA, MasterCard, Discover, or AMEX. We may also offer PayPal, ApplePay and E-Check. Our services are provided at no cost to Fluvanna County. This includes, but is not limited to, integration, development support, maintenance, refunds, chargebacks, and transaction fees.

Our solution meets all requirements listed under SCOPE OF SERVICES Sections 3 A .i-xv, B .i-v, C .i-iii, and D. Our system has the ability to generate data compatible with MUNIS. We will work with MUNIS to postback information detailing when a payment is made. There are a variety of methods of posting back that can be employed. We will work with MUNIS to identify, and utilize, their preferred method. We integrate with 100's of software vendors and can provide a simple API.

Available online 24/7/365, and compatible with all major web browsers, our system includes a real-time payment interface with transaction level detail for the department, including reporting. We will provide a comprehensive, web-based electronic payment system, which can index, extract, and display all payment information.

When a transaction occurs the cardholders', information will be applied directly to our website for processing. The convenience fee is auto-calculated. The customer is given the option of accepting the fee and moving forward with the payment. The convenience fee is calculated by adding the convenience fee percentage to the amount of the fee to be paid. The convenience fee is calculated prior to submission of the transaction. Your cashier will notify the payer of the new total. The payer is then given the option to cancel the transaction or proceed.

For payments taken by cashiers over the phone, payment information can be hand keyed directly into our system. The transaction will be entered by the employee manually. The overall process is like the POS model. The primary difference is the additional information (AVS, CVV2) collected to minimize fraud possible when the card is not present. With either method, the receipt can be printed on either 8 1/2 x 11 or receipt sized paper. A receipt can also be sent directly, and instantly, to the customers' email account and/or sent by SMS text to their phone.s cfs

In accordance with VISA Rules our system runs two transactions simultaneously. One transaction approval is for the funds owed your agency. The other transaction approval is for our convenience fee. The funds owed to Fluvanna County will be ACH deposited directly into your accounts. We will deposit the funds in accordance with the RFP requirements.

All funding occurs quickly and within appropriate time frames. We will never deposit the Convenience Fees into any bank accounts maintained by Fluvanna County. All PayGOV

costs are included in the collection of the convenience fee. There are no limits on transaction size.

Funding currently occurs within 24-48 hours.

**\*There are plans by the Federal Reserve to implement next day funding in 2017.**

We will post payments on EST. The receipt breaks down the amount paid to the Agency and the amount of the convenience fee.

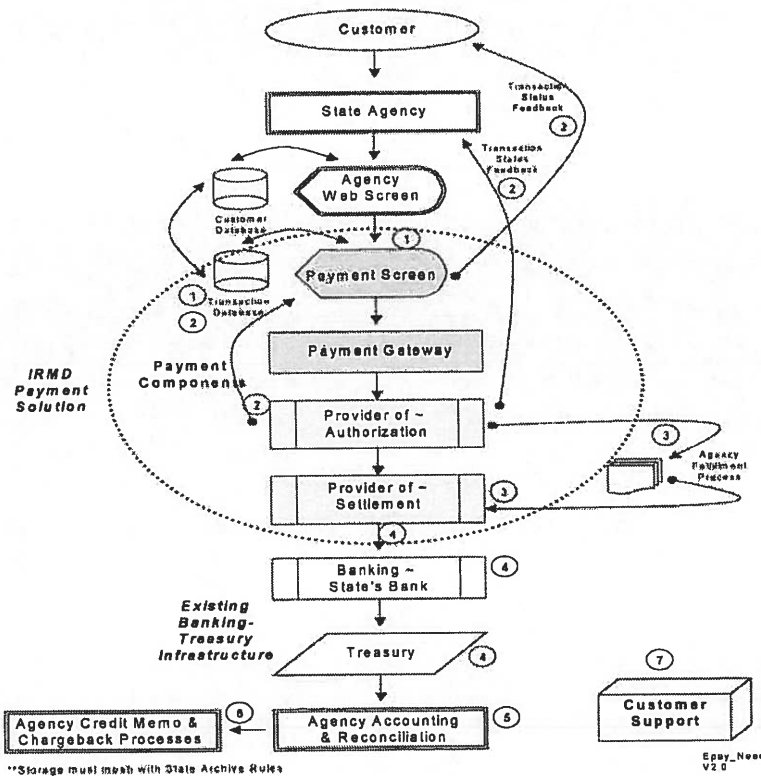
We do not have access to the Counties funds, nor do we receive income from a "float". Department managers will have access to VOID same day transactions. Refunds will be handled in accordance with RFP requirements and at the decision of the Department.

Chargeback processing is simple with easy lookup and identifying the merchant card number, order number, customer name, dollar amount, and date of payment. Chargeback resolution is made simple. We indemnify the County of chargeback liability and handle the process. Once the County receives an Authorization the payment is guaranteed.

For Point of Sale (POS) payments we provide, at no cost, PCI-compliant card readers that are point to point encryption ready.

We have included a flow chart below mapping the transaction process.

### Electronic Payment Flow



### **Step by Step Flowchart**

The following text offers additional detail and identifies the steps involved in the Internet transaction process. Each of these steps relates to the “Electronic Payment” flowchart that precedes the explanations. This process attempts to demarcate the activities between the agency’s web application, agencies payment page, and the banking functions monitored and delivered. This section should be reviewed in conjunction with the mandatory/desirable fields and functionality described in the appendices.

After the customer, has identified their payment needs on the agency web site, they select the “payment button” which transfers them to the payment solution.

#### **1) Transfer to a secure website**

- Appropriate information is transferred from agency app to payment app
- Customer would enter required credit card data
- Payment app validates entries using credit card validity tests
- Customer would “submit” transaction for authentication and authorization (Less than 3 seconds for approval)
- Record of action within transaction file is created

#### **2) Credit card authorization**

- Payment Page application processes authorization through credit card network
- Authorization may include the appropriate AVS based on agency need
- Customer sees “trap screen” during authorization process to prevent undesirable retries during the processing period
- Transaction ID assigned
- Notification ~ transaction is authorized
- Notification ~ transaction is not authorized
- Customer and agency are both notified and proceed accordingly
- Agency is passed (real time) Transaction ID and other required data
- Card is invalid, wrong numbers entered, etc. ~ initiate agency retry rule
- Customer may want to try again or use another card
- Failed data may be stored to evaluate for potential risks
- Authorization file created (may just be flagged field within transaction database)
- Entire process can be completed in seconds.

#### **3) Agency fulfillment**

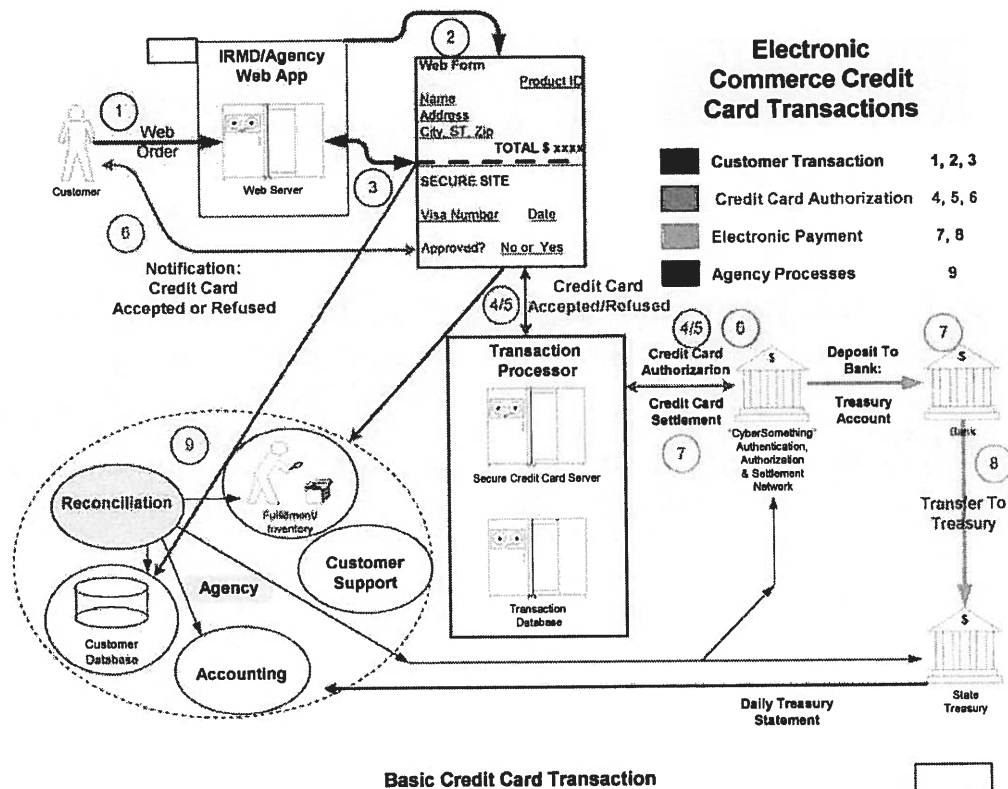
- Agency performs service (book, license, permit, etc.)

#### **4) Payment settlement**

- Settlement file created based on agreed time of day cut-off (11:59:59PM)

- PayGOV submits settlement file for payment (batch process) ~ Settlement file is made available to agency for their processes
  - Credit card merchant transfers funds to the state's contracted bank
  - Bank posts funds to State or agency account
- 5) Transaction is recorded/posted
- Clear deposit reconciliation record between Treasury and accounting
  - Record sale in the agency accounting records (detail or summary)
  - Record sales expense in the agency accounting records
  - Agency perform reconciliation with appropriate reports, files, processes, inventory management, etc.
- 6) Other transactions
- Process credit card credit ~ through transaction database
- 7) Customer Support
- Each agency needs to consider the sophistication of their customer base to evaluate and deliver on their customer support needs


The following is a flow diagram from a people perspective that describes, in detail, the transaction processing. This diagram will depict the flow of data from the customer walking into the County Department to the customer leaving the County Department.



The following identifies key areas of the Credit Card transaction process:

- 1, 2, 3 Illustrates the customer going from the agency's webpage to the secure payment page via the web server. In a terminal solution, the flow would continue upon batch.
- 4, 5, 6 Demonstrates how the transaction is posted; the card is authenticated and authorized for the transaction through the credit card network. The results of the authentication process (approved or rejected) are communicated to the agency (represented by the dotted ellipse in the lower left-hand corner of the graphic) and back to the customer's browser screen. This notice triggers the fulfillment process, to the agency.
- 7, 8 These routes reflect the settlement process. A batch file of the day's transactions is transmitted through the ACH system. The funds are deposited with the contracted bank and posts the receipted funds to the benefit of the agencies account and provides daily/monthly statements and interface files to agencies.

Below is a sample payment made at the Point of Sale to the Fluvanna County Treasurer. The site can be branded for the County.




# COUNTY OF FLUVANNA

The heart of Virginia and your gateway to the future.

[Home](#)
[Sign Out](#)

## VIRGINIA-FLUVANNA COUNTY - TREASURER - POS

For More Information contact Fluvanna County Treasurer's Office at (434)591-1945



### CUSTOMER ACCOUNT INFORMATION:

Account Number

Parcel Number

Name

### PAYMENT INFORMATION:




Payment Type:

Cardholder Phone:  Email:

Payment Amount:  Fee Amount: \$1.00 Total Amount: \$2.00

Swipe Card (Place cursor in the box:  [Help Guide](#) !

Name

Card Number:  :   


Expiration:

**Terms and conditions**

PayGov.US provides government sector payment and reporting services to state and local government agencies only. PayGov.us does not provide services to Federal agencies. PayGov.us is not associated with, or endorsed by, the U.S. Department of the Treasury, Financial Management Service (FMS). FMS provides government sector payment, reporting, and other services, to Federal government agencies,

☐ Accept [Make A Payment](#)

## Payment Approval Confirmation. Ability to SMS receipt or print on 8x11 or Receipt printers.





# COUNTY OF FLUVANNA

The heart of Virginia and your gateway to the future.

[Home](#)
[Register](#)
[Log in](#)

Thank you for your payment. Your transaction has been Approved!

[Send Receipt via SMS](#)

Confirmation Number	3042911
Customer Name	JONATHAN STOOPS
Email Address	
Address	
Phone Number	(121) 212-1212
Credit Card Number	1724
Credit Card Type	Visa
Expiration Date	0115
Operator Name	
Transaction Time	4/5/2017 10:25:16 AM
Authorization Code	060250
Convenience Fee Authorization Code	060100
Transaction ID	1055780726
Agency Total	1.00
Convenience Fee	\$1.00
Total Amount	2.00
Charged to Card	

For questions about this payment, please call (866) 480-8552.

Disputing a charge with your credit card company may result in an additional \$40.00 charge.

## CONFIRMATION OF PAYMENT

**Confirmation Number: 3042911**

**Virginia**

**Fluvanna County**

**Treasurer - POS**



### Transaction Details

**Account Number**

**12121**

**Name**

**1212**

### Credit Card Payment Address Information

**Order Number** 3042911

**Customer Name** JONATHAN STOOPS

**Email Address**

**Address**

**Phone Number** (121) 212-1212

**Credit Card Number** 1734

**Credit Card Type** Visa

**Expiration Date** 0119

**Operator Name**

**Transaction Time** 4/5/2017 10:25:16 AM

**Authorization Code** 060250

**Convenience Fee**

**Authorization Code** 060100

**Transaction ID** 1055780726

**Agency Total** 1.00

**Convenience Fee** \$1.00

**Total Amount** 2.00

**Charged to Card**


\_\_\_\_\_  
Customer Signature

For questions about this payment, please call (866) 480-8552.

Disputing a charge with your credit card company may result in an additional \$40.00 charge.



## ONLINE REPORT ACCESS



Home Welcome vafuvanna01 [Log Out]

☒ Treasurer      Start Date:       End Date:      


☒ Treasurer - POS      Order Number:

☒ Treasurer - OPER

Total : \$1.00

Order #	Amount	Service Fee	Transaction Date	Cardholder Name	Last 4 digits	Transaction Type	Payment Method	Status	Agency Data	
3042911	\$1.00	\$1.00	4/5/2017 10:25:16 AM	JONATHAN STOOPS	1734	Treasurer - POS	Credit Card	sale	Account Number:12121 Name:1212 Phone:(121) 212-1212	<input type="button" value="Void"/>
Total: \$1.00										

## VOID OPTION



Home Welcome vafuvanna01 [Log Out]

☒ Treasurer      Start Date:       End Date:      

☒ Treasurer - POS      Order Number:

☒ Treasurer - OPER

Total : \$1.00

Order #	Amount	Service Fee	Transaction Date	Cardholder Name	Last 4 digits	Transaction Type	Payment Method	Status	Agency Data	
3042911	\$0.00	\$0.00	4/5/2017 10:25:16 AM	JONATHAN STOOPS	1734	Treasurer - POS	Credit Card	VOIDED	Account Number:12121 Name:1212 Phone:(121) 212-1212	<input type="button" value="Void"/>
Total: \$0.00										

## Development, Implementation, Training and Support:

To begin working with your departments we will provide paperwork to identify each department reporting requirements/data fields. With the completed paperwork, we will work with the office to finalize the web payment gateway. Once completed, we will schedule training for administrators and staff in the setup, report creation/modification, local management of department payment center, payment tracking and refunds, trouble-shooting, access to help desk and introduction of Account Manager. All training is provided in compliance with Visa, MasterCard, Discover, AMEX rules and regulations.

We will provide in person and over the phone training. We will provide at least 30 days of close oversight to ensure the system operates smoothly. Ongoing, the agency will always be able to contact our office for additional training, or ad hoc reports. If there are any changes or modifications needed, they will be addressed accordingly. All aspects of training and ongoing support are provided at no cost. Quick reference cards, signage, and contact information is provided to line staff and managers.

We provide the support services online and over the phone 24/7. A toll-free number will be provided as a help line to answer questions and resolve issues. Experienced professionals are available to assist. This includes support for our mobile app. System maintenance and it will be performed during your agencies off-peak or closed hours. As our system is cloud based we rarely need to perform maintenance operations that affect our clients and do not expect this to be an issue.

Online help guides, quick reference cards, and video tutorials on system functions are available online.

We warrant all equipment provided to be free of defects in material and workmanship for the life of the contract. If anything, we have provided is determined to need being replaced, we will ship the new equipment upon notification from your agencies. We replace everything at NO COST.

The Treasurer Operations office can determine who receives access to reports. Department managers may require access to their department, but the Treasury Operations office can view all departments. Each department will be issued a separate MID (Merchant Identification Number) for reporting and funding capabilities.

We provide REAL TIME online reporting with 24/7 Live operators to handle any customer service issue for both our clients, and your customers. We provide Detail Transaction, Summary of Payments, and Payment Void Reports, all searchable. Each with the ability to access individual transaction details, user identification (clerk code), and user privileges. We can offer standard and ad hoc reporting based upon your specific needs. We provide Post-Backs and Transaction Logs in common formats such as CSV, XML, EXCEL, and HTML. Customized reports are available upon request. Reports are accessible in real time 24/7. All reports will be synchronized to Eastern(Standard) time. Additionally, transaction information will be updated in the MUNIS system daily.

Reports will include confirmation of payment, payment type, invoice amount applied to the invoice, customer name, payer name, and customer County account number as well as additional information required by Fluvanna ~~Sho~~. We will provide the department with copies of our standardized reports, with options for specific customization by Service. The system can provide the ability to cross-balance reports. We can provide ad hoc reports when necessary.

Our website and system provisions are PCI compliant and meet all industry standards for a secure payment environment. We guarantee our Payment System shall be distinctly separate from County and that no privacy and/or personal information shall migrate or trespass from any User to any County system or website. Our site and system provisions shall have an uptime more than 99%.

We never debit the Counties account without prior written approval. If a duplicate or overpayment is made we would deliver by email, fax or US Mail a written claim form to the County to obtain individual authorization for any ACH debit from Counties settlement bank account. With PayGOV, you will have online report access seconds after the transaction. Reports are also available via email. The information is stored forever.

PayGOV is willing to comply with all requirements of Virginia law, including, but not limited to, Virginia Code Section 18.2-186.6. The Offeror acknowledges that it may be receiving "personal information" as defined under Virginia Code Section 18.2-186.6. PayGOV only collects non-personal information. Neither our system, nor yours, will store any personal information. The cardholder information is truncated and sent encrypted to our processor. We store non-personal transaction information in perpetuity. Information can be scrubbed, provided to the County, and deleted at the County's request.

## **Disaster Recovery Plan**

PayGOV monitors and maintains its network with multiple layers of protection. Our system has an uptime of 99.9%. All network devices and servers are monitored via internal and external monitoring systems. Failure of either the internal or the external monitoring system would not affect the other system. Each monitoring system detects and notifies on-call personnel in the event of a failure or malfunction. Critical components are duplicated and redundant for high availability operations.

All payment information is securely transmitted by our processor. PayGOV maintains both offsite and onsite redundancy of our system. Our processor uses multiple authorization centers. If one goes down, the volume will be quickly switched to another. We have 99% uptime for our system, with the switch to redundancy within 10 minutes.

**PCI COMPLIANCE**

Our site is scanned quarterly for PCI Compliance.

[https://www.securitymetrics.com/site\\_certificate.adp?s=184.172.45.120&i=107172](https://www.securitymetrics.com/site_certificate.adp?s=184.172.45.120&i=107172)

## Site Certificate

**Site:** pay.paygov.us

**Certification Date:** December 12, 2016

**Scan Frequency:** Quarterly

On December 12, 2016 **pay.paygov.us** met the PCI data security requirements by passing a SecurityMetrics® Site Certification vulnerability scan.

**pay.paygov.us** is tested **quarterly** to ensure that high security standards are maintained, which significantly reduces the risk that this site will be compromised and credit card or other sensitive data will be stolen or misused.

**DISCLAIMER:** THIS CERTIFICATE CONFIRMS THE SITE SHOWN ABOVE HAS BEEN TESTED FOR COMMON SECURITY WEAKNESSES AND NO SIGNIFICANT SECURITY VULNERABILITIES WERE FOUND AT THE DATE SHOWN ABOVE. THIS CERTIFICATE DOES NOT IMPLY THE WEBSITE SHOWN ABOVE IS COMPLETELY INVULNERABLE TO UNAUTHORIZED ATTACKS.

securityMETRICS®

For more information on PCI Compliance please see the link below.

<https://www.pcicomplianceguide.org/pci-faqs-2/>

Our program complies with VISA Government and Higher Education Program.



By signature below, Michael Hiatt, representative of PayGOV.US LLC, specifically certifies the accuracy of our proposal and the information provided. Furthermore, I guarantee proposed terms and pricing for a period of 90 days after opening.

Regards,

**Michael Hiatt**

**Member - PayGOV.US LLC TID: 80-0561267**

**5144 Stop 11, Ste: 17**

**Indianapolis, IN 46237**

**866-480-8552 OFFICE 1-317-442-1618**

**[mhiatt@paygov.us](mailto:mhiatt@paygov.us)**

Date April 6th, 2017

---

Michael Hiatt PayGOV.US LLC





**COUNTY OF FLUVANNA, VIRGINIA**  
**Request for Proposals (RFP) #2017-08**  
**ONLINE PAYMENT SYSTEM**

**ADDENDUM # 1:**

Reference – Request for Proposal: RFP #2017-08  
 Title of Request for Proposal: ONLINE PAYMENT SYSTEM  
 Issue Date: March 17, 2017  
 Bid Due Date and Time: April 7, 2017 at 2pm

The above RFP #2017-06 is hereby amended and modified as follows:

1. The following are clarifications from questions received that supplement RFP #2017-08  
 ONLINE PAYMENT SYSTEM:

- a. How often does the application need to communicate with MUNIS to receive payable data? Is this communication batch oriented or real-time transaction based?
  - i. Daily; Real Time.
- b. Is MUNIS the only external system with which the proposed system will need to communicate with? If not, how many other external systems will need to be considered?
  - i. At this time, no other system needs to be considered.
- c. Does the proposed system need to handle file upload as part of any payment process?
  - i. Not at this time, however we would like to have that option for the future.
- d. Will refunds require the customer to login again and “ask” for the refund, or will refunds be processed automatically. Will this require storing all credit card information about each transaction?
  - i. Refunds will need to be processed automatically. Storing all Credit card information will not be required.
- e. Can it be assumed that all data needed to properly categorize charges and payments will be contained in the information downloaded from the state, and that the proposed system will not be required to store any other needed data elements “off-line”?
  - i. Yes.
- f. How many years of payment data will need to be retained?
  - i. At a minimum, the Library of Virginia requires payment records to be kept for 3 years past the end of the fiscal year it occurs in.
- g. What is the target award date?
  - i. Ideally No later than May 4.
- h. Will the proposal due date be extended?
  - i. There are no plans to extend the date at this time
- i. Will Fluvanna County consider extending the go live date?
  - i. We would be willing to extend go live within a reasonable amount of time and will depend on the responses we receive.

- j. Has the County received confirmation that Tyler Technologies (MUNIS) work with the awarded credit card services vendor (provide integration specifications and methodologies) as outlined in this RFP?
  - i. We will work with the chosen vendor to ensure proper integration when the time comes.
- k. Is there any integration specification information that can be shared in advance of an award?
  - i. Not at this time.
- l. The RFP scope seems to emphasize online payments. Does the County seek in-person credit card and PIN debit card services as a part of this RFP as well?
  - i. Yes, we would also be interested in proposals that include on site collection as well.
- m. If the County scope includes in-person payment, approximately how many POS card processing terminals are needed? Across how many locations?
  - i. An exact count is not available at this time, however estimated 5-7 locations and up to 12 terminals to start.
- n. Can the County share the name of its current credit card vendor?
  - i. Currently only Taxes can be paid online via Official Payments Corporation.
- o. If applicable, can the City provide the average annual or monthly transaction volumes and average authorization amount for current electronic transactions (credit card, PIN debit and/or eCheck)?
  - i. Only Taxes are currently available to be paid online therefore transactions are sporadic. During Tax Collection it has been as much as \$100,000 per day.
- p. If applicable, what is the approximate number of credit card chargebacks per month/year related to the City's current card payment processing?
  - i. Only Taxes are currently available to be paid online therefore transactions are sporadic.
- q. Please provide the County history total payment (regardless of cash, check, or electronic) annually or monthly, in terms of total transactions and average payment amount (or total revenue for same period)?
  - i. About \$831,000 per year.
- r. Does the County currently accept eCheck? If so, what portion of the County's current transaction volume accounts for eCheck?
  - i. Only Taxes are currently available to be paid online therefore transactions are sporadic.
- s. Does Fluvanna expect the incumbent to bid on this RFP?
  - i. Unknown.
- t. If there is an incumbent, why is this project being put out to bid at this time?
  - i. We, as a public entity, are required by the VPPA to promote competition at any time. As we look to expand our options, also look for best value programs.
- u. May the cost of the system be offset by convenience fees charged to the public?
  - i. Please see Article III(A)(xi) of RFP for Clarification.
- v. If so, are those fees regulated in some manner?
  - i. Please see Article III(A)(xi) of RFP for Clarification.



- w. Has a budget for this project been established?  
i. Budget will be based on proposals we receive.

**Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed. All inquiries, clarifications and additional information must be delivered in writing (via email) no later than December 2, 2016 by 11:00am and the responses will be provided in subsequent addendums.**

Very truly yours,

Cyndi Toler, Purchasing Officer  
Fluvanna County, Virginia  
132 Main Street  
Palmyra, VA 22963  
(434) 591-1930

Name of Firm: PAY GOV. US. LLC

BY: WJ LHA

Signature of duly authorized representative

Title: MEMBER

Date: 4-5-17

# CERTIFICATION OF NO COLLUSION

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

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 22 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 et seq.)

[Signature]  
Signature of Company Representative

Pay Gov. us  
Name of Company

4/5/17  
Date

## ACKNOWLEDGEMENT

STATE OF VIRGINIA

FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of Michael Hiatt and dated 4/5/17 was subscribed and sworn to before the undersigned notary public by Ruby M. Santamaria on April 5th, 2017.

[Signature]  
Notary Public

My commission expires: August 24, 2024



CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

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

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

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

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**OFFEROR STATEMENT**

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

Michael Hiatt, owner  
Type or Print Name & Title of Authorized Person

[Signature]  
Signature of Authorized Person Submitting This Bid

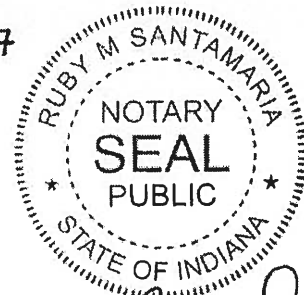
4/5/17  
Date

SUBSCRIBED AND SWORN to before me by the above named

Michael Hiatt on the 5<sup>th</sup> day of April, ~~2013~~ 2017

Notary Public in and for the State of Indiana

My commission expires: August 24, 2024



**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

[Signature]

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

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

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

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

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

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

C. ☒ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): **Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia. SEE ATTACH**

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

Legal Name of Offeror/Bidder *Pay Gov. US LLC*

Date *4/5/17*

Authorized Signature

Print or Type Name and Title *Michael Hiatt, owner*

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**



LLC-1052  
(06/16)

COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION

APPLICATION FOR A CERTIFICATE OF REGISTRATION TO TRANSACT  
BUSINESS IN VIRGINIA AS A FOREIGN LIMITED LIABILITY COMPANY

Provide a  
Certified  
Copy of the  
Formation  
Document,  
as Amended

REVIEW THE INSTRUCTIONS BEFORE SUBMITTING THIS FORM.

LLC's name: PayGOV.US LLC

Designated name (if required): Sheila Raebel

State or other jurisdiction of organization: Indiana

Date of formation: 2007 Period of duration: Perpetual

(Mark if applicable:) ☐ The LLC was previously authorized or registered to transact business in Virginia as a foreign business entity. (See Instructions.) **Set forth additional information on an attachment.**

The post office address, including the street and number, of the LLC's principal office is  
4900 17th St N Arlington VA 22207  
(number/street) (city or town) (state) (zip)

The LLC's registered agent in VIRGINIA is Sheila Raebel

The registered agent is (mark appropriate box):

(1) an INDIVIDUAL who is a resident of Virginia and

- ☐ a member or manager of the LLC.  
☒ a member or manager of a limited liability company that is a member or manager of the LLC.  
☐ an officer or director of a corporation that is a member or manager of the LLC.  
☐ a general partner of a general or limited partnership that is a member or manager of the LLC.  
☐ a trustee of a trust that is a member or manager of the LLC.  
☐ a member of the Virginia State Bar.

OR

(2) ☐ a domestic or foreign stock or nonstock corporation, limited liability company or registered limited liability partnership authorized to transact business in Virginia.

The LLC's VIRGINIA registered office address, including the street and number, if any, which is identical to the business office of the registered agent, is

4900 17th St. N Arlington VA 22207  
(number/street) (city or town) (zip)

which is physically located in the ☒ county or ☐ city of Arlington

The Clerk of the Commission is hereby irrevocably appointed as the agent of the limited liability company for service of process if (i) the company fails to maintain a registered agent in Virginia as required by § 13.1-1015 of the Code of Virginia, (ii) the registered agent's authority has been revoked, (iii) the registered agent has resigned, or (iv) the registered agent cannot be found or served with the exercise of reasonable diligence.

The LLC affirms that it is a "foreign limited liability company" as defined in § 13.1-1002 of the Code of Virginia.

Signed in the name of the foreign limited liability company by:

Michael Hiatt  
(signature)

04/05/2017  
(date)

3174421618  
(telephone number (optional))

Michael Hiatt  
(printed name)

Member  
(title) (see instructions for examples of acceptable titles)

☒ The person signing above has been delegated the right and power to manage the LLC's business and affairs.

Personal Information, such as a social security number, should NOT be included in a business entity document submitted to the Office of the Clerk for filing with the Commission. For more information, see Notice Regarding Personal Identifiable Information at [www.scc.virginia.gov/clk](http://www.scc.virginia.gov/clk).

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.

**PAYGOV.US EXPENSE**5144 E Stop 11 Road Suite #17  
Indianapolis, IN 46237  
866-480-8552  
www.paygov.us

KeyBank National Association

1652

740/20-104

4/5/2017

PAY TO THE  
ORDER OF

State Corporation Commission

\*\*100.00

One Hundred and 00/100

DOLLARS

Security features  
included.  
Details on back.

State Corporation Commission

MEMO

*Raura J. Hiatt*  
AUTHORIZED SIGNATURE

MP

⑈001652⑈ ⑈074001048⑈ 149601012904⑈

Period of duration: Set forth the date on which the LLC's existence is set to expire or indicate that its existence is "perpetual."

**FedEx**  
ExpressPackage  
US AirbillFedEx  
Tracking Number 8110 0094 1243Form  
ID No. 0215

MUR1

## 1 From Please print and press hard.

Date 4-5-17 Sender's FedEx Account Number 82202-5775-4

Sender's Name MICHAEL HIATT Phone (317) 807-4330

Company BCN- PAYGOV

Address 5144 E STOP 11 RD STE 17 Dept./Floor/Suite/Room

City INDIANAPOLIS State IN ZIP 46237-8606

## 2 Your Internal Billing Reference

First 24 characters will appear on invoice.

OPTIONAL

## 3 To

Recipient's Name CLERK Phone (804) 371-9733

Company CLERK OF THE STATE CORPORATION COMMISSION

Address 1300 EAST MAIN ST. Dept./Floor/Suite/Room

Address TYLER BUILDING 1ST FL. Use this line for the HOLD location address or for continuation of your shipping address.

City RICHMOND State VA ZIP 23219

0125336880

Shipping online just got easier.  
Go to [fedex.com/lite](http://fedex.com/lite)

## 4 Express Package Service

\* To most locations.

Packages up to 150 lbs.  
For packages over 100 lbs., use the  
FedEx Express Freight US Airbill.

## Next Business Day

☐ FedEx First Overnight  
Earliest next business morning delivery to select locations. Friday shipments will be delivered on Monday unless Saturday Delivery is selected.☐ FedEx Priority Overnight  
Next business morning. Friday shipments will be delivered on Monday unless Saturday Delivery is selected.☒ FedEx Standard Overnight  
Next business afternoon. Saturday Delivery NOT available.

## 2 or 3 Business Days

☐ FedEx 2Day A.M.  
Second business morning. Saturday Delivery NOT available.☐ FedEx 2Day  
Second business afternoon. Thursday shipments will be delivered on Monday unless Saturday Delivery is selected.☐ FedEx Express Saver  
Third business day. Saturday Delivery NOT available.

## 5 Packaging \* Declared value limit \$500.

☐ FedEx Envelope\* ☐ FedEx Pak\* ☐ FedEx Box ☐ FedEx Tube ☐ Other

## 6 Special Handling and Delivery Signature Options Fees may apply. See the FedEx Service Guide.

☐ Saturday Delivery  
NOT available for FedEx Standard Overnight, FedEx 2Day A.M., or FedEx Express Saver.

## No Signature Required

Packages may be left without obtaining a signature for delivery.

## Direct Signature

Someone at recipient's address may sign for delivery.

Indirect Signature  
If no one is available at recipient's address, someone at a neighboring address may sign for delivery. For residential deliveries only.

## Does this shipment contain dangerous goods?

One box must be checked.

☐ No ☐ Yes As per attached Shipper's Declaration. ☐ Yes Shipper's Declaration not required. ☐ Dry Ice Dry Ice, UN 1845 \_\_\_\_\_ x \_\_\_\_\_ kg

Restrictions apply for dangerous goods — see the current FedEx Service Guide.

☐ Cargo Aircraft Only

## 7 Payment Bill to:

Enter FedEx Acct. No. or Credit Card No. below.  
☐ Sender Acct. No. in Section 1 (bill to shipper) ☐ Recipient ☐ Third Party ☐ Credit Card ☐ Cash/Check  
FedEx Acct. No. Credit Card No. Exp. Date

Total Packages Total Weight Total Declared Value\*

No. \$ 00

Our liability is limited to US\$100 unless you declare a higher value. See back for details. By using this airbill you agree to the service conditions on the back of this airbill and in the current FedEx Service Guide, including items that limit our liability.

Rev. Date 3/15 • Part #102124 • ©1994-2015 FedEx • PRINTED IN U.S.A. 59A

611

professional service in Virginia. See § 13.1-1105 of the Code of Virginia.

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**VENDOR DATA SHEET**

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

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

2. Vendor's Primary Contact:

Name: Michael Hiatt Phone: 317-442-1618

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

10 Years 2 Months

4. Vendor Information:

FIN or FEI Number: 80-0561267 If Company, Corporation, or Partnership

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

Company: <u>Essex County Treasurer</u>	Contact: <u>Penny Davis</u>
Phone: <u>804-443-4371</u>	Email: <u>pdavis@essex-virginia.org</u>
Dates of Service:	\$\$ Value:

Company: <u>City of Fairfax, VA</u>	Contact: <u>Rebecca McNaughton</u>
Phone: <u>703-385-7855</u>	Email: <u>rebecca.mcnaughton@fairfaxva.gov</u>
Dates of Service: <u>3/19/15</u>	\$\$ Value:

Company: <u>Culpeper County, VA</u>	Contact: <u>Rebecca Haunold</u>
Phone: <u>540-727-3442</u>	Email: <u>rhaunold@culpepercounty.gov</u>
Dates of Service: <u>6/26/13</u>	\$\$ Value:

Company: <u>Rappahannock County, VA</u>	Contact: <u>Debra Knick</u>
Phone: <u>540-675-3596</u>	Email: <u>diknick@rappahannockcounty.va.gov</u>
Dates of Service: <u>5/28/14</u>	\$\$ Value:

I certify the accuracy of this information.

Signed: Michael Hiatt Title: MEMBER Date: 4-5-17

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

## BUSINESS ASSOCIATE, CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This BUSINESS ASSOCIATE AGREEMENT, CONFIDENTIALITY AND NON-DISCLOSURE (the "Agreement") is entered into by and between PayGov US LLC, Michael  
Hart (hereinafter the "Business Associate"), and FLUVANNA COUNTY, a political subdivision of the Commonwealth of Virginia, (hereinafter the "County") effective as of the date of the Online Payment System Contract (the "Contract") between the County and the Business Associate to which this Agreement is attached.

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

### I. GENERAL PROVISIONS

- A. Purpose.** Business Associate has been retained by the County to perform certain activities, or services (collectively, "Services") as described in the Contract. This Agreement is intended to ensure that the Business Associate will establish and implement appropriate privacy and security safeguards with respect to "Protected Health Information" (as defined below) and Confidential Information (as defined below) that the Business Associate may affect, view, access, move, transmit, create, receive, or use in connection with the Services to be provided by Business Associate to the County the County, consistent with the standards set forth in this Agreement and the regulations and administrative guidance with respect to the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), including as amended by the Health Information Technology for Economic and Clinical Health Act as set forth in Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 ("HITECH Act"). This Agreement is intended to protect the County and its PHI and Confidential Information and the Agreement is a material term to the County's acceptance of and desire to enter into the Contract Any notification to the County hereunder to be made shall be directed to the County of Fluvanna, Attention Steve Nichols, 132 Main Street, Palmyra, VA 22963 with a copy to the County Attorney, Frederick W. Payne, 414 east Jefferson Street, Charlottesville, VA 22902. County
- B. Effective Date.** The provisions of this Agreement shall take effect on the date the Contract takes effect and shall continue in full force and effect for the Term of the Contract, including any and all renewals or extensions thereof or until the Business Associate has returned all PHI and Confidential Information as defined herein, whichever is later.
- C. Definitions.** Capitalized terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the HIPAA Privacy and Security Rules. Other defined terms include:
1. "Breach" shall have the meaning given such term in 45 C.F.R. §164.402.
  2. "Confidential Information" shall include any and all employee information, personal information, social security numbers, data, materials, products,



technology, computer programs, specifications, manuals, business plans, software, records, information, videos, electronic recordings of any kind, case information, marketing plans, financial information, statistical information, trade secrets, technical or test data, scientific data, graphic communication, "know-how", drawings, in any format whatsoever, including, but not limited to electronic documentation or files of any kind, and other information disclosed or submitted, orally, in writing, or by any other media of the County; and shall also include, but is not limited to, PHI as defined below.

2. "Designated Record Set" shall have the meaning given such term in 45 C.F.R. §164.501.
3. "Electronic Protected Health Information" shall have the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103.
4. "Individual" shall have the same meaning given such term under 45 C.F.R. §160.103, and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. §164.502(g).
5. County
6. "Privacy Rules" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Part 160 and Part 164, subparts A and E.
7. "Protected Health Information" (or "PHI") shall have the meaning given to such term in 45 C.F.R. §160.103, limited to the information created or received by Business Associate from or on behalf of County.
8. "Required By Law" shall include any requirements or protections under applicable federal, state, local or other law, regulation or ordinance and shall include, but not be limited to, 45 C.F.R. §164.103.
9. "Secretary" shall mean the Secretary of the United States Department of Health and Human Services ("HHS") or his designee.
10. "Security Incident" shall have the same meaning given to such term in 45 C.F.R. §164.304.
11. "Security Rules" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 160 and Part 164, subpart C.
12. "Unsecured Protected Health Information" shall have the same meaning given to such term in 45 CFR §164.402.

## **II. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE**

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

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

C.F.R. §160.103) on behalf of County, Business Associate shall comply with any applicable provisions of the Electronic Data Interchange Requirement (as set forth in 45 C.F.R. parts 160 and 162) and shall ensure that any subcontractors or agents that assist Business Associate in conducting Transactions on behalf of County agree in writing to comply with the Electronic Data Interchange Requirements.

- H. **Availability of Books and Records.** For purposes of the Secretary determining the County's compliance with the Privacy Rules, Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of, the County available (i) to the County in a mutually agreeable time and manner, or (ii) to the Secretary in the manner designated by the Secretary.
- I. **HITECH Act Business Associate Agreement Requirements.** The parties intended for this Agreement to satisfy the requirements of sections 13401(a) and 13404(a) of the HITECH Act that specified security and privacy provisions requirements be incorporated into business associate agreements. This Agreement shall be interpreted in a manner consistent with this intention.

### III. NON-DISCLOSURE PROVISIONS

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

#### IV. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

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

#### V. TERM AND TERMINATION

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

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

#### C. Effect of Termination.

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

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

## VI. ACKNOWLEDGEMENT AND SIGNATURES

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

**THE COUNTY:** County of Fluvanna

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

Printed Name of Officer: Steve Nichols

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

**BUSINESS ASSOCIATE:** PAY GOV. US, LLC

Signature: *[Signature]*

Printed Name of Officer: Michael Hiatt

Title: Owner Date: 4/5/17

**Attachment A****PRICING SUMMARY**

Provide an itemized and detailed summary of all costs associated with the implementation.

Implementation Cost (leave as zero if there is no implementation cost): \$ 0

List any additional services and associated costs if applicable below (attach additional sheets if necessary):

**Description: Price:**

_____	\$	<u>NA</u>
_____	\$	<u>NA</u>
_____	\$	<u>NA</u>

List all other costs of any kind including implementation costs below:

**Description: Price:**

_____	\$	<u>NA</u>
_____	\$	<u>NA</u>
_____	\$	<u>NA</u>
_____	\$	<u>NA</u>

**TOTAL PRICE:** \$ NA

List all Fees to use a credit card, passed on to the Credit Card Holder, below:

**Description: Price:**

Convenience fee to user. Any payment under \$40 is a flat \$1 fee.

Any payment over \$40.01 is 2.5%.

Provide any additional information relating to fees and charges of any kind related to this solicitation. Please include any fees to the County or Payers.

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB A

MEETING DATE:	August 16, 2017				
AGENDA TITLE:	Accessory Homestays				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes X	No	If yes, list initiative(s):		A2
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation X	Consent Agenda	Other
STAFF CONTACT(S):	Brad Robinson, Senior Planner				
PRESENTER(S):	Brad Robinson, Senior Planner				
RECOMMENDATION:	Information only.				
TIMING:	N/A				
DISCUSSION:	Presentation about zoning regulations for short term rentals.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other X





# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB B

<b>MEETING DATE:</b>	August 16, 2017				
<b>AGENDA TITLE:</b>	ZXR Water/Sewer System Financing Update				
<b>MOTION(s):</b>	N/A				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes XX	No	<b>If yes, list initiative(s):</b>		C7
<b>AGENDA CATEGORY:</b>	Public Hearing XX	Action Matter	Presentation	Consent Agenda	Other
<b>STAFF CONTACT(S):</b>	Eric Dahl, DCA/Finance Director				
<b>PRESENTER(S):</b>	Eric Dahl, DCA/Finance Director				
<b>RECOMMENDATION:</b>	Information only.				
<b>TIMING:</b>	Current.				
<b>DISCUSSION:</b>	To provide an update on the project financing and VRA debt issuance.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS Packet 2017-08-16 p.743/829

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

**TAB C**

## MEMORANDUM

**Date:** August 16, 2017  
**From:** Finance Department  
**To:** Board of Supervisors  
**Subject:** Accounts Payable Report for June 2017

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

CATEGORY	AMOUNT
General	\$819,324.14
Capital Improvements	\$1,566,863.13
Debt Service	\$1,400.00
Sewer	\$23,485.06
Fork Union Sanitary District	\$11,866.47
<b>TOTAL AP EXPENDITURES</b>	<b>\$2,422,938.80</b>
Payroll	\$995,912.88
<b>TOTAL</b>	<b>\$3,418,851.68</b>

## MOTION

I move the Accounts Payable and Payroll be ratified for **June 2017** in the amount of **\$3,418,851.68**.

Encl:  
AP Report




	A	B	C	D	F	G	H	J
1								
2	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 6/1/2017 To Date: 6/30/2017</b>					
3								
4								
6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>	
7	<b>Fund # - 100 GENERAL FUND</b>							
8	<b>GENERAL FUND</b>							
9	CIGNA	PREPAID EXPENSES - OTHER	PREMIUM DEPOSIT	032317	3/23/2017	6/20/2017	36,685.00	
10	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT- PAYROLL	Payroll Run 1 - Warrant 051917	000000051936	5/18/2017	6/9/2017	181.49	
11	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT- PAYROLL	Payroll Run 1 - Warrant 050517	000000051655	5/4/2017	6/9/2017	181.50	
12	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W VA	sheriffs fees	78309	6/2/2017	6/2/2017	993.46	
13	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W VA	sheriffs fees	78310	6/9/2017	6/9/2017	12.00	
14	VACORP	CLEARING ACCOUNT- PAYROLL	Payroll Run 1 - Warrant 050517	000000051656	5/4/2017	6/9/2017	457.96	
15	VACORP	CLEARING ACCOUNT- PAYROLL	Payroll Run 1 - Warrant 051917	000000051937	5/18/2017	6/9/2017	457.97	
16						<b>Total:</b>	<b>\$38,969.38</b>	
17								
18	<b>REAL ESTATE TAXES</b>							
19	BENNETT, PATRICIA	RE 2017 - 1ST	RE 2017 18A-1-146	52784	6/21/2017	6/23/2017	12.79	
20	CORELOGIC	RE 2017 - 1ST	RE 2017 18A-10-113	52782	6/21/2017	6/23/2017	1.25	
21	CORELOGIC	RE 2017 - 1ST	RE 2017 2-5-4	52783	6/21/2017	6/23/2017	70.11	
22	CORELOGIC	RE 2017 - 1ST	RE 2017 18A-6-49	52787	6/21/2017	6/23/2017	5,218.49	
23	CORELOGIC	RE 2017 - 1ST	RE 2017 19-15-1	52788	6/21/2017	6/23/2017	2.66	
24	COURT SQUARE TITLE	RE 2017 - 1ST	RE 2017 18-13-4	52883	6/23/2017	6/23/2017	1,438.95	
25	GALLO, JOHN D & LINDA J	RE 2016 - 2ND	RE 2016 18A-8-389	53104	6/30/2017	6/30/2017	160.25	
26	GALLO, JOHN D & LINDA J	RE 2017 - 1ST	RE 2017 18A-8-389	53107	6/30/2017	6/30/2017	1,007.22	
27	GRACE S BOMBERGER	RE 2014 - 1ST	RE 2014 18A-8-113	52329	6/5/2017	6/9/2017	42.68	
28	GRACE S BOMBERGER	RE 2014 - 2ND	RE 2014 18A-8-113	52329	6/5/2017	6/9/2017	42.68	
29	GRACE S BOMBERGER	RE 2015 - 1ST	RE 2015 18A-8-113	52330	6/5/2017	6/9/2017	43.60	
30	GRACE S BOMBERGER	RE 2015 - 2ND	RE 2015 18A-8-113	52330	6/5/2017	6/9/2017	43.60	
31	GRACE S BOMBERGER	RE 2016 - 1ST	RE 2016 18A-8-113	52331	6/5/2017	6/9/2017	44.48	
32	GRACE S BOMBERGER	RE 2016 - 2ND	RE 2016 18A-8-113	52331	6/5/2017	6/9/2017	44.47	
33	IWOBI, BETTY	RE 2017 - 1ST	RE 2017 30-A-50	52785	6/21/2017	6/23/2017	126.24	
34	MURRAY, JAN LEWIS & SANDRA L	RE 2017 - 1ST	RE 2017 18-12-22	53106	6/30/2017	6/30/2017	492.06	
35	MURRAY, JAN LEWIS & SANDRA L	RE 2017 - 2ND	RE 2017 18-12-22	53106	6/30/2017	6/30/2017	20.87	
36	NVA PROPERTIES LLC	RE 2017 - 1ST	RE 2017 17A-1-H	52786	6/21/2017	6/23/2017	3,470.79	
37	WHITE, MICHAEL ALEXANDER	RE 2014 - 1ST	RE 2014 54-A-38	53102	6/30/2017	6/30/2017	44.04	
38	WHITE, MICHAEL ALEXANDER	RE 2014 - 2ND	RE 2014 54-A-38	53102	6/30/2017	6/30/2017	44.05	
39	WHITE, MICHAEL ALEXANDER	RE 2015 - 1ST	RE 2015 54-A-38	53103	6/30/2017	6/30/2017	44.99	
40	WHITE, MICHAEL ALEXANDER	RE 2015 - 2ND	RE 2015 54-A-38	53103	6/30/2017	6/30/2017	45.00	
41	WHITE, MICHAEL ALEXANDER	RE 2016 - 1ST	RE 2016 54-A-38	53105	6/30/2017	6/30/2017	45.89	
42	WHITE, MICHAEL ALEXANDER	RE 2016 - 2ND	RE 2016 54-A-38	53105	6/30/2017	6/30/2017	45.90	
43						<b>Total:</b>	<b>\$12,553.06</b>	
44								
45	<b>PERSONAL PROPERTY TAXES</b>							
46	ABBOTT, JAMES MICHAEL	P P 2017 - 1ST	PP 2017 197806	52335	6/5/2017	6/9/2017	2.18	
47	ABBOTT, JAMES MICHAEL	P P 2017 - 2ND	PP 2017 197806	52335	6/5/2017	6/9/2017	2.17	
48	CHASE AUTO FINANCE CORP	P P 2017 - 1ST	PP 2017 225102 - 4A4BRCCC7D3254813	53110	6/30/2017	6/30/2017	192.77	
49	CLEMENTS, CORA LYNN	P P 2017 - 1ST	PP 2017 200633	53111	6/30/2017	6/30/2017	21.00	
50	CLEMENTS, CORA LYNN	P P 2017 - 2ND	PP 2017 200633	53111	6/30/2017	6/30/2017	20.99	
51	ENTERPRISE FM TRUST	P P 2017 - 1ST	PP 2017 222528 - 1FTNE2EW4DDB14453	53112	6/30/2017	6/30/2017	325.43	


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3								
4								
6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>	
52	FAIRCHILD, CHRISTOPHER SEAN	P P 2014 - 1ST	PP 2014 202279	52332	6/5/2017	6/9/2017	310.84	
53	FAIRCHILD, CHRISTOPHER SEAN	P P 2014 - 2ND	PP 2014 202279	52332	6/5/2017	6/9/2017	310.83	
54	HAMMOCK, ALAN LEE	P P 2017 - 1ST	PP 2017 6703	52336	6/5/2017	6/9/2017	7.55	
55	JPMORGAN CHASE BANK NA	P P 2017 - 1ST	PP 2017 228076- 1444829,1410331	53113	6/30/2017	6/30/2017	312.66	
56	KIDD, KEVIN SCOTT	P P 2016 - 1ST	PP 2016 205645	52334	6/5/2017	6/9/2017	114.44	
57	KIDD, KEVIN SCOTT	P P 2016 - 2ND	PP 2016 205645	52334	6/5/2017	6/9/2017	114.43	
58	MILLER, JOHN RANDOLPH	P P 2017 - 1ST	PP 2017 226028	52792	6/21/2017	6/23/2017	127.16	
59	REQUENO, TIMI JO	P P 2017 - 1ST	PP 2017 10855 - KNAGE123985207625	53114	6/30/2017	6/30/2017	37.85	
60	ROBERTSON JR, ROGER THOMAS	P P 2016 - 1ST	PP 2016 216136	53108	6/30/2017	6/30/2017	166.65	
61	ROBERTSON JR, ROGER THOMAS	P P 2016 - 2ND	PP 2016 216136	53108	6/30/2017	6/30/2017	166.64	
62	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	21.75	
63	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	32.63	
64	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	34.80	
65	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	36.54	
66	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	37.30	
67	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	37.85	
68	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	40.78	
69	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	44.16	
70	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	156.60	
71	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	159.50	
72	TAPSCOTT BROS TRUCKING INC	P P 2016 - 1ST	PP 2016 211672	53109	6/30/2017	6/30/2017	261.00	
73	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	21.75	
74	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	32.62	
75	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	34.80	
76	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	36.54	
77	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	37.30	
78	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	37.84	
79	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	40.78	
80	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	44.15	
81	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	156.60	
82	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	159.49	
83	TAPSCOTT BROS TRUCKING INC	P P 2016 - 2ND	PP 2016 211672	53109	6/30/2017	6/30/2017	261.00	
84	WEBB, MICHAEL GRAHAM	P P 2017 - 1ST	PP 2017 8119	53115	6/30/2017	6/30/2017	66.48	
85	YOST, ROBERTA RENEE	P P 2017 - 1ST	PP 2017 8258	52337	6/5/2017	6/9/2017	13.05	
86							<b>Total:</b>	<b>\$4,038.90</b>
87								
88	<b>MOBILE HOME TAXES</b>							
89	FAIRCHILD, CHRISTOPHER SEAN	M H 2014 - 1ST	PP 2014 202279	52332	6/5/2017	6/9/2017	14.52	
90	FAIRCHILD, CHRISTOPHER SEAN	M H 2014 - 2ND	PP 2014 202279	52332	6/5/2017	6/9/2017	14.52	
91	FAIRCHILD, CHRISTOPHER SEAN	M H 2016 - 1ST	PP 2016 4005	52333	6/5/2017	6/9/2017	15.13	
92	FAIRCHILD, CHRISTOPHER SEAN	M H 2016 - 2ND	PP 2016 4005	52333	6/5/2017	6/9/2017	15.13	
93							<b>Total:</b>	<b>\$59.30</b>
94								
95	<b>OTHER LOCAL TAXES</b>							
96	BARRY, ALPHA	ADMIN FEE VEHICLE LICENSE	PP 2017 11801	52789	6/21/2017	6/23/2017	53.80	

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3								
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97	CHASE AUTO FINANCE CORP	ADMIN FEE VEHICLE LICENSE	PP 2017 225102 - 4A4BRCCC7D3254813	53110	6/30/2017	6/30/2017	33.00	
98	FAIRCHILD, CHRISTOPHER SEAN	ADMIN FEE VEHICLE LICENSE	PP 2014 202279	52332	6/5/2017	6/9/2017	33.00	
99	JPMORGAN CHASE BANK NA	ADMIN FEE VEHICLE LICENSE	PP 2017 228076- 1444829,1410331	53113	6/30/2017	6/30/2017	33.00	
100	KIDD, KEVIN SCOTT	ADMIN FEE VEHICLE LICENSE	PP 2016 205645	52334	6/5/2017	6/9/2017	33.00	
101	MCCUEN, MARY JANE	ADMIN FEE VEHICLE LICENSE	PP 2017 10465	52790	6/21/2017	6/23/2017	33.00	
102	MILLER JR, HERBERT F	ADMIN FEE VEHICLE LICENSE	PP 2017 207417	52791	6/21/2017	6/23/2017	33.02	
103	REQUENO, TIMI JO	ADMIN FEE VEHICLE LICENSE	PP 2017 10855 - KNAGE123985207625	53114	6/30/2017	6/30/2017	33.00	
104	ROBERTSON JR, ROGER THOMAS	ADMIN FEE VEHICLE LICENSE	PP 2016 216136	53108	6/30/2017	6/30/2017	33.00	
105	TOWN OF SCOTTSVILLE	SALES TAX-COLUMBIA&SCOTTSVILLE	scottsville sales tax	78311	6/16/2017	6/16/2017	96.59	
106						<b>Total:</b>	<b>\$414.41</b>	
107								
108	<b>PERMITS/FEES/LICENSES</b>							
109	DOLORES CARR	BUILDING PERMITS	SIGH DEP REFUND SUP 17:01	062217	6/28/2017	6/30/2017	90.00	
110	IAN JACKSON	BUILDING PERMITS	SIGN DEP REFUND SUP 17:02	062217A	6/28/2017	6/30/2017	90.00	
111						<b>Total:</b>	<b>\$180.00</b>	
112								
113	<b>BOARD OF SUPERVISORS</b>							
114	BANK OF AMERICA	ADVERTISING	P-CARD	053117	5/31/2017	6/23/2017	149.95	
115	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	10.74	
116	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	32.53	
117	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	68.41	
118	E.W. THOMAS	OTHER OPERATING SUPPLIES	BOS SNACKS	053017	5/30/2017	6/9/2017	3.49	
119	FLUVANNA REVIEW	ADVERTISING	AD	2017F23-10	6/8/2017	6/16/2017	168.75	
120	FLUVANNA REVIEW	ADVERTISING	PUBLIC HEARING	2017F24-9	6/15/2017	6/23/2017	128.75	
121	FLUVANNA REVIEW	ADVERTISING	PAGE AD	2017F25-11	6/28/2017	6/30/2017	32.00	
122	FLUVANNA REVIEW	ADVERTISING	PAGE AD	2017F25-11	6/28/2017	6/30/2017	128.75	
123	FLUVANNA REVIEW	ADVERTISING	PAGE AD	2017F25-10	6/28/2017	6/30/2017	168.75	
124	MOZELL H. BOOKER	MILEAGE ALLOWANCES	MILEAGE	060717	6/21/2017	6/30/2017	88.81	
125	RANDOLPH, BOYD, CHERRY AND	PROFESSIONAL SERVICES	LEGAL FEES	17623	5/23/2017	6/9/2017	980.82	
126	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	222.55	
127						<b>Total:</b>	<b>\$2,184.30</b>	
128								
129	<b>COUNTY ADMINISTRATOR</b>							
130	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	053117	5/31/2017	6/23/2017	26.25	
131	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	053117	5/31/2017	6/23/2017	136.49	
132	BANK OF AMERICA	DUES OR ASSOCIATION MEMBERSHIP	P-CARD	053117	5/31/2017	6/23/2017	19.00	
133	BANK OF AMERICA	DUES OR ASSOCIATION MEMBERSHIP	P-CARD	053117	5/31/2017	6/23/2017	973.00	
134	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD	053117	5/31/2017	6/23/2017	42.31	
135	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	15.99	
136	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	62.38	
137	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	9.58	
138	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16407175 052317	5/23/2017	6/1/2017	10.00	
139	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16407175 062017	6/20/2017	6/30/2017	10.00	
140	KODIAK, LLC.	LEASE/RENT	SHRED	62905	6/1/2017	6/23/2017	35.00	
141	PITNEY BOWES	LEASE/RENT	LEASING CHARGES	3303652532	6/2/2017	6/23/2017	598.68	

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1									
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3									
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6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>		
142	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	37.38		
143	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	82.58		
144	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	12.25		
145	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20684164	5/22/2017	6/1/2017	359.70		
146	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	STAPLER FINISHER	20743388	5/31/2017	6/9/2017	47.59		
147	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20848208	6/23/2017	6/30/2017	268.60		
148							<b>Total:</b>	<b>\$2,746.78</b>	
149									
150	<b>COUNTY ATTORNEY</b>								
151	PAYNE & HODOUS, LLP.	PROFESSIONAL SERVICES	LEGAL FEES	124013	6/5/2017	6/16/2017	22.47		
152	PAYNE & HODOUS, LLP.	PROFESSIONAL SERVICES	LEGAL FEES	124013	6/5/2017	6/16/2017	19,741.67		
153							<b>Total:</b>	<b>\$19,764.14</b>	
154									
155	<b>COMMISSIONER OF THE REVENUE</b>								
156	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	15.97		
157	COMMISSIONERS OF THE REVENUE	DUES OR ASSOCIATION MEMBERSHIP	MEMBERSHIP DUES 17-18	061617	6/8/2017	6/23/2017	340.00		
158	DS SERVICES OF AMERICA, INC	OFFICE SUPPLIES	SPRING WATER	16382147 052317	5/23/2017	6/1/2017	7.27		
159	DS SERVICES OF AMERICA, INC	OFFICE SUPPLIES	SPRING WATER	16382147 062017	6/20/2017	6/30/2017	20.67		
160	KODIAK, LLC.	LEASE/RENT	SHRED	62905	6/1/2017	6/23/2017	15.00		
161	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	48002653 062017	6/2/2017	6/23/2017	750.00		
162	PITNEY BOWES	LEASE/RENT	LEASING CHARGES	3303672454	6/2/2017	6/23/2017	458.88		
163	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	6.09		
164	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	46.30		
165	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	160.34		
166	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	VAMANET MEMBERSHIP	8846	5/31/2017	6/23/2017	300.00		
167	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	9.72		
168	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	49.95		
169	VIRGINIA BUSINESS INTERIORS	FURNITURE & FIXTURES	FURNITURE	1J-627-2017	6/25/2017	6/30/2017	2,331.66		
170							<b>Total:</b>	<b>\$4,511.85</b>	
171									
172	<b>REASSESSMENT</b>								
173	EVERETT M HANNAH	PROFESSIONAL SERVICES	BOE	051117	5/30/2017	6/1/2017	260.00		
174	GARY L. ELLIS	PROFESSIONAL SERVICES	BOE	040617	5/19/2017	6/1/2017	320.00		
175	JOANN RAWLS	PROFESSIONAL SERVICES	BOE	053117	5/30/2017	6/1/2017	920.00		
176	JOHN H. HILL	PROFESSIONAL SERVICES	BOE	051617	5/30/2017	6/1/2017	160.00		
177	KAREN K. BERCAW	PROFESSIONAL SERVICES	BOE	052517	5/30/2017	6/1/2017	80.00		
178							<b>Total:</b>	<b>\$1,740.00</b>	
179									
180	<b>TREASURER</b>								
181	ARCANE TECHNOLOGIES INC	EDP EQUIPMENT	SERVICES	17364	5/3/2017	6/16/2017	1,071.45		
182	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING	1813-2017	5/17/2017	6/16/2017	200.00		
183	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING	1822-2017	5/22/2017	6/16/2017	350.00		
184	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	19.17		
185	CHARLOTTESVILLE OFFICE MACHINE	OFFICE SUPPLIES	SUPPLIES	671956	6/10/2017	6/23/2017	110.00		
186	DS SERVICES OF AMERICA, INC	LEASE/RENT	COOLER RENTAL	16373913-052317	5/23/2017	6/16/2017	10.00		





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2	County of Fluvanna Accounts Payable List			From Date: 6/1/2017 To Date: 6/30/2017						
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
187	KODIAK, LLC.	LEASE/RENT	SHRED	62905	6/1/2017	6/23/2017	35.00			
188	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	SUPPLIES	8044710845	5/27/2017	6/9/2017	453.99			
189	TREASURERS' ASSOCIATION OF VIRGINIA	DUES OR ASSOCIATION MEMBERSHIP	APP INVOICE	060117	5/31/2017	6/16/2017	400.00			
190	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	7.40			
191	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	49.95			
192	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20726377	5/29/2017	6/16/2017	131.38			
193							Total:	\$2,838.34		
194										
195	INFORMATION TECHNOLOGY									
196	AHA CONSULTING INC	PROFESSIONAL SERVICES	WEBSITE BASE	00000289	6/6/2017	6/9/2017	18,000.00			
197	BANK OF AMERICA	ADP SERVICES	P-CARD	053117	5/31/2017	6/23/2017	(\$34.00)			
198	BANK OF AMERICA	ADP SERVICES	P-CARD	053117	5/31/2017	6/23/2017	14.99			
199	BANK OF AMERICA	ADP SERVICES	P-CARD	053117	5/31/2017	6/23/2017	16.50			
200	BANK OF AMERICA	ADP SERVICES	P-CARD	053117	5/31/2017	6/23/2017	19.95			
201	BANK OF AMERICA	ADP SERVICES	P-CARD	053117	5/31/2017	6/23/2017	19.99			
202	BANK OF AMERICA	ADP SERVICES	P-CARD	053117	5/31/2017	6/23/2017	115.00			
203	BANK OF AMERICA	ADP SERVICES	P-CARD	053117	5/31/2017	6/23/2017	152.30			
204	BANK OF AMERICA	ADP SERVICES	P-CARD	053117	5/31/2017	6/23/2017	474.20			
205	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	053117	5/31/2017	6/23/2017	38.70			
206	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	053117	5/31/2017	6/23/2017	95.76			
207	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	18.00			
208	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	265.00			
209	BANK OF AMERICA	EDP EQUIPMENT	P-CARD	053117	5/31/2017	6/23/2017	21.00			
210	BANK OF AMERICA	EDP EQUIPMENT	P-CARD	053117	5/31/2017	6/23/2017	61.06			
211	BANK OF AMERICA	EDP EQUIPMENT	P-CARD	053117	5/31/2017	6/23/2017	260.53			
212	CDW GOVERNMENT, INC.	ADP SERVICES	SOFTWARE	JFJ9996	6/15/2017	6/23/2017	2,948.60			
213	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	6.39			
214	ER COMMUNICATIONS LLC	PROFESSIONAL SERVICES	SERVICE TECH CLASS	10369	5/19/2017	6/16/2017	127.50			
215	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	1,215.72			
216	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	139.91			
217							Total:	\$23,977.10		
218										
219	FINANCE									
220	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	053117	5/31/2017	6/23/2017	137.34			
221	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	15.97			
222	UPS	POSTAL SERVICES	UPS DELIVERY	0000Y7646Y247	6/17/2017	6/30/2017	7.35			
223	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	5.49			
224	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20848209	6/23/2017	6/30/2017	169.45			
225							Total:	\$335.60		
226										
227	REGISTRAR/ELECTORAL BOARD									
228	ALAN D. STEWARD	CONTRACT SERVICES	ELECTION	060317	6/3/2017	6/30/2017	30.00			
229	ALAN D. STEWARD	CONTRACT SERVICES	ELECTION	060317	6/3/2017	6/30/2017	155.00			
230	ALBERT W. PARRISH	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	77.50			
231	ALEXANDER BURRUSS II	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00			

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2	County of Fluvanna Accounts Payable List			From Date: 6/1/2017 To Date: 6/30/2017					
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
232	ALEXANDER BURRUSS II	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	140.00		
233	ALLEN CARTER	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00		
234	ALLEN CARTER	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	155.00		
235	ALLISON PACE	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00		
236	ALLISON PACE	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	130.00		
237	ANN LEE	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00		
238	ANN LEE	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	130.00		
239	AUDREY O. FISHER	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00		
240	AUDREY O. FISHER	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	130.00		
241	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COLOR PRINTER	076821	5/30/2017	6/1/2017	155.00		
242	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	22.82		
243	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	39.00		
244	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	39.99		
245	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	351.59		
246	BANK OF AMERICA	POSTAL SERVICES	P-CARD	053117	5/31/2017	6/23/2017	2.64		
247	BANK OF AMERICA	POSTAL SERVICES	P-CARD	053117	5/31/2017	6/23/2017	3.24		
248	BANK OF AMERICA	POSTAL SERVICES	P-CARD	053117	5/31/2017	6/23/2017	3.27		
249	BANK OF AMERICA	POSTAL SERVICES	P-CARD	053117	5/31/2017	6/23/2017	5.45		
250	BANK OF AMERICA	POSTAL SERVICES	P-CARD	053117	5/31/2017	6/23/2017	8.72		
251	BARBARA J. GAINES	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00		
252	BARBARA J. GAINES	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	140.00		
253	BENJAMIN J. STOPPE, JR.	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00		
254	BENJAMIN J. STOPPE, JR.	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	180.00		
255	BENJAMIN J. STOPPE, JR.	MILEAGE ALLOWANCES	ELECTION	060317	6/13/2017	6/30/2017	22.76		
256	BENJAMIN J. STOPPE, JR.	TELECOMMUNICATIONS	ELECTION	060317	6/13/2017	6/30/2017	10.00		
257	BENJAMIN L. HUDSON	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	130.00		
258	BERTHA THOMAS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00		
259	BERTHA THOMAS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	180.00		
260	CAROL M. WALKER	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00		
261	CAROL M. WALKER	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	140.00		
262	CLARENCE E. WELLS, JR.	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00		
263	CLARENCE E. WELLS, JR.	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	140.00		
264	CURTIS PUTNAM	CONTRACT SERVICES	ELECTION	061017	6/13/2017	6/30/2017	30.00		
265	CURTIS PUTNAM	CONTRACT SERVICES	ELECTION	061017	6/13/2017	6/30/2017	155.00		
266	DAVID W. TILMAN	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00		
267	DAVID W. TILMAN	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00		
268	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER/REGISTRAR	16384889 052317	5/23/2017	6/1/2017	11.58		
269	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16384889 062017	6/20/2017	6/30/2017	33.08		
270	DUANE L. HOGGE	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00		
271	DUANE L. HOGGE	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	32.50		
272	DUANE L. HOGGE	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	155.00		
273	ELECTION SERVICES ONLINE	CONTRACT SERVICES	CODING FEE	1488	5/22/2017	6/9/2017	6,997.28		
274	ELIZABETH M. TRUAX	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00		
275	ELIZABETH M. TRUAX	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00		
276	ETTA H. COLLINS	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00		




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2	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 6/1/2017 To Date: 6/30/2017</b>					
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4								
6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>	
277	ETTA H. COLLINS	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	140.00	
278	FLORENCE H. PALMER	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
279	FLORENCE H. PALMER	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	77.50	
280	FRANCES P. SCHUTZ	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
281	FRANCES P. SCHUTZ	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	180.00	
282	FRANCES P. SCHUTZ	MILEAGE ALLOWANCES	ELECTION	060317	6/13/2017	6/30/2017	6.38	
283	FRANCES P. SCHUTZ	TELECOMMUNICATIONS	ELECTION	060317	6/13/2017	6/30/2017	10.00	
284	FREDERIC L. BAYLESS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
285	FREDERIC L. BAYLESS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00	
286	FRITZ H. GEURTSSEN	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
287	FRITZ H. GEURTSSEN	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00	
288	GRACE L. NOLTING	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	77.50	
289	HAROLD T. MORRIS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
290	HAROLD T. MORRIS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00	
291	HUGH D. NIX	CONTRACT SERVICES	ELECTION	061017	6/13/2017	6/30/2017	30.00	
292	HUGH D. NIX	CONTRACT SERVICES	ELECTION	061017	6/13/2017	6/30/2017	155.00	
293	JOE E. CLARK	CONTRACT SERVICES	ELECTION	061017	6/13/2017	6/30/2017	30.00	
294	JOE E. CLARK	CONTRACT SERVICES	ELECTION	061017	6/13/2017	6/30/2017	180.00	
295	JOYCE H. LANFORD	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
296	JOYCE H. LANFORD	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00	
297	JOYCE PACE	MILEAGE ALLOWANCES	MILEAGE	050117	6/30/2017	6/30/2017	127.60	
298	KIM R. CARTER	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
299	KIM R. CARTER	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	77.50	
300	KIMBERLY ANN BRUCE	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00	
301	KIMBERLY ANN BRUCE	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	180.00	
302	LAWRENCE STRAUSS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
303	LAWRENCE STRAUSS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00	
304	LOIS WILLIAMS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
305	LOIS WILLIAMS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00	
306	LORA S. PAYNE	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
307	LORA S. PAYNE	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00	
308	MARGIE L. JOHNSON	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
309	MARGIE L. JOHNSON	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00	
310	MARIA L. GRAFF	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00	
311	MARIA L. GRAFF	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	180.00	
312	MARIA L. GRAFF	MILEAGE ALLOWANCES	ELECTION	061317	6/13/2017	6/30/2017	12.21	
313	MARIA L. GRAFF	TELECOMMUNICATIONS	ELECTION	061317	6/13/2017	6/30/2017	10.00	
314	MARILYN K. PAYNE	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00	
315	MARILYN K. PAYNE	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	130.00	
316	NANCY L. STEWARD	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
317	NANCY L. STEWARD	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	140.00	
318	NANCY P. KLEIN	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
319	NANCY P. KLEIN	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	77.50	
320	PAMELA BEVINS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00	
321	PAMELA BEVINS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00	


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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
322	PATRICIA HASTINGS	LEASE/RENT	MILEAGE	061217	6/2/2017	6/23/2017	126.37			
323	PATSY A. JACKSON	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
324	PATSY A. JACKSON	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00			
325	PAULA MANN FALK	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00			
326	PAULA MANN FALK	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	155.00			
327	RAY C. WEIMER. JR.	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
328	RAY C. WEIMER. JR.	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00			
329	RICHARD H. TALLEY, SR.	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
330	RICHARD H. TALLEY, SR.	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00			
331	RICHARD S. HENRY	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
332	ROBERT EDWARD DORSEY	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
333	ROBERT EDWARD DORSEY	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	112.66			
334	ROBERT G. MINNIS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
335	ROBERT G. MINNIS	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	77.50			
336	ROBERT JAMES	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	65.00			
337	ROBIN BEST	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
338	ROBIN BEST	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00			
339	RONDHA BAIN	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
340	RONDHA BAIN	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	77.50			
341	ROSALEEN JOHNSON	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
342	ROSILYN A. BOLSKI	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
343	ROSILYN A. BOLSKI	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	77.50			
344	SAM'S CLUB	CONTRACT SERVICES	ANNUAL MBRSHF FEE	49063828 052517	5/24/2017	6/1/2017	100.00			
345	SANDRA PATTERSON	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00			
346	SANDRA PATTERSON	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	130.00			
347	SCOTT NEWMAN	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	30.00			
348	SCOTT NEWMAN	CONTRACT SERVICES	ELECTION	061317	6/13/2017	6/30/2017	130.00			
349	SHIRLEY D. ROUNDTREE	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	30.00			
350	SHIRLEY D. ROUNDTREE	CONTRACT SERVICES	ELECTION	060317	6/13/2017	6/30/2017	130.00			
351	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	SUPPLIES	8044710845	5/27/2017	6/9/2017	99.95			
352	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	2.75			
353	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	32.46			
354	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	2.71			
355	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	49.95			
356	VRAV	DUES OR ASSOCIATION MEMBERSHIP	DUES	063017	6/28/2017	6/30/2017	170.00			
357							Total:	\$16,596.96		
358										
359	HUMAN RESOURCES									
360	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	3.19			
361	FLUVANNA REVIEW	RECRUITMENT	JOB FAIR POSTING	2017F21-14	5/31/2017	6/9/2017	63.00			
362	FLUVANNA REVIEW	RECRUITMENT	AD	2017F23-10	6/8/2017	6/16/2017	126.00			
363	IMAGE DESIGNERS, INC.	EMPLOYEE RECOGNITION	WELLNESS SHIRTS	066512	4/28/2017	6/30/2017	687.93			
364	PIERCE GROUP BENEFITS	PROFESSIONAL SERVICES	BROKER FEE	12FLUVANNA	5/31/2017	6/9/2017	1,242.00			
365	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	PRINTER	20704536	5/25/2017	6/1/2017	44.80			
366	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	PRINTER	20866748	6/23/2017	6/30/2017	44.80			

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
367								Total:	\$2,211.72
368									
369	GENERAL DISTRICT COURT								
370	CENTURYLINK	TELECOMMUNICATIONS	DISTRICT COURT	309871364 051617	5/16/2017	6/1/2017	230.11		
371	DS SERVICES OF AMERICA, INC	MAINTENANCE CONTRACTS	COOLER RENTAL	16407112 052317	5/23/2017	6/16/2017	12.00		
372	DS SERVICES OF AMERICA, INC	MAINTENANCE CONTRACTS	SPRING WATER	16407112 062017	6/20/2017	6/30/2017	33.95		
373	KODIAK, LLC.	LEASE/RENT	SHRED	62905	6/1/2017	6/23/2017	15.00		
374	PITNEY BOWES	MAINTENANCE CONTRACTS	LEASING CHARGES	3303647757	6/5/2017	6/16/2017	172.27		
375	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	11.22		
376	VIRGINIA BUSINESS SYSTEMS	MAINTENANCE CONTRACTS	COPIER	20713819	5/26/2017	6/16/2017	161.74		
377								Total:	\$636.29
378									
379	COURT SERVICE UNIT								
380	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	12.78		
381	DENNIS CRONIN	MILEAGE ALLOWANCES	MILEAGE	0617	6/20/2017	6/30/2017	50.66		
382	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16371289 062017	6/20/2017	6/30/2017	44.45		
383	SARAH QUINONES	MILEAGE ALLOWANCES	MILEAGE	062717	6/8/2017	6/30/2017	26.75		
384	QUILL	OFFICE SUPPLIES	SUPPLIES	062717	6/23/2017	6/30/2017	233.98		
385	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	17.96		
386								Total:	\$386.58
387									
388	CLERK OF THE CIRCUIT COURT								
389	BMS DIRECT	PRINTING AND BINDING	REAL ESTATE BOOKS	114856	5/25/2017	6/1/2017	875.79		
390	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	25.56		
391	CHARLOTTESVILLE OFFICE MACHINE	OFFICE SUPPLIES	SUPPLIES	671980	6/14/2017	6/23/2017	165.00		
392	DS SERVICES OF AMERICA, INC	OFFICE SUPPLIES	SPRING WATER/COURTS	16385707 052317	5/23/2017	6/1/2017	11.00		
393	FLUVANNA CO CIRCUIT COURT	CONTRACT SERVICES	BANK SERVICE FEES	060617	5/31/2017	6/9/2017	72.88		
394	KODIAK, LLC.	LEASE/RENT	SHRED	62905	6/1/2017	6/23/2017	15.00		
395	KOFILE PRESERVATION INC	PROFESSIONAL SERVICES	RESTORATION	6110088	6/21/2017	6/30/2017	12,154.50		
396	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	SERVICES PER CONTRACT	49699	6/1/2017	6/23/2017	2,541.67		
397	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	3.29		
398	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	25.15		
399	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	55.79		
400	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	89.70		
401	TRISTANA TREADWAY	MILEAGE ALLOWANCES	MILEAGE	051617	5/16/2017	6/1/2017	211.86		
402	U.S. POSTAL SERVICE	POSTAL SERVICES	POSTAGE	060717	6/1/2017	6/9/2017	1,000.00		
403	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	13.30		
404	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20813038	6/13/2017	6/23/2017	201.93		
405	VIRGINIA COURT CLERKS' ASSOCIATION	CONVENTION AND EDUCATION	CERTIFIED COURSES	062017	6/13/2017	6/23/2017	250.00		
406								Total:	\$17,712.42
407									
408	CIRCUIT COURT JUDGE								
409	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	9.58		
410	CHARLOTTESVILLE OFFICE MACHINE	OFFICE SUPPLIES	SUPPLIES	671980	6/14/2017	6/23/2017	70.00		
411	CITY OF CHARLOTTESVILLE	PROFESSIONAL SERVICES	CIRCUIT COURT JUDGE REIMBURSEMENT	106-0530	6/8/2017	6/23/2017	16,705.00		


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412	DS SERVICES OF AMERICA, INC	OFFICE SUPPLIES	SPRING WATER/COURTS	16385707 052317	5/23/2017	6/1/2017	11.00	
413	DS SERVICES OF AMERICA, INC	OFFICE SUPPLIES	SPRING WATER	16385707 062017	6/20/2017	6/30/2017	96.60	
414	ADRIANNE S. O'BRIEN	COMPENSATION-GRAND JURORS	GRAND JURY 6/26/17	GJ062017-4	6/26/2017	6/30/2017	30.00	
415	ANTHONY GEORGE SCOTT	COMPENSATION-GRAND JURORS	GRAND JURY 6/26/17	GJ062017-5	6/26/2017	6/30/2017	30.00	
416	FAYE ELIZABETH DIFAZIO	COMPENSATION-GRAND JURORS	GRAND JURY 6/26/17	GJ062017-1	6/26/2017	6/30/2017	30.00	
417	NANCY ALDRIDGE KIDD	COMPENSATION-GRAND JURORS	GRAND JURY 6/26/17	GJ062017-3	6/26/2017	6/30/2017	30.00	
418	WAYNE MCCOY HASENEI	COMPENSATION-GRAND JURORS	GRAND JURY 6/26/17	GJ062017-2	6/26/2017	6/30/2017	30.00	
419	TREASURER OF VIRGINIA	EDP EQUIPMENT	SOFTWARE	17-FLUPC-1144	6/7/2017	6/16/2017	350.00	
420	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	0.73	
421						<b>Total:</b>	<b>\$17,392.91</b>	
422								
423	<b>COMMONWEALTH ATTY</b>							
424	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	5.98	
425	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	12.00	
426	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	331.46	
427	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	15.97	
428	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16371533 062017	6/20/2017	6/23/2017	25.10	
429	JEFF HAISLIP	CONVENTION AND EDUCATION	MILEAGE	052517	5/25/2017	6/1/2017	62.17	
430	JEFF HAISLIP	CONVENTION AND EDUCATION	MILEAGE	052417	5/24/2017	6/1/2017	86.67	
431	JEFF HAISLIP	CONVENTION AND EDUCATION	MILEAGE	060717	6/7/2017	6/9/2017	59.49	
432	JEFF HAISLIP	CONVENTION AND EDUCATION	MILEAGE	060817	6/8/2017	6/16/2017	57.35	
433	JEFF HAISLIP	CONVENTION AND EDUCATION	MILEAGE	062717	6/27/2017	6/30/2017	33.17	
434	MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	SUBSCRIPTION	3090991212	5/23/2017	6/9/2017	130.00	
435	NANCY OGLESBY	CONVENTION AND EDUCATION	REIMBURSEMENT	060517	6/5/2017	6/9/2017	86.00	
436	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	8667 051517	5/15/2017	6/2/2017	251.00	
437	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	09948667 061517	6/21/2017	6/30/2017	111.05	
438	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	SUPPLIES	8044710845	5/27/2017	6/9/2017	179.95	
439	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	11.98	
440	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	54.38	
441	THE DAILY PROGRESS	BOOKS/PUBLICATIONS	SUBSCRIPTION	1057111 062117	6/21/2017	6/30/2017	135.20	
442	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	5.90	
443	VACA	DUES OR ASSOCIATION MEMBERSHIP	VACA DUES	8342	3/1/2017	6/16/2017	700.00	
444	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	49.95	
445						<b>Total:</b>	<b>\$2,404.77</b>	
446								
447	<b>SHERIFF</b>							
448	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR PARTS	7306715049077	5/30/2017	6/1/2017	4.19	
449	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR PARTS	7306714435597	5/24/2017	6/1/2017	34.54	
450	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR PARTS	7306715028704	5/30/2017	6/1/2017	93.12	
451	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	7306715161425	5/31/2017	6/9/2017	149.13	
452	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR PARTS	7306716449703	6/13/2017	6/16/2017	3.49	
453	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR PARTS	7306716459890	6/13/2017	6/16/2017	6.61	
454	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	OIL FILTER	7306715359252	6/13/2017	6/16/2017	7.35	
455	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	7306715361532	6/13/2017	6/16/2017	7.35	
456	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	7306715761641	6/13/2017	6/16/2017	84.00	




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457	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	OIL FILTER	7306716750035	6/16/2017	6/23/2017	6.43		
458	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	7306716850226	6/16/2017	6/23/2017	7.69		
459	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	7306717061981	6/19/2017	6/23/2017	9.19		
460	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	7306717962315	6/28/2017	6/30/2017	6.43		
461	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	7306717450558	6/28/2017	6/30/2017	9.19		
462	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	7306717950842	6/28/2017	6/30/2017	31.90		
463	AT&T 286-3642	TELECOMMUNICATIONS	MONTHLY CHARGES	060617	6/15/2017	6/30/2017	85.56		
464	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD	053117	5/31/2017	6/23/2017	17.91		
465	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD	053117	5/31/2017	6/23/2017	50.00		
466	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	6.95		
467	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	9.97		
468	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	27.80		
469	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	50.81		
470	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	50.94		
471	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	248.82		
472	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	658.54		
473	BANK OF AMERICA	POLICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	14.35		
474	BANK OF AMERICA	POLICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	33.90		
475	BANK OF AMERICA	POLICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	2,426.43		
476	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	053117	5/31/2017	6/23/2017	16.30		
477	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	053117	5/31/2017	6/23/2017	111.28		
478	BANK OF AMERICA	UNIFORM/WEARING APPAREL	P-CARD	053117	5/31/2017	6/23/2017	58.00		
479	BANK OF AMERICA	UNIFORM/WEARING APPAREL	P-CARD	053117	5/31/2017	6/23/2017	168.00		
480	BANK OF AMERICA	VEHICLE FUEL	P-CARD	053117	5/31/2017	6/23/2017	(\$7.69)		
481	BANK OF AMERICA	VEHICLE FUEL	P-CARD	053117	5/31/2017	6/23/2017	22.50		
482	BANK OF AMERICA	VEHICLE FUEL	P-CARD	053117	5/31/2017	6/23/2017	28.00		
483	BANK OF AMERICA	VEHICLE FUEL	P-CARD	053117	5/31/2017	6/23/2017	202.84		
484	BANK OF AMERICA	VEHICLE/POWER EQUIP SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	5.00		
485	BARBARA HENSON	POSTAL SERVICES	POSTAGE	062317	6/15/2017	6/30/2017	7.29		
486	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRE REPAIRS	052517	5/22/2017	6/16/2017	39.00		
487	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRES	060217	5/22/2017	6/16/2017	88.00		
488	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT AND BALANCE	062117	6/15/2017	6/30/2017	88.00		
489	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	25.56		
490	CENTURYLINK	TELECOMMUNICATIONS	SHERIFF OFFICE	310191749 051617	5/16/2017	6/1/2017	934.42		
491	CENTURYLINK	TELECOMMUNICATIONS	SHERIFF OFFICE	309903768 060717	6/5/2017	6/16/2017	147.83		
492	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	HARDWARE AND INSTALLATION	112477	6/9/2017	6/16/2017	196.35		
493	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	ATM FUSE	112469	6/9/2017	6/16/2017	230.35		
494	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	MAINTENANCE	112543	6/16/2017	6/23/2017	124.43		
495	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	REPAIRS	112620	6/22/2017	6/30/2017	36.58		
496	CMI, INC.	POLICE SUPPLIES	POLICE SUPPLIES	8001520	5/23/2017	6/1/2017	1,210.61		
497	COLONIAL AUTO CENTER	VEHICLES REP & MAINT	CAR REPAIRS	675608	6/9/2017	6/16/2017	5,019.28		
498	DELL MARKETING, L.P.	MACHINERY AND EQUIPMENT	SUPPLIES	10168854820	5/18/2017	6/23/2017	2,166.89		
499	DONNA'S NEEDLEWORK & CRAFT	UNIFORM/WEARING APPAREL	UNIFORM	061317	6/15/2017	6/30/2017	32.00		
500	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER/SHERIFF	16389548 052317	5/23/2017	6/1/2017	33.00		
501	DS SERVICES OF AMERICA, INC	OFFICE SUPPLIES	SPRING WATER	16389548 062017	6/20/2017	6/30/2017	188.10		

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502	E.W. THOMAS	OFFICE SUPPLIES	INMATE MEALS	051817	5/19/2017	6/16/2017	7.98		
503	E.W. THOMAS	OFFICE SUPPLIES	INMATE MEALS	051817	5/19/2017	6/16/2017	14.91		
504	E.W. THOMAS	OFFICE SUPPLIES	INMATE MEALS	051817	5/19/2017	6/16/2017	24.44		
505	E.W. THOMAS	OFFICE SUPPLIES	SUPPLIES	051917	5/19/2017	6/16/2017	24.44		
506	EAST COAST EMERGENCY VEHICLES	VEHICLE/POWER EQUIP SUPPLIES	SUPPLIES	9439	6/20/2017	6/23/2017	4,102.08		
507	EAST COAST EMERGENCY VEHICLES	VEHICLE/POWER EQUIP SUPPLIES	MAINTENANCE	9471	6/23/2017	6/30/2017	133.38		
508	EVIDENT CRIME SCENE PRODUCTS	INVESTIGATIVE SERVICES	SUPPLIES	120290A	6/23/2017	6/30/2017	505.30		
509	EVIDENT CRIME SCENE PRODUCTS	POLICE SUPPLIES	POLICE SUPPLIES	119105A	5/24/2017	6/1/2017	938.70		
510	EVIDENT CRIME SCENE PRODUCTS	POLICE SUPPLIES	SUPPLIES	119105B	5/31/2017	6/16/2017	112.50		
511	FLUVANNA ACE HARDWARE	OFFICE SUPPLIES	SUPPLIES	61168	6/28/2017	6/30/2017	6.49		
512	FLUVANNA ACE HARDWARE	OFFICE SUPPLIES	SUPPLIES	61175	6/28/2017	6/30/2017	138.71		
513	FLUVANNA ACE HARDWARE	POLICE SUPPLIES	SUPPLIES	60739	6/7/2017	6/16/2017	10.00		
514	GALLS, LLC.	POLICE SUPPLIES	UNIFORM	007570660	5/19/2017	6/1/2017	553.00		
515	GALLS, LLC.	POLICE SUPPLIES	RIFLE CASE	OR8512658	6/28/2017	6/30/2017	101.00		
516	GALLS, LLC.	POLICE SUPPLIES	SUPPLIES	007737443	6/28/2017	6/30/2017	116.00		
517	GALLS, LLC.	POLICE SUPPLIES	UNIFORMS	OR8522722	6/28/2017	6/30/2017	335.00		
518	GALLS, LLC.	UNIFORM/WEARING APPAREL	SUPPLIES	007569772	5/19/2017	6/1/2017	73.88		
519	GALLS, LLC.	UNIFORM/WEARING APPAREL	SUPPLIES	007597139	5/24/2017	6/16/2017	12.12		
520	GALLS, LLC.	UNIFORM/WEARING APPAREL	UNIFORM	007644422	6/1/2017	6/16/2017	45.78		
521	GALLS, LLC.	UNIFORM/WEARING APPAREL	SUPPLIES	007607765	5/25/2017	6/16/2017	83.00		
522	GALLS, LLC.	UNIFORM/WEARING APPAREL	SUPPLIES	007685637	6/8/2017	6/16/2017	2,733.94		
523	GALLS, LLC.	UNIFORM/WEARING APPAREL	UNIFORM SUPPLIES	007719020	6/14/2017	6/23/2017	23.81		
524	GALLS, LLC.	UNIFORM/WEARING APPAREL	UNIFORM SUPPLIES	007699562	6/14/2017	6/23/2017	85.00		
525	GALLS, LLC.	UNIFORM/WEARING APPAREL	UNIFORM SUPPLIES	007719910	6/14/2017	6/23/2017	427.25		
526	GALLS, LLC.	UNIFORM/WEARING APPAREL	UNIFORM	007750695	6/19/2017	6/30/2017	60.89		
527	GEORGE MORRIS	VEHICLES REP & MAINT	TOWING FEE	060917	6/9/2017	6/16/2017	150.00		
528	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060117	6/1/2017	6/16/2017	4,036.45		
529	KODIAK, LLC.	LEASE/RENT	SHRED	62905	6/1/2017	6/23/2017	35.00		
530	KUSTOM SIGNALS, INC.	VEHICLE/POWER EQUIP SUPPLIES	EAGLE GOLDEN	338781	6/1/2017	6/23/2017	3,288.00		
531	LA POLICE GEAR INC	UNIFORM/WEARING APPAREL	UNIFORM	3709703	12/15/2016	6/16/2017	1,358.00		
532	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/315035	6/2/2017	6/9/2017	70.97		
533	MEDEXPRESS URGENT CARE	PROFESSIONAL SERVICES	PHYSICAL	7700065C3908	6/1/2017	6/16/2017	85.00		
534	PALMYRA AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	66266	6/1/2017	6/16/2017	14.00		
535	PIEDMONT VIRGINIA COMMUNITY	DUES OR ASSOCIATION MEMBERSHIP	PVCC JOB FAIR	032217-05	6/23/2017	6/30/2017	115.00		
536	PINNACLE INTEGRATED SYSTEMS, INC.	MACHINERY AND EQUIPMENT	ACCESS CARD	S-431-01	5/30/2017	6/1/2017	207.00		
537	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	0215 052117	5/21/2017	6/2/2017	520.99		
538	PITNEY BOWES	LEASE/RENT	LEASING CHARGES	3303627335	6/5/2017	6/16/2017	192.00		
539	PUBLIC ENGINES INC	MAINTENANCE CONTRACTS	ANNUAL RENEWAL	24788	5/31/2017	6/9/2017	1,794.00		
540	SAM'S ON THE MARKET INC	UNIFORM/WEARING APPAREL	UNIFORM SHIPPING	1877	6/7/2017	6/30/2017	27.53		
541	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	1001790	6/2/2017	6/16/2017	14.00		
542	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION	1001792	6/2/2017	6/16/2017	16.00		
543	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	1001791	6/2/2017	6/16/2017	40.00		
544	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	1001789	6/2/2017	6/16/2017	74.00		
545	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	1001795	6/7/2017	6/23/2017	14.00		
546	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION	1001794	6/7/2017	6/23/2017	16.00		



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547	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	1001793	6/7/2017	6/23/2017	50.00	
548	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	1001796	6/19/2017	6/30/2017	14.00	
549	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	1001798	6/19/2017	6/30/2017	30.00	
550	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	1001797	6/19/2017	6/30/2017	150.00	
551	SOUTHEAST ENERGY INC	VEHICLE FUEL	FUEL	0151828-IN	6/7/2017	6/23/2017	157.95	
552	SOUTHEAST ENERGY INC	VEHICLE FUEL	CAR SUPPLIES	0152159-IN	6/22/2017	6/30/2017	481.35	
553	SOUTHERN POLICE EQUIPMENT	POLICE SUPPLIES	SUPPLIES	190930	6/2/2017	6/16/2017	10.00	
554	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	SUPPLIES	8044710845	5/27/2017	6/9/2017	382.64	
555	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	6.39	
556	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	299.90	
557	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	1,186.24	
558	TOWN GUN SHOP, INC.	UNIFORM/WEARING APPAREL	SUPPLIES	R80811	6/2/2017	6/16/2017	80.89	
559	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	430.03	
560	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	METER CHARGE	170613-0002	6/13/2017	6/23/2017	118.80	
561	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	LONG DISTANCE	05943884	5/25/2017	6/1/2017	20.27	
562	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	MONTHLY CHARGES	06077913	6/25/2017	6/30/2017	19.53	
563	VERIZON	TELECOMMUNICATIONS	SHERIFF OFFICE	9787157296	6/8/2017	6/23/2017	1,724.86	
564	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20752982	6/1/2017	6/16/2017	77.72	
565	VIRGINIA WHOLESALE TIRE	VEHICLE/POWER EQUIP SUPPLIES	TIRES	379458	6/28/2017	6/30/2017	459.00	
566	VIRGINIA WHOLESALE TIRE	VEHICLES REP & MAINT	TIRES	379457	6/28/2017	6/30/2017	1,335.24	
567	VIRGINIA WHOLESALE TIRE	VEHICLES REP & MAINT	TIRES	379456	6/28/2017	6/30/2017	1,481.40	
568	WAGNER'S MOBILE GLASS & MIRROR	VEHICLES REP & MAINT	CAR PARTS	1006568	5/24/2017	6/1/2017	200.00	
569	WATCH GUARD	VEHICLES REP & MAINT	CAR SUPPLIES	06212017B	6/13/2017	6/23/2017	6,120.00	
570	WELLS FARGO VENDOR FIN SERV	LEASE/RENT	COPIER	66999176	5/21/2017	6/1/2017	77.73	
571	WELLS FARGO VENDOR FIN SERV	LEASE/RENT	COPIER	67167421	6/28/2017	6/30/2017	77.73	
572	WELLS FARGO VENDOR FIN SERV	OTHER OPERATING SUPPLIES	TAX	67171885	6/28/2017	6/30/2017	18.71	
573	WEST RIVER AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	33640	4/5/2017	6/16/2017	17.69	
574	WEST RIVER AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	33925	6/12/2017	6/16/2017	36.65	
575	WEST RIVER AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	33883	6/12/2017	6/16/2017	39.22	
576	WEST RIVER AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	33810	6/12/2017	6/16/2017	69.15	
577	WEST RIVER AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	33768	6/12/2017	6/16/2017	75.22	
578						<b>Total:</b>	<b>\$53,300.36</b>	
579								
580	<b>E911</b>							
581	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	053117	5/31/2017	6/23/2017	724.40	
582	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	24.00	
583	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	25.74	
584	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	29.00	
585	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	33.73	
586	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	70.00	
587	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	85.32	
588	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	229.72	
589	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	053117	5/31/2017	6/23/2017	224.00	
590	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	18.27	
591	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	053117	5/31/2017	6/23/2017	18.81	


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592	BANK OF AMERICA	UNIFORM/WEARING APPAREL	P-CARD	053117	5/31/2017	6/23/2017	29.26			
593	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	3.19			
594	CENTURYLINK	TELECOMMUNICATIONS	E911	310214091 051917	5/19/2017	6/9/2017	960.80			
595	CENTURYLINK	TELECOMMUNICATIONS	E911	310042302 061017	6/10/2017	6/23/2017	3,167.72			
596	COMCAST CORPORATION	TELECOMMUNICATIONS	MONTHLY CHARGES	46933 060317	6/9/2017	6/16/2017	76.84			
597	DELL MARKETING, L.P.	BLDGS EQUIP REP & MAINT	DELL MONITOR	10168854838	5/18/2017	6/23/2017	7,100.74			
598	DELL MARKETING, L.P.	EDP EQUIPMENT	DELL MONITOR	10168854838	5/18/2017	6/23/2017	1,695.89			
599	HENRICO COUNTY POLICE FOUNDATION	CONVENTION AND EDUCATION	SEMINAR	051717	6/9/2017	6/16/2017	250.00			
600	JOEL A. ZELINSKY	E911 NEW ROAD SIGNS	ADDRESS PLATE	2925	5/31/2017	6/16/2017	327.60			
601	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	MANAGED SERVICES	41014	5/31/2017	6/9/2017	875.00			
602	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	BLOCK RENEWAL	41165	6/1/2017	6/16/2017	2,500.00			
603	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	BLOCK TIME	41189	6/1/2017	6/23/2017	2,300.00			
604	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	BLOCK TIME	41188	6/1/2017	6/23/2017	2,500.00			
605	NWG SOLUTIONS, LLC.	MAINTENANCE CONTRACTS	DATTO MONTHLY	41009	5/31/2017	6/9/2017	1,103.70			
606	RUSS BASSETT CORP	BLDGS EQUIP REP & MAINT	MONITOR ARM	85145	5/26/2017	6/23/2017	1,125.00			
607	STAPLES CONTRACT & COMMERCIAL,	BLDGS EQUIP REP & MAINT	SUPPLIES	8044710845	5/27/2017	6/9/2017	174.57			
608	STAPLES CONTRACT & COMMERCIAL,	BLDGS EQUIP REP & MAINT	SUPPLIES	8044710845	5/27/2017	6/9/2017	189.99			
609	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	430.03			
610	VERIZON	TELECOMMUNICATIONS	SHERIFF OFFICE	9787157296	6/8/2017	6/23/2017	249.81			
611	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20752982	6/1/2017	6/16/2017	77.73			
612	VIRGINIA SHERIFF'S ASSOCIATION	CONVENTION AND EDUCATION	ANNUAL CONFERENCE	VSA-062017-0490-0509	6/13/2017	6/16/2017	225.00			
613							Total:	\$26,845.86		
614										
615	FIRE AND RESCUE SQUAD									
616	AL STONE	CONVENTION AND EDUCATION	INSTRUCTOR FEES/FIREFIGHTER CLASS	434-17072	6/28/2017	6/30/2017	975.00			
617	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	108.00			
618	CHRISTOPHER ACREE	CONVENTION AND EDUCATION	INSTRUCTOR FEE FIREFIGHTER CLASS	062817	6/19/2017	6/30/2017	750.00			
619	FLUVANNA COUNTY VOLUNTEER FIRE	STATE FIRE FUNDS	STATE FIRE FUNDS FY17 ALLOCATION	61917	6/19/2017	6/23/2017	8,337.00			
620	JASON D'ANTUONO	CONVENTION AND EDUCATION	INSTRUCTOR FEE/FIREFIGHTER CLASS	061717	6/7/2017	6/30/2017	1,250.00			
621							Total:	\$11,420.00		
622										
623	CORRECTION AND DETENTION									
624	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	FY2016-2017 JUNE17	FY2017-00001233	5/31/2017	6/9/2017	14,889.88			
625							Total:	\$14,889.88		
626										
627	BUILDING INSPECTIONS									
628	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	130.00			
629	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	15.74			
630	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	81.83			
631	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	9.58			
632	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/315035	6/2/2017	6/9/2017	26.42			
633	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	0.58			
634	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	99.90			
635							Total:	\$364.05		
636										


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637	<b>EMERGENCY MANAGEMENT</b>								
638	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	16.66		
639	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	3.19		
640	EMS MANAGEMENT & CONSULTANTS,	CONTRACT SERVICES	NPP LETTERS	030258	4/30/2017	6/1/2017	59.20		
641	EMS MANAGEMENT & CONSULTANTS,	CONTRACT SERVICES	NPP LETTER	030598	5/31/2017	6/23/2017	724.13		
642	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060117	6/1/2017	6/16/2017	41.73		
643	RECTOR & VISITORS OF THE UNIVERSITY	CONTRACT SERVICES	EMS COVERAGE MAY17	053117	6/1/2017	6/23/2017	50,748.75		
644	STAPLES CONTRACT & COMMERCIAL,	PRINTING AND BINDING	SUPPLIES	8044710845	5/27/2017	6/9/2017	277.25		
645	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	59.95		
646									
647									
648	<b>ANIMAL CONTROL</b>								
649	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	250.00		
650	FLUVANNA SPCA	CONTRACT SERVICES	POUND SERVICES JUN17	61317	6/15/2017	6/15/2017	10,708.33		
651	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060117	6/1/2017	6/16/2017	439.75		
652	VERIZON	TELECOMMUNICATIONS	SHERIFF OFFICE	9787157296	6/8/2017	6/23/2017	179.92		
653									
654									
655	<b>LITTER</b>								
656	VIRGINIA RECYCLING CORPORATION	PROFESSIONAL SERVICES	TRAILERS/EARTH DAY	10203	4/20/2017	6/16/2017	2,200.00		
657									
658									
659	<b>FACILITIES</b>								
660	ALBEMARLE LOCK & SAFE, INC.	BLDGS EQUIP REP & MAINT	SERVICE CALL	66834	6/20/2017	6/30/2017	183.00		
661	BAKER ROOFING COMPANY	BLDGS EQUIP REP & MAINT	WORK ORDER #9969	902209969	6/15/2017	6/30/2017	1,212.00		
662	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	169.00		
663	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	290.00		
664	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	7.36		
665	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	11.31		
666	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	24.29		
667	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	24.95		
668	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	29.98		
669	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	60.00		
670	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	106.82		
671	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	135.70		
672	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	432.62		
673	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	824.67		
674	BANK OF AMERICA	GENERAL MATERIALS AND SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	1,115.80		
675	BANK OF AMERICA	JANITORIAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	112.72		
676	BANK OF AMERICA	VEHICLE/POWER EQUIP SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	4.99		
677	BANK OF AMERICA	VEHICLES REP & MAINT	P-CARD	053117	5/31/2017	6/23/2017	9.99		
678	BARRETT TREE SERVICE, INC.	BLDGS EQUIP REP & MAINT	TREE REMOVAL	060117	5/30/2017	6/9/2017	2,000.00		
679	BROWN MOTOR PARTS, INC.	GENERAL MATERIALS AND SUPPLIES	CAR SUPPLIES	5621-81628	5/31/2017	6/9/2017	56.03		
680	BUDGET ELECTRICAL & MECHANICAL,	BLDGS EQUIP REP & MAINT	MAINTENANCE	1043	6/9/2017	6/16/2017	1,954.71		
681	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	12.78		


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682	CII SERVICE	BLDGS EQUIP REP & MAINT	PALMYRA FIRE HOUSE WO# 3256	41279	5/23/2017	6/1/2017	1,123.74	
683	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3320	41309	5/31/2017	6/9/2017	429.80	
684	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3293	41304	5/31/2017	6/9/2017	1,521.21	
685	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3288	41302	5/31/2017	6/9/2017	1,896.63	
686	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394111950	5/25/2017	6/1/2017	133.10	
687	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394113956	6/1/2017	6/9/2017	133.10	
688	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394115865	6/8/2017	6/16/2017	133.10	
689	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394117807	6/15/2017	6/23/2017	133.10	
690	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394119716	6/22/2017	6/30/2017	133.10	
691	CINTAS	LAUNDRY AND DRY CLEANING	UNIFORMS	394119717	6/22/2017	6/30/2017	1,061.24	
692	COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	SUPPLIES	62093	5/30/2017	6/1/2017	236.35	
693	COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	SUPPLIES	62122	5/31/2017	6/9/2017	24.98	
694	COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	SUPPLIES	62160	5/31/2017	6/9/2017	36.18	
695	COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	SUPPLIES	62281	6/9/2017	6/16/2017	36.18	
696	DAVID W. GOURLEY	BLDGS EQUIP REP & MAINT	SERVICE WORK	060617	5/31/2017	6/16/2017	200.00	
697	E.W. THOMAS	GENERAL MATERIALS AND SUPPLIES	SUPPLIES/PUBLIC WORKS	052317	5/30/2017	6/9/2017	30.87	
698	FAYES OFFICE SUPPLY	OFFICE SUPPLIES	SUPPLIES	0177808-001	6/23/2017	6/30/2017	53.44	
699	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	COURTHOUSE LAWN/WEED CONTROL	7659	5/23/2017	6/9/2017	95.00	
700	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	WEED CONTROL/ PALMYRA AREA	7656	5/23/2017	6/9/2017	592.00	
701	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	CUNNINGHAM/COLUMBIA PROPERTIES	7789	6/12/2017	6/23/2017	1,170.00	
702	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	REPAIRS	053017	5/30/2017	6/1/2017	695.61	
703	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	REPAIRS	060717	6/9/2017	6/16/2017	75.00	
704	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	REPAIRS	051617	6/9/2017	6/16/2017	110.00	
705	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060117	6/1/2017	6/16/2017	1,391.75	
706	JONES AUTOMOTIVE/ALL STAR AUTO	BLDGS EQUIP REP & MAINT	CAR SUPPLIES	053117	5/31/2017	6/16/2017	50.95	
707	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND SUPPLIES	CAR SUPPLIES	053117	5/31/2017	6/16/2017	427.41	
708	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP SUPPLIES	CAR SUPPLIES	053117	5/31/2017	6/16/2017	240.41	
709	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	053117	5/31/2017	6/16/2017	1,053.46	
710	LOWE'S	GENERAL MATERIALS AND SUPPLIES	SUPPLIES	052517	5/25/2017	6/16/2017	2,121.62	
711	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	SAFETY INSPECTION	0030795	6/9/2017	6/16/2017	16.00	
712	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	SAFETY INSPECTION	0030813	6/9/2017	6/16/2017	16.00	
713	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	SAFETY INSPECTION	0030815	6/9/2017	6/16/2017	16.00	
714	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	STATE INSPECTION	0030887	6/1/2017	6/23/2017	16.00	
715	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	STATE INSPECTION	0030894	6/1/2017	6/23/2017	16.00	
716	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	TRAILER INSPECTION	0030976	6/1/2017	6/23/2017	16.00	
717	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	CAR MAINTENANCE	0030892	6/1/2017	6/23/2017	27.44	
718	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	CAR MAINTENANCE	0030717	6/1/2017	6/23/2017	240.24	
719	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	STATE INSPECTION	0030991	6/21/2017	6/30/2017	16.00	
720	MJC DESIGNS, LLC.	BLDGS EQUIP REP & MAINT	CUSTOM WINDOW LETTERING	2427	5/24/2017	6/9/2017	473.61	
721	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	SERVICE	7344	6/5/2017	6/16/2017	155.00	
722	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	REPAIRS	7346	6/3/2017	6/16/2017	615.00	
723	STEVE HESTER	CONVENTION AND EDUCATION	REIMBURSEMENT	040617	4/6/2017	6/20/2017	619.04	
724	STEVE HESTER	GENERAL MATERIALS AND SUPPLIES	WORK BOOTS	507525	6/2/2017	6/16/2017	70.00	
725	THE BLOSSMAN COMPANIES, INC.	BLDGS EQUIP REP & MAINT	SERVICE WORK	410654	5/8/2017	6/16/2017	51.00	
726	TRACTOR HILL EQUIPMENT, LLC.	VEHICLE/POWER EQUIP SUPPLIES	SUPPLIES	41812	5/31/2017	6/16/2017	386.87	

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2	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 6/1/2017 To Date: 6/30/2017</b>					
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727	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	2.74	
728	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	516.53	
729						<b>Total:</b>	<b>\$27,387.52</b>	
730								
731	<b>GENERAL SERVICES</b>							
732	AQUA VIRGINIA, INC.	WATER SERVICES	WATER BILL	15301850550900 0617	6/6/2017	6/16/2017	21.36	
733	AQUA VIRGINIA, INC.	WATER SERVICES	WATER BILL	7929310552932 060617	6/6/2017	6/16/2017	21.36	
734	AQUA VIRGINIA, INC.	WATER SERVICES	WATER BILL	7970740556855 0617	6/6/2017	6/16/2017	21.36	
735	AQUA VIRGINIA, INC.	WATER SERVICES	WATER BILL	7929300552931 0617	6/6/2017	6/16/2017	72.22	
736	AQUA VIRGINIA, INC.	WATER SERVICES	WATER BILL	7800100540828 0617	6/6/2017	6/16/2017	114.67	
737	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FIRE ALARM MONITORING	2081220	5/22/2017	6/9/2017	390.00	
738	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GR	105221-006 051717	5/17/2017	6/1/2017	28.39	
739	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GR	105221-007 051717	5/17/2017	6/1/2017	30.39	
740	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	105221-009 051717	5/17/2017	6/1/2017	30.39	
741	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GR	105221-008 051717	5/17/2017	6/1/2017	31.22	
742	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	105221-003 051717	5/17/2017	6/1/2017	32.40	
743	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	105221-002 051717	5/17/2017	6/1/2017	38.95	
744	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	W RIVER RD	275904-008 051717	5/17/2017	6/1/2017	45.70	
745	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COMPETITION PARK	105221-004 051717	5/17/2017	6/1/2017	47.48	
746	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GR	275904-006 051717	5/17/2017	6/1/2017	50.02	
747	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER	275904-009 051717	5/17/2017	6/1/2017	91.21	
748	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	2977 W RIVER RD	275904-010 051717	5/17/2017	6/1/2017	92.70	
749	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	11206 W RIVER RD	275904-002 051717	5/17/2017	6/1/2017	118.61	
750	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COMPETITION PARK	105221-001 051717	5/17/2017	6/1/2017	148.36	
751	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GR	275901-004 051717	5/17/2017	6/1/2017	256.17	
752	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	479 CUNNINGHAM RD	2133-005 053017	5/30/2017	6/9/2017	663.35	
753	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	214 COMMONS BLVD	275906-001 053017	5/30/2017	6/9/2017	1,481.61	
754	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	160 COMMONS BLVD	85473-002 053017	5/30/2017	6/9/2017	1,860.06	
755	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	51 KENTS STORE	275907-002 060517	6/5/2017	6/16/2017	381.76	
756	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE DR	105221-006 061917	6/19/2017	6/30/2017	28.39	
757	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	479 CUNNINGHAM RD	2133-003 061917	6/19/2017	6/30/2017	28.39	
758	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	563 WILMINGTON RD	85473-004 061917	6/19/2017	6/30/2017	28.39	
759	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	203061-001 061917	6/19/2017	6/30/2017	28.78	
760	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	718 THOMAS JEFF PKWY	85473-003 061917	6/19/2017	6/30/2017	29.46	
761	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	105221-002 061917	6/19/2017	6/30/2017	30.39	
762	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GR	105221-007 061917	6/19/2017	6/30/2017	30.39	
763	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GR	105221-008 061917	6/19/2017	6/30/2017	30.39	
764	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	105221-009 061917	6/19/2017	6/30/2017	30.39	
765	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	105221-003 061917	6/19/2017	6/30/2017	32.40	
766	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GROVE DR	275904-006 061917	6/19/2017	6/30/2017	32.99	
767	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	W RIVER RD	275904-008 061917	6/19/2017	6/30/2017	42.82	
768	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COMPETITION PARK	105221-004 061917	6/19/2017	6/30/2017	48.85	
769	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	2977 W RIVER RD	275904-010 061917	6/19/2017	6/30/2017	107.61	
770	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	563 WILMINGTON RD	85473-006 061917	6/19/2017	6/30/2017	114.08	
771	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	1224 SALEM CHURCH RD	85473-007 061917	6/19/2017	6/30/2017	115.86	



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772	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	11206 W RIVER RD	85473-005 061917	6/19/2017	6/30/2017	124.01	
773	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	11206 W RIVER RD	275904-002 061917	6/19/2017	6/30/2017	125.46	
774	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER	275904-009 061917	6/19/2017	6/30/2017	142.49	
775	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COMPETITION PARK	105221-001 061917	6/19/2017	6/30/2017	162.36	
776	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GR	275904-004 061917	6/19/2017	6/30/2017	244.40	
777	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	THOMAS JEFF PKWY	85473-001 061917	6/19/2017	6/30/2017	139.85	
778	CENTURYLINK 589-8525	TELECOMMUNICATIONS	PAYPHONE BILLING	A383551	5/25/2017	6/9/2017	50.00	
779	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309428096 051617	5/16/2017	6/1/2017	42.29	
780	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309697981 051617	5/16/2017	6/1/2017	51.17	
781	CENTURYLINK	TELECOMMUNICATIONS	CIRCUIT COURT	310338742 051617	5/16/2017	6/1/2017	52.84	
782	CENTURYLINK	TELECOMMUNICATIONS	PERFORMING ARTS	309898636 051617	5/16/2017	6/1/2017	101.10	
783	CII SERVICE	MAINTENANCE CONTRACTS	CONTRACT	41393	5/17/2017	6/23/2017	3,229.00	
784	CINTAS	MAINTENANCE CONTRACTS	FIRST AID	8403148553	6/22/2017	6/30/2017	67.54	
785	CINTAS	MAINTENANCE CONTRACTS	FIRST AID	8403213149	6/2/2017	6/30/2017	86.20	
786	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OLD STORE JAIL	1424085007 052517	5/25/2017	6/1/2017	8.36	
787	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES MAD HWY	3023889169 052517	5/25/2017	6/1/2017	48.05	
788	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	35 COURT SQ	1144090006 052517	5/25/2017	6/1/2017	155.93	
789	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	90 RESCUE LN	4894115007 052517	5/25/2017	6/1/2017	202.46	
790	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES MAD HWY	4144237502 052517	5/25/2017	6/1/2017	202.56	
791	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE	4501632147 052517	5/25/2017	6/1/2017	206.35	
792	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8878 JAMES MAD HWY	0084297506 052517	5/25/2017	6/1/2017	217.09	
793	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	14567 JAMES MAD HWY	1005898992 052517	5/25/2017	6/1/2017	285.48	
794	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREAS OFFICE	1024205005 052517	5/25/2017	6/1/2017	518.16	
795	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	72 MAIN ST	1404067504 052517	5/25/2017	6/1/2017	792.44	
796	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES	0074032509 052517	5/25/2017	6/1/2017	1,032.51	
797	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	132 MAIN ST	8895892548 052517	5/25/2017	6/1/2017	2,910.81	
798	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8838 JAMES MAD HWY	9974215007 053017	5/3/2017	6/9/2017	6.89	
799	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	51 COURT SQ	1114097502 053017	5/30/2017	6/9/2017	12.60	
800	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	222 MAIN ST	1134080009 053017	5/30/2017	6/9/2017	13.21	
801	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	196 MAIN ST	1124090000 053017	5/30/2017	6/9/2017	17.34	
802	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	14591 JAMES MAD HWY	5699060132 053017	5/30/2017	6/9/2017	35.81	
803	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES MAD HWY	0692200942 053017	5/30/2017	6/9/2017	83.62	
804	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	211 MAIN ST	1284152509 053017	5/30/2017	6/9/2017	89.53	
805	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8878 JAMES MAD HWY	0274195007 053017	5/30/2017	6/9/2017	92.10	
806	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	197 MAIN ST	1304130006 053017	5/30/2017	6/9/2017	98.23	
807	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	181 MAIN ST	6274752663 053017	5/30/2017	6/9/2017	164.28	
808	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JAMES MAD HWY	2554330007 053017	5/30/2017	6/9/2017	246.10	
809	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	15704 W RIVER RD	8866300000 053017	5/30/2017	6/9/2017	257.97	
810	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	5725 JAMES MAD HWY	4331888158 052617	5/30/2017	6/9/2017	423.58	
811	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	5753 JAMES MAD HWY	4834680458 052617	5/30/2017	6/9/2017	482.42	
812	DOMINION VIRGINIA POWER	STREET LIGHTS	BESIDE POST OFFICE	7080078962 053017	5/30/2017	6/9/2017	59.43	
813	DOMINION VIRGINIA POWER	STREET LIGHTS	NEAR MASONIC LODGE	9609027314 053017	5/30/2017	6/9/2017	63.34	
814	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA ST LIGHTS	4210122349 053017	5/30/2017	6/9/2017	200.79	
815	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE	3595578927 053017	5/30/2017	6/9/2017	470.15	
816	DS SERVICES OF AMERICA, INC	WATER SERVICES	SPRING WATER	16383317 052317	5/23/2017	6/1/2017	10.00	


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817	DS SERVICES OF AMERICA, INC	WATER SERVICES	SPRING WATER/RESCUE	16386868 052317	5/23/2017	6/1/2017	10.70		
818	DS SERVICES OF AMERICA, INC	WATER SERVICES	SPRING WATER/LANDFILL	16385699 052317	5/23/2017	6/1/2017	29.15		
819	DS SERVICES OF AMERICA, INC	WATER SERVICES	SPRING WATER	16385699 062017	6/20/2017	6/30/2017	29.15		
820	DS SERVICES OF AMERICA, INC	WATER SERVICES	SPRING WATER	16386868 062017	6/20/2017	6/30/2017	41.45		
821	DS SERVICES OF AMERICA, INC	WATER SERVICES	SPRING WATER	16383317 062017	6/20/2017	6/30/2017	54.85		
822	INTRASTATE PEST	MAINTENANCE CONTRACTS	MASTER ACCT	921170	5/19/2017	6/1/2017	58.00		
823	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE	921175	6/1/2017	6/23/2017	28.00		
824	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE	921192	6/1/2017	6/23/2017	32.00		
825	INTRASTATE PEST	MAINTENANCE CONTRACTS	5753 JAMES MAD HWY	923260	6/1/2017	6/23/2017	38.00		
826	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE/KENTS STORE	923262	6/15/2017	6/23/2017	38.00		
827	INTRASTATE PEST	MAINTENANCE CONTRACTS	CONCESSIONS/CARYSBROOK	922746 922747	6/1/2017	6/23/2017	40.00		
828	INTRASTATE PEST	MAINTENANCE CONTRACTS	CONCESSIONS/PLEASANT GROVE	922749	6/1/2017	6/23/2017	40.00		
829	INTRASTATE PEST	MAINTENANCE CONTRACTS	HISTORIC COURTHOUSE	921164	6/13/2017	6/23/2017	127.00		
830	INTRASTATE PEST	MAINTENANCE CONTRACTS	PERIMETER PLUS	924686	6/1/2017	6/23/2017	2,500.00		
831	INTRASTATE PEST	MAINTENANCE CONTRACTS	SERVICES	929505	6/7/2017	6/30/2017	34.00		
832	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	TRASH	0410-000631483	5/31/2017	6/16/2017	1,734.42		
833	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE	400912	6/15/2017	6/23/2017	736.85		
834	TREASURER, FLUVANNA CO	SEWER SERVICES	197 MAIN ST	32228	6/13/2017	6/16/2017	14.59		
835	TREASURER, FLUVANNA CO	SEWER SERVICES	211 MAIN ST	32230	6/13/2017	6/16/2017	14.59		
836	TREASURER, FLUVANNA CO	SEWER SERVICES	181 MAIN ST	32227	6/13/2017	6/16/2017	15.36		
837	TREASURER, FLUVANNA CO	SEWER SERVICES	1730 THOMAS JEFF PKWY	32249	6/13/2017	6/16/2017	25.30		
838	TREASURER, FLUVANNA CO	SEWER SERVICES	214 COMMONS BLVD	32239	6/13/2017	6/16/2017	26.83		
839	TREASURER, FLUVANNA CO	SEWER SERVICES	160 COMMONS BLVD	32238	6/13/2017	6/16/2017	32.95		
840	TREASURER, FLUVANNA CO	SEWER SERVICES	72 MAIN ST	32219	6/13/2017	6/16/2017	45.96		
841	TREASURER, FLUVANNA CO	SEWER SERVICES	132 MAIN ST	32220	6/13/2017	6/16/2017	61.26		
842	TREASURER, FLUVANNA CO	WATER SERVICES	8880 JAMES MAD HWY	32162	6/13/2017	6/16/2017	21.00		
843	TREASURER, FLUVANNA CO	WATER SERVICES	8878 JAMES MAD HWY	32163	6/13/2017	6/16/2017	21.00		
844	TREASURER, FLUVANNA CO	WATER SERVICES	5725 JAMES MAD HWY	32106	6/13/2017	6/16/2017	25.40		
845	TREASURER, FLUVANNA CO	WATER SERVICES	5753 JAMES MAD HWY	32164	6/13/2017	6/16/2017	32.00		
846	TREASURER, FLUVANNA CO	WATER SERVICES	8880 JAMES MAD HWY	31973	6/13/2017	6/16/2017	92.50		
847	TREASURER, FLUVANNA CO	WATER SERVICES	8878 JAMES MAD HWY	31971	6/13/2017	6/16/2017	125.50		
848								Total:	\$26,981.43
849									
850	PUBLIC WORKS								
851	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	9.58		
852	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/315035	6/2/2017	6/9/2017	18.62		
853	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	20.52		
854	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	48.15		
855	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	153.99		
856	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	49.95		
857	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20726376	5/31/2017	6/9/2017	93.04		
858	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20743389	5/31/2017	6/9/2017	268.04		
859								Total:	\$661.89
860									
861	CONVENIENCE CENTER								


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862	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH	4347-000005998	5/31/2017	6/16/2017	3,075.72	
863	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH	4347-000006001	6/15/2017	6/30/2017	2,304.08	
864	CENTURYLINK	TELECOMMUNICATIONS	LANDFILL	310392717 051617	5/16/2017	6/1/2017	64.89	
865	CII SERVICE	CONTRACT SERVICES	WO# 3199	41277	5/23/2017	6/1/2017	2,181.96	
866	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP & MAINT	SUPPLIES AND LABOR	1337003	5/23/2017	6/1/2017	582.30	
867	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP & MAINT	MAINTENANCE AGREEMENT	1336988	5/23/2017	6/1/2017	783.00	
868	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060117	6/1/2017	6/16/2017	108.85	
869	JONES AUTOMOTIVE/ALL STAR AUTO	BLDGS EQUIP REP & MAINT	CAR SUPPLIES	053117	5/31/2017	6/16/2017	874.92	
870	MO-JOHNS, INC.	LEASE/RENT	PORTABLE TOILET	100792	6/1/2017	6/16/2017	60.00	
871	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	129.99	
872	TRACTOR HILL EQUIPMENT, LLC.	BLDGS EQUIP REP & MAINT	SUPPLIES	41812	5/31/2017	6/16/2017	15.21	
873	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	90.15	
874						<b>Total:</b>	<b>\$10,271.07</b>	
875								
876	<b>LANDFILL POST CLOSURE</b>							
877	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	INSPECTION	2017050398	5/31/2017	6/23/2017	127.00	
878	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	GROUNDWATER SAMPLING	2017050399	5/31/2017	6/23/2017	5,525.00	
879						<b>Total:</b>	<b>\$5,652.00</b>	
880								
881	<b>HEALTH</b>							
882	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	153.05	
883	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	663.71	
884	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	6.64	
885						<b>Total:</b>	<b>\$823.40</b>	
886								
887	<b>VJCCCA</b>							
888	BELIEVE IN ME YOUTH & FAMILY	PROFESSIONAL SERVICES	MENTORING	053117	5/30/2017	6/9/2017	1,250.00	
889	BELIEVE IN ME YOUTH & FAMILY	PROFESSIONAL SERVICES	MENTORING	890984	6/30/2017	6/30/2017	1,250.00	
890	CARI COOK CHILD AND FAMILY	PROFESSIONAL SERVICES	SOL	6	5/19/2017	6/1/2017	220.00	
891	CARI COOK CHILD AND FAMILY	PROFESSIONAL SERVICES	COUNSELING	062917	6/15/2017	6/30/2017	330.00	
892						<b>Total:</b>	<b>\$3,050.00</b>	
893								
894	<b>CSA</b>							
895	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	3.19	
896	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20677598	5/19/2017	6/1/2017	44.80	
897	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20837320	6/23/2017	6/30/2017	50.99	
898						<b>Total:</b>	<b>\$98.98</b>	
899								
900	<b>CSA PURCHASE OF SERVICES</b>							
901	A. JAMES ANDERSON, P.H.D	COMM SVCS		P05919344489	5/31/2017	6/23/2017	1,230.00	
902	A. JAMES ANDERSON, P.H.D	COMM SVCS		P05919344335	5/31/2017	6/30/2017	1,230.00	
903	A. JAMES ANDERSON, P.H.D	COMM SVCS		P05919345936	5/31/2017	6/30/2017	1,230.00	
904	ABS LINGS VA INC	TFC LIC. RES CONG CARE		P05919319508	5/31/2017	6/23/2017	5,089.00	
905	ADDICTION RECOVERY SYSTEMS, LLC.	COMM SVCS		P05919330451	5/31/2017	6/9/2017	217.00	
906	ALLIED INSTRUCTIONAL SERVICES	POS MANDATED SPED-PRIVATE DAY		P05000803409	5/31/2017	6/30/2017	150.00	



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6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>	
907		COMM SVCS		P04919346514	4/30/2017	6/30/2017	220.00	
908		COMM SVCS		P05919346541	5/31/2017	6/30/2017	550.00	
909	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P05919355190	5/31/2017	6/23/2017	1,125.00	
910	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06000820319	6/30/2017	6/30/2017	90.00	
911	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06000820122	6/30/2017	6/30/2017	450.00	
912	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06000820221	6/30/2017	6/30/2017	500.00	
913	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06000820420	6/30/2017	6/30/2017	500.00	
914	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06919507218	6/30/2017	6/30/2017	1,000.00	
915	CENTRA HEALTH, INC.	EDUC SVCS CONG CARE		P04000814557	4/30/2017	6/9/2017	2,275.00	
916	CENTRA HEALTH, INC.	EDUC SVCS CONG CARE		P04000819405	4/30/2017	6/23/2017	700.00	
917	CENTRA HEALTH, INC.	EDUC SVCS CONG CARE		P05000814552	5/31/2017	6/30/2017	3,325.00	
918	CENTRA HEALTH, INC.	EDUC SVCS CONG CARE		P03000810150	3/31/2017	6/30/2017	3,675.00	
919	CENTRA HEALTH, INC.	RES. CONG. CARE		P11000816865	11/30/2016	6/9/2017	1,110.00	
920	CENTRA HEALTH, INC.	RES. CONG. CARE		P12000816863	12/31/2016	6/9/2017	1,147.00	
921	CHILD CARE NETWORK	COMM SVCS		P05919349391	5/31/2017	6/23/2017	1,058.00	
922	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P05919341738	5/31/2017	6/30/2017	280.00	
923	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P05919343437	5/31/2017	6/30/2017	1,362.50	
924	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P05919348739	5/31/2017	6/30/2017	3,240.00	
925	DETOUR MENTORING	COMM SVCS		P05000814616	5/31/2017	6/1/2017	550.00	
926	DETOUR MENTORING	COMM SVCS		P05000813314	5/31/2017	6/1/2017	605.00	
927	DETOUR MENTORING	COMM SVCS		P05000813918	5/31/2017	6/1/2017	880.00	
928	DETOUR MENTORING	COMM SVCS		P05919342723	5/31/2017	6/1/2017	880.00	
929	DETOUR MENTORING	COMM SVCS		P05000813615	5/31/2017	6/1/2017	935.00	
930	DETOUR MENTORING	COMM SVCS		P05000816317	5/31/2017	6/1/2017	935.00	
931	DETOUR MENTORING	COMM SVCS		P05919324619	5/31/2017	6/1/2017	1,045.00	
932	DETOUR MENTORING	COMM SVCS		P05919342221	5/31/2017	6/1/2017	1,045.00	
933	DETOUR MENTORING	COMM SVCS		P05919342424	5/31/2017	6/1/2017	1,045.00	
934	DETOUR MENTORING	COMM SVCS		P05919343520	5/31/2017	6/1/2017	1,155.00	
935	DETOUR MENTORING	COMM SVCS		P05919343922	5/31/2017	6/1/2017	1,650.00	
936	DETOUR MENTORING	COMM SVCS		P06000813924	6/30/2017	6/30/2017	1,100.00	
937	DETOUR MENTORING	COMM SVCS		P06000816323	6/30/2017	6/30/2017	1,100.00	
938	DETOUR MENTORING	COMM SVCS		P06919324629	6/30/2017	6/30/2017	1,650.00	
939	DETOUR MENTORING	COMM SVCS		P06919342227	6/30/2017	6/30/2017	1,650.00	
940	DETOUR MENTORING	COMM SVCS		P06919342428	6/30/2017	6/30/2017	1,650.00	
941	DETOUR MENTORING	COMM SVCS		P06919343530	6/30/2017	6/30/2017	1,650.00	
942	DETOUR MENTORING	COMM SVCS		P06919343931	6/30/2017	6/30/2017	1,650.00	
943	DETOUR MENTORING	COMM SVCS		P06919503625	6/30/2017	6/30/2017	1,815.00	
944	DETOUR MENTORING	COMM SVCS		P06919503732	6/30/2017	6/30/2017	1,815.00	
945	DETOUR MENTORING	COMM SVCS		P06919342726	6/30/2017	6/30/2017	2,090.00	
946		POS MANDATED FFOP		P05919307161	5/31/2017	6/9/2017	552.00	
947		POS MANDATED FFOP		P05919306759	5/31/2017	6/9/2017	700.00	
948		POS MANDATED FFOP		P05919331258	5/31/2017	6/9/2017	1,120.00	
949		POS MANDATED FFOP		P05919344260	5/31/2017	6/9/2017	1,120.00	
950	DISCOVERY SCHOOL	RES. CONG. CARE		P04000803632	4/30/2017	6/1/2017	5,760.00	
951	DISCOVERY SCHOOL	RES. CONG. CARE		P04000815031	4/30/2017	6/1/2017	6,060.00	





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6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>	
952	DISCOVERY SCHOOL	RES. CONG. CARE		P05000803664	5/31/2017	6/9/2017	5,952.00	
953	DISCOVERY SCHOOL	RES. CONG. CARE		P05919344062	5/31/2017	6/9/2017	6,262.00	
954	DISCOVERY SCHOOL	RES. CONG. CARE		P05000820875	5/31/2017	6/16/2017	2,460.00	
955	DISCOVERY SCHOOL	RES. CONG. CARE		P05000816574	5/31/2017	6/16/2017	3,492.00	
956	DISCOVERY SCHOOL	RES. CONG. CARE		P05000815073	5/31/2017	6/16/2017	6,262.00	
957	ELK HILL	COMM SVCS		P05919331692	5/31/2017	6/23/2017	550.00	
958	ELK HILL	COMM SVCS		P05919307593	5/31/2017	6/23/2017	687.50	
959	EXTRA SPECIAL PARENTS, INC.	POS MAND SVCS IN PUBLIC SCHOOL		P05000817768	5/31/2017	6/30/2017	900.00	
960	FAMILY PRESERVATION SERV.	COMM SVCS		P02919340111	2/22/2017	6/1/2017	320.00	
961	FAMILY PRESERVATION SERV.	COMM SVCS		P04000815307	4/30/2017	6/1/2017	2,095.00	
962	FAMILY PRESERVATION SERV.	COMM SVCS		P04919334146	4/1/2017	6/9/2017	400.00	
963	FAMILY PRESERVATION SERV.	COMM SVCS		P09000806403	9/30/2016	6/23/2017	60.00	
964	FAMILY PRESERVATION SERV.	COMM SVCS		P07000806385	7/31/2016	6/23/2017	135.00	
965	FAMILY PRESERVATION SERV.	COMM SVCS		P08000806382	8/31/2016	6/23/2017	180.00	
966	FAMILY PRESERVATION SERV.	COMM SVCS		P08919308483	8/31/2016	6/23/2017	210.00	
967	FAMILY PRESERVATION SERV.	COMM SVCS		P03919341686	3/31/2017	6/23/2017	510.00	
968	FAMILY PRESERVATION SERV.	COMM SVCS		P01000818084	1/31/2017	6/23/2017	690.00	
969	FAMILY PRESERVATION SERV.	COMM SVCS		P04919341677	4/30/2017	6/23/2017	1,035.00	
970	FAMILY PRESERVATION SERV.	COMM SVCS		P09919308404	9/30/2016	6/23/2017	1,040.00	
971	FAMILY PRESERVATION SERV.	COMM SVCS		P04919343678	4/30/2017	6/23/2017	1,112.50	
972	FAMILY PRESERVATION SERV.	COMM SVCS		P11919308401	11/30/2016	6/23/2017	1,425.00	
973	FAMILY PRESERVATION SERV.	COMM SVCS		P10919308402	10/31/2016	6/23/2017	1,590.00	
974	FAMILY PRESERVATION SERV.	COMM SVCS		P02919326715	2/28/2017	6/30/2017	405.00	
975	FAMILY PRESERVATION SERV.	COMM SVCS		P04919343813	4/30/2017	6/30/2017	850.00	
976	FAMILY PRESERVATION SERV.	COMM SVCS		P05000815340	5/31/2017	6/30/2017	2,027.50	
977	FAMILY PRESERVATION SERV.	POS MAND SVCS IN PUBLIC SCHOOL		P10000811238	10/31/2016	6/1/2017	250.00	
978	GPM INVESTMENTS LLC	COMM SVCS		P06000821033	6/30/2017	6/30/2017	300.00	
979	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P02000804748	2/28/2017	6/30/2017	195.00	
980	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P05000804754	5/31/2017	6/30/2017	195.00	
981	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P02000814047	2/28/2017	6/30/2017	4,590.00	
982	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P05000814053	5/31/2017	6/30/2017	5,610.00	
983	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P02000816264	2/28/2017	6/30/2017	600.00	
984	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P05000814266	5/31/2017	6/30/2017	1,312.50	
985	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P02000814361	2/28/2017	6/30/2017	1,708.00	
986	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P05000814362	5/31/2017	6/30/2017	1,891.00	
987	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P02000816163	2/28/2017	6/30/2017	3,200.00	
988	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P05000816165	5/31/2017	6/30/2017	4,000.00	
989	HALLMARK YOUTHCARE	POS MAND FC LIC RES CONG CARE		P04919349070	4/30/2017	6/16/2017	12,777.00	
990	HALLMARK YOUTHCARE	POS MAND FC LIC RES CONG CARE		P06919352606	6/8/2017	6/23/2017	3,333.00	
991	HALLMARK YOUTHCARE	POS MAND FC LIC RES CONG CARE		P05919349007	5/31/2017	6/23/2017	17,368.50	
992	INTERCEPT YOUTH SERVICE	POS MAND FC LIC RES CONG CARE		P05919331772	5/31/2017	6/16/2017	471.00	
993	INTERCEPT YOUTH SERVICE	POS MAND FC LIC RES CONG CARE		P05919320771	5/31/2017	6/16/2017	7,783.79	
994	INTERCEPT YOUTH SERVICE	RES. CONG. CARE		P01000817435	1/31/2017	6/1/2017	933.30	
995	INTERCEPT YOUTH SERVICE	RES. CONG. CARE		P03000817436	3/31/2017	6/1/2017	3,919.86	
996	INTERCEPT YOUTH SERVICE	RES. CONG. CARE		P02000817334	2/28/2017	6/1/2017	6,737.08	

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
997		POS MANDATED FFOP		P05919323129	5/31/2017	6/1/2017	672.00		
998		POS MANDATED FFOP		P05919323030	5/31/2017	6/1/2017	700.00		
999		POS MANDATED FFOP		P06919323158	6/30/2017	6/30/2017	672.00		
1000		POS MANDATED FFOP		P06919323059	6/30/2017	6/30/2017	700.00		
1001		COMM SVCS		P05919347225	5/31/2017	6/1/2017	125.00		
1002		COMM SVCS		P04919347208	4/30/2017	6/1/2017	250.00		
1003		COMM SVCS		P03919347212	3/31/2017	6/1/2017	500.00		
1004		COMM SVCS		P05000817254	5/31/2017	6/9/2017	300.00		
1005		COMM SVCS		P05000812755	5/31/2017	6/9/2017	675.00		
1006		COMM SVCS		P05000819953	5/31/2017	6/9/2017	675.00		
1007		COMM SVCS		P05000815468	5/31/2017	6/16/2017	675.00		
1008	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE DAY		P05000800445	5/31/2017	6/9/2017	6,380.00		
1009	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE DAY		P05000800543	5/31/2017	6/9/2017	6,380.00		
1010	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE DAY		P05000802542	5/31/2017	6/9/2017	6,380.00		
1011	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE DAY		P05000802841	5/31/2017	6/9/2017	6,380.00		
1012	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE DAY		P05000802940	5/31/2017	6/9/2017	6,380.00		
1013	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-PRIVATE DAY		P05000803244	5/31/2017	6/9/2017	6,380.00		
1014	LIONHEART RESORT LLC	EDUC SVCS CONG CARE		P04000814826	4/30/2017	6/1/2017	3,400.00		
1015	LIONHEART RESORT LLC	EDUC SVCS CONG CARE		P03000814827	3/31/2017	6/1/2017	3,910.00		
1016	LIONHEART RESORT LLC	EDUC SVCS CONG CARE		P05000814869	5/31/2017	6/16/2017	3,910.00		
1017	LIONHEART RESORT LLC	RES. CONG. CARE		P04000814933	4/30/2017	6/1/2017	7,500.00		
1018	LIONHEART RESORT LLC	RES. CONG. CARE		P03000814937	3/31/2017	6/1/2017	7,750.00		
1019	LIONHEART RESORT LLC	RES. CONG. CARE		P05000814976	5/31/2017	6/16/2017	7,750.00		
1020		POS MANDATED FFOP		P03919333028	3/31/2017	6/1/2017	224.00		
1021		POS MANDATED FFOP		P04919333057	4/30/2017	6/30/2017	224.00		
1022		POS MANDATED FFOP		P05919333060	5/31/2017	6/30/2017	224.00		
1023	NATIONAL COUNSELING GROUP	COMM SVCS		P04000818609	4/30/2017	6/1/2017	1,060.80		
1024	NATIONAL COUNSELING GROUP	COMM SVCS		P04919342047	4/30/2017	6/9/2017	63.65		
1025	NATIONAL COUNSELING GROUP	COMM SVCS		P05000819066	5/30/2017	6/16/2017	1,232.91		
1026	NATIONAL COUNSELING GROUP	COMM SVCS		P03919341987	3/31/2017	6/23/2017	127.30		
1027	NATIONAL COUNSELING GROUP	COMM SVCS		P04919342180	4/30/2017	6/23/2017	190.95		
1028	NATIONAL COUNSELING GROUP	COMM SVCS		P05000812694	5/31/2017	6/23/2017	663.00		
1029	NATIONAL COUNSELING GROUP	COMM SVCS		P05919341996	5/31/2017	6/23/2017	700.15		
1030	NATIONAL COUNSELING GROUP	COMM SVCS		P05919342095	5/31/2017	6/23/2017	811.54		
1031	NATIONAL COUNSELING GROUP	COMM SVCS		P04000819679	4/30/2017	6/23/2017	843.57		
1032	NATIONAL COUNSELING GROUP	COMM SVCS		P05919342144	5/31/2017	6/30/2017	238.69		
1033	NATIONAL COUNSELING GROUP	COMM SVCS		P05000818645	5/31/2017	6/30/2017	649.74		
1034	NATIONAL COUNSELING GROUP	COMM SVCS		P05000815143	5/31/2017	6/30/2017	782.34		
1035	NATIONAL COUNSELING GROUP	COMM SVCS		P05000819642	5/31/2017	6/30/2017	827.35		
1036	NATIONAL COUNSELING GROUP	POS MAND SVCS IN PUBLIC SCHOOL		P05000815269	5/31/2017	6/30/2017	649.74		
1037	PEOPLE PLACES, INC.	COMM SVCS		P04919346010	4/30/2017	6/1/2017	551.25		
1038	PEOPLE PLACES, INC.	COMM SVCS		P03919346013	3/30/2017	6/1/2017	1,036.88		
1039	PEOPLE PLACES, INC.	COMM SVCS		P12919324449	12/31/2016	6/9/2017	328.13		
1040	PEOPLE PLACES, INC.	COMM SVCS		P01919324450	1/31/2017	6/9/2017	354.38		
1041	PEOPLE PLACES, INC.	COMM SVCS		P05919346097	5/31/2017	6/23/2017	511.88		


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1042	PIEDMONT VIRGINIA COMMUNITY	COMM SVCS		P06000821434	6/30/2017	6/30/2017	500.00		
1043	PRANA OT LLC	COMM SVCS		P03919305288	3/31/2017	6/23/2017	330.00		
1044	RAPPAHANNOCK AREA CSB	COMM SVCS		P02919329316	2/10/2017	6/30/2017	100.00		
1045	RAPPAHANNOCK AREA CSB	COMM SVCS		P01919329317	1/31/2017	6/30/2017	420.00		
1046	REGINA CHRISTMAS	COMM SVCS		P05919330352	5/31/2017	6/9/2017	650.00		
1047	REGION TEN	COMM SVCS		P09919334556	9/22/2016	6/9/2017	180.00		
1048	REGION TEN	COMM SVCS		P04000813548	4/30/2017	6/9/2017	1,168.96		
1049	REGION TEN	COMM SVCS		P04919348581	4/30/2017	6/23/2017	222.02		
1050	SECURE CHILD IN- HOME PROGRAM	COMM SVCS		P05000818467	5/31/2017	6/16/2017	1,900.00		
1051		COMM SVCS		P05919343198	5/31/2017	6/23/2017	420.00		
1052		COMM SVCS		P05919322800	5/31/2017	6/23/2017	701.50		
1053		COMM SVCS		P05919348099	5/31/2017	6/23/2017	1,140.00		
1054	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-PRIVATE DAY		P05000803012	5/31/2017	6/30/2017	480.00		
1055	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-PRIVATE DAY		P05000803310	5/31/2017	6/30/2017	5,000.00		
1056	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-PRIVATE DAY		P05000803111	5/31/2017	6/30/2017	6,000.00		
1057	UNITED METHODIST FAMILY SERVICES,	EDUC SVCS CONG CARE		P02919350449	2/28/2017	6/30/2017	2,388.00		
1058	UNITED METHODIST FAMILY SERVICES,	EDUC SVCS CONG CARE		P04919350446	4/30/2017	6/30/2017	2,985.00		
1059	UNITED METHODIST FAMILY SERVICES,	EDUC SVCS CONG CARE		P05919350455	5/31/2017	6/30/2017	4,378.00		
1060	UNITED METHODIST FAMILY SERVICES,	EDUC SVCS CONG CARE		P03919350451	3/31/2017	6/30/2017	4,577.00		
1061	VA HOME FOR BOYS & GIRLS	EDUC SVCS CONG CARE		P05000817556	5/31/2017	6/30/2017	4,400.00		
1062	VA HOME FOR BOYS & GIRLS	RES. CONG. CARE		P05000817667	5/31/2017	6/30/2017	7,440.00		
1063	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-PRIVATE DAY		P04000804339	4/30/2017	6/9/2017	6,070.00		
1064									
1065									
1066	<b>PARKS &amp; RECREATION</b>								
1067	ASHLEIGH MORRIS	PROFESSIONAL SERVICES	DOGGIE CLASS	32 053017	5/30/2017	6/9/2017	420.00		
1068	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	8.42		
1069	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	10.48		
1070	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	12.30		
1071	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	12.55		
1072	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	13.33		
1073	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	16.40		
1074	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	19.46		
1075	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	31.53		
1076	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	33.84		
1077	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	41.94		
1078	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	302.50		
1079	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	466.55		
1080	BETTER LIVING, INC.	SITE IMPROVEMENTS	SUPPLIES	BMZ00681547-001	5/26/2017	6/16/2017	1,859.12		
1081	CINTAS	CONTRACT SERVICES	FIRST AID	5008088326	6/2/2017	6/9/2017	121.58		
1082	CINTAS	CONTRACT SERVICES	FIRST AID	5007162464	2/7/2017	6/16/2017	73.75		
1083	CINTAS	CONTRACT SERVICES	FIRST AID	5007567865	4/10/2017	6/16/2017	145.39		
1084	CINTAS	CONTRACT SERVICES	FIRST AID	5008088327	6/2/2017	6/30/2017	83.71		
1085	DEVI PETERSON	PROFESSIONAL SERVICES	YOGA	31 052417	5/24/2017	6/9/2017	451.20		
1086	DS SERVICES OF AMERICA, INC	CONTRACT SERVICES	SPRING WATER	16373783 052317	5/23/2017	6/9/2017	9.00		




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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
1087	DS SERVICES OF AMERICA, INC	CONTRACT SERVICES	SPRING WATER	16389495 052317	5/23/2017	6/9/2017	115.70			
1088	DS SERVICES OF AMERICA, INC	CONTRACT SERVICES	SPRING WATER	16373783 062017	6/20/2017	6/30/2017	9.00			
1089	DS SERVICES OF AMERICA, INC	CONTRACT SERVICES	SPRING WATER	16389495 062017	6/20/2017	6/30/2017	152.52			
1090	FLUVANNA ACE HARDWARE	RECREATIONAL SUPPLIES	SUPPLIES	053117	5/31/2017	6/9/2017	77.74			
1091	IMAGE DESIGNERS, INC.	RECREATIONAL SUPPLIES	KITE FESTIVAL	066630	5/11/2017	6/16/2017	333.75			
1092	IMAGE DESIGNERS, INC.	RECREATIONAL SUPPLIES	UNIFORMS	066488	4/28/2017	6/30/2017	184.75			
1093	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060117	6/1/2017	6/16/2017	155.37			
1094	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	100569	6/1/2017	6/16/2017	60.00			
1095	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	100570	6/1/2017	6/16/2017	60.00			
1096	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	100573	6/1/2017	6/16/2017	60.00			
1097	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	100572	6/1/2017	6/16/2017	100.00			
1098	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	100571	6/1/2017	6/16/2017	120.00			
1099	NICOLE HACKENBERG	PROFESSIONAL SERVICES	VOLLEYBALL CAMP	33	6/1/2017	6/16/2017	1,587.60			
1100	PROTECT YOUTH SPORTS	PROFESSIONAL SERVICES	BACKGROUND CHECK	516227	5/30/2017	6/1/2017	17.80			
1101	RIDDEL/ALL AMERICAN SPORTS CORP.	RECREATIONAL SUPPLIES	BASEBALL JERSEYS	60316050	1/13/2017	6/16/2017	3,570.16			
1102	THE CENTRAL VIRGINIAN	ADVERTISING	PAGE AD	300156131	6/2/2017	6/16/2017	150.00			
1103	UPS	POSTAL SERVICES	UPS DELIVERY	0000Y7646Y247	6/17/2017	6/30/2017	5.02			
1104	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	2.34			
1105	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	LONG DISTANCE	05943884	5/25/2017	6/1/2017	20.26			
1106	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	MONTHLY CHARGES	06077913	6/25/2017	6/30/2017	19.53			
1107	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	199.80			
1108	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20704537	5/24/2017	6/9/2017	34.05			
1109	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20704534	5/31/2017	6/9/2017	170.25			
1110	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20764581	6/5/2017	6/16/2017	15.20			
1111	VIRGINIA RECREATION & PARK SOCIETY	RECREATIONAL SUPPLIES	KD TICKETS	27563	3/8/2017	6/30/2017	390.00			
1112	VIRGINIA RECREATION & PARK SOCIETY	RECREATIONAL SUPPLIES	KD TICKETS	27563	3/8/2017	6/30/2017	780.00			
1113							Total:	\$12,523.89		
1114										
1115	LIBRARY									
1116	AFFORDABLE ALTERNATIVES	OFFICE SUPPLIES	SUPPLIES	6435	5/24/2017	6/9/2017	117.35			
1117	AMAZON.COM	BOOKS/PUBLICATIONS	BOOKS	061017	6/10/2017	6/23/2017	8,447.87			
1118	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	053117	5/31/2017	6/23/2017	19.97			
1119	BANK OF AMERICA	POSTAL SERVICES	P-CARD	053117	5/31/2017	6/23/2017	49.00			
1120	BANK OF AMERICA	POSTAL SERVICES	P-CARD	053117	5/31/2017	6/23/2017	98.00			
1121	CENTURYLINK	TELECOMMUNICATIONS	LIBRARY	309647441 051617	5/16/2017	6/9/2017	2,072.69			
1122	DEMCO	FURNITURE & FIXTURES	BOOKS	6138644	5/19/2017	6/9/2017	540.36			
1123	DEMCO	OFFICE SUPPLIES	BOOKS	6149681	6/7/2017	6/23/2017	79.85			
1124	DEMCO	OFFICE SUPPLIES	ORGANIZER	6152615	6/13/2017	6/23/2017	419.99			
1125	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16385764-052317	5/23/2017	6/23/2017	10.00			
1126	DS SERVICES OF AMERICA, INC	MAINTENANCE CONTRACTS	SPRING WATER	16385764-052317	5/23/2017	6/23/2017	11.95			
1127	GALE	BOOKS/PUBLICATIONS	BOOKS	60632872	5/31/2017	6/9/2017	25.50			
1128	GALE	BOOKS/PUBLICATIONS	BOOKS	60598374	5/31/2017	6/9/2017	27.19			
1129	GALE	BOOKS/PUBLICATIONS	BOOKS	60605117	5/31/2017	6/9/2017	68.82			
1130	OXMOOR HOUSE	BOOKS/PUBLICATIONS	BOOK	T033841650048	6/2/2017	6/23/2017	36.91			
1131	SHOWCASES	OFFICE SUPPLIES	SUPPLIES	300252	6/7/2017	6/23/2017	97.09			


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1	<b>County of Fluvanna</b> <b>Accounts Payable List</b> <b>From Date: 6/1/2017</b> <b>To Date: 6/30/2017</b> 							
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1132	SHOWCASES	OFFICE SUPPLIES	SUPPLIES	300232	6/7/2017	6/23/2017	226.48	
1133	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	supplies	4128450 051517	5/27/2017	6/9/2017	117.65	
1134						<b>Total:</b>	<b>\$12,466.67</b>	
1135								
1136	<b>COUNTY PLANNER</b>							
1137	BANK OF AMERICA	CONVENTION AND EDUCATION	P-CARD	053117	5/31/2017	6/23/2017	150.00	
1138	BANK OF AMERICA	POSTAL SERVICES	P-CARD	053117	5/31/2017	6/23/2017	18.89	
1139	BANK OF AMERICA	POSTAL SERVICES	P-CARD	053117	5/31/2017	6/23/2017	29.85	
1140	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	19.17	
1141	FLUVANNA REVIEW	ADVERTISING	PAGE AD	2017F25-11	6/28/2017	6/30/2017	40.00	
1142	JAMES NEWMAN	SUBSISTENCE & LODGING	MEALS	061317	6/1/2017	6/23/2017	35.03	
1143	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060117	6/1/2017	6/16/2017	94.49	
1144	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/315035	6/2/2017	6/9/2017	26.66	
1145	TIMMONS GROUP	CONTRACT SERVICES	PARCEL MAINTENACE FY17	192945	6/13/2017	6/23/2017	600.00	
1146	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	8.25	
1147	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	149.85	
1148	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20704535	5/24/2017	6/1/2017	394.51	
1149	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20726375	5/31/2017	6/9/2017	93.04	
1150	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20866747	6/23/2017	6/30/2017	443.26	
1151						<b>Total:</b>	<b>\$2,103.00</b>	
1152								
1153	<b>PLANNING COMMISSION</b>							
1154	CITYSCAPE CONSULTANTS, INC.	PROFESSIONAL SERVICES	UPGRADE TOWER	3444	5/15/2017	6/9/2017	4,000.00	
1155	CITYSCAPE CONSULTANTS, INC.	PROFESSIONAL SERVICES	TOWER UPGRADE	3445	5/15/2017	6/9/2017	4,000.00	
1156	CITYSCAPE CONSULTANTS, INC.	PROFESSIONAL SERVICES	TOWER UPGRADE	3446	5/15/2017	6/9/2017	4,000.00	
1157	CITYSCAPE CONSULTANTS, INC.	PROFESSIONAL SERVICES	TOWER UPGRADE	3447	5/15/2017	6/9/2017	4,000.00	
1158	FLUVANNA REVIEW	ADVERTISING	AD	2017F22-14	6/1/2017	6/23/2017	128.75	
1159						<b>Total:</b>	<b>\$16,128.75</b>	
1160								
1161	<b>ECONOMIC DEVELOPMENT</b>							
1162	BANK OF AMERICA	MARKETING	P-CARD	053117	5/31/2017	6/23/2017	193.53	
1163	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	21.37	
1164	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	3.19	
1165	E.W. THOMAS	OTHER OPERATING SUPPLIES	BOS SNACKS	053017	5/30/2017	6/9/2017	37.56	
1166	FLUVANNA REVIEW	ADVERTISING	JOB FAIR POSTING	2017F21-14	5/31/2017	6/9/2017	133.00	
1167	FLUVANNA REVIEW	ADVERTISING	AD	2017F22-14	6/1/2017	6/23/2017	103.00	
1168	THE DAILY PROGRESS	ADVERTISING	AD	3308197 052817	5/28/2017	6/9/2017	255.00	
1169	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	49.95	
1170	VIRGINIA LOGOS, LLC	MARKETING	SIGNS	060117	5/31/2017	6/9/2017	1,000.00	
1171						<b>Total:</b>	<b>\$1,796.60</b>	
1172								
1173	<b>VA COOPERATIVE EXTENSION</b>							
1174	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	18.92	
1175	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	19.88	
1176	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	207.63	



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1177	CENTURYLINK	TELECOMMUNICATIONS	FINANCE	309762613 051617	5/16/2017	6/1/2017	15.97			
1178	D.M. JEFFERS COMPANY INC	CONTRACT SERVICES	REACH IN FRIDGE	327 040717	4/7/2017	6/30/2017	2,650.00			
1179	FAYE ANDERSON	CONTRACT SERVICES	REIMBURSEMENT	063017	6/30/2017	6/30/2017	31.34			
1180	IN STITCHES	CONTRACT SERVICES	WORK SHIRTS	VCE06212017	6/20/2017	6/30/2017	372.00			
1181	KIMBERLY MAYO	CONTRACT SERVICES	REIMBURSEMENT	060717	6/7/2017	6/16/2017	41.88			
1182	MODESTO FARMS GREENHOUSE	CONTRACT SERVICES	GARDENING SUPPLIES/SR GARDEN	052517	5/25/2017	6/1/2017	34.50			
1183	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	4.36			
1184	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	9.63			
1185	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	20.39			
1186	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	81.06			
1187	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8044710845	5/27/2017	6/9/2017	776.61			
1188	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	14.03			
1189	VIRGINIA COOPERATIVE EXTENSION	CONTRACT SERVICES	FY17 4TH QTR	140575 060217	6/2/2017	6/16/2017	16,920.16			
1190							Total:	\$21,218.36		
1191										
1192										
1193					100 GENERAL FUND	Fund Total:	\$819,324.14			
1193	Fund # - 302 CAPITAL IMPROVEMENT									
1194	PUBLIC SAFETY CAPITAL PROJ									
1195	HALEY OF FARMVILLE	VEHICLE	17 FORD EXPLORER	F7067	6/28/2017	6/30/2017	31,339.68			
1196							Total:	\$31,339.68		
1197										
1198	E911 CAPITAL PROJECT									
1199	RAFALY ELECTRICAL CONTRACTORS,	CONTRACT SERVICES	REPAIRS	7343	6/3/2017	6/16/2017	1,167.12			
1200	SAUNDERS' SURVEYS INC	CONTRACT SERVICES	SURVEY	6193	5/23/2017	6/16/2017	124.15			
1201							Total:	\$1,291.27		
1202										
1203	FIRE & RESCUE CAP PROJ									
1204	ATLANTIC EMERGENCY SOLUTIONS, INC.	VEHICLE	FLAT-BED TRUCK	21868 053117	5/31/2017	6/9/2017	121,484.00			
1205	C.W. WILLIAMS & COMPANY, LLC.	CONTRACT SERVICES	KENT STORE PPE GEAR	601006	5/31/2017	6/9/2017	8.27			
1206	C.W. WILLIAMS & COMPANY, LLC.	CONTRACT SERVICES	KENT STORE PPE GEAR	601061	5/31/2017	6/9/2017	420.24			
1207	C.W. WILLIAMS & COMPANY, LLC.	CONTRACT SERVICES	KENT STORE PPE GEAR	600633	5/31/2017	6/9/2017	2,950.80			
1208	C.W. WILLIAMS & COMPANY, LLC.	CONTRACT SERVICES	KENT STORE PPE GEAR	601899	5/31/2017	6/9/2017	14,861.69			
1209	C.W. WILLIAMS & COMPANY, LLC.	CONTRACT SERVICES	CUFF GLOVE	602244	5/31/2017	6/23/2017	372.50			
1210	C.W. WILLIAMS & COMPANY, LLC.	CONTRACT SERVICES	FIRE DEPT PPE	601902	6/13/2017	6/23/2017	15,416.11			
1211							Total:	\$155,513.61		
1212										
1213	FACILITIES CAP PROJ									
1214	AMELIA OVERHEAD DOOR	CONTRACT SERVICES	CAR MAINTENANCE	112653	5/24/2017	6/1/2017	367.50			
1215	AMELIA OVERHEAD DOOR	CONTRACT SERVICES	KEYLESS ENTRY	112722	5/26/2017	6/1/2017	2,683.10			
1216	ARCANE TECHNOLOGIES INC	EDP EQUIPMENT	SECURITY CAMERAS/SERVER	17523	6/15/2017	6/30/2017	887.45			
1217	BUDGET ELECTRICAL & MECHANICAL,	CONTRACT SERVICES	COURTHOUSE REPAIRS	0314	4/17/2017	6/1/2017	1,067.27			
1218	CABINETS BY DESIGN	CONTRACT SERVICES	REPAIRS TREAS OFFICE	053017	5/30/2017	6/1/2017	888.38			
1219	CABINETS BY DESIGN	CONTRACT SERVICES	HANDICAP RESTROOM UPGRADES	052917	5/30/2017	6/1/2017	6,494.14			
1220	CHARLES EDWARD GARRISON, II	CONTRACT SERVICES	PAINT/ADMIN BLDG BATHROOM	559706	6/3/2017	6/9/2017	1,925.00			
1221	CII SERVICE	CONTRACT SERVICES	WO#5608	41315	5/31/2017	6/16/2017	383.74			

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1222	COMMONWEALTH INTERIORS	CONTRACT SERVICES	REPAIRS	2017-101	6/9/2017	6/16/2017	7,330.00			
1223	GARY OSTEEEN PLUMBING	CONTRACT SERVICES	REPAIRS	052217	6/9/2017	6/16/2017	1,805.25			
1224	GARY OSTEEEN PLUMBING	CONTRACT SERVICES	REPAIRS	061217	6/1/2017	6/16/2017	5,218.36			
1225	GARY OSTEEEN PLUMBING	CONTRACT SERVICES	PLUMBING REMODEL	061317	6/1/2017	6/16/2017	26,550.00			
1226	HOUSE OF DOORS INC	CONTRACT SERVICES	TOILET PARTITIONS	7189	6/16/2017	6/23/2017	7,823.00			
1227	LOWE'S	CONTRACT SERVICES	SUPPLIES	052517	5/25/2017	6/16/2017	22.71			
1228	MJC DESIGNS, LLC.	CONTRACT SERVICES	CUSTOM WINDOW LETTERING	2427	5/24/2017	6/9/2017	149.00			
1229	RAFALY ELECTRICAL CONTRACTORS,	CONTRACT SERVICES	KITCHEN RENOVATIONS	7319	5/28/2017	6/9/2017	6,092.90			
1230	RAFALY ELECTRICAL CONTRACTORS,	CONTRACT SERVICES	REPAIRS	7345	6/5/2017	6/16/2017	135.00			
1231	RAFALY ELECTRICAL CONTRACTORS,	CONTRACT SERVICES	REPAIRS	7347	6/3/2017	6/16/2017	514.00			
1232	TRANE U.S., INC.	CONTRACT SERVICES	WORK COMPLETED JUN17	38023342	6/1/2017	6/9/2017	962,655.08			
1233							Total:	\$1,032,991.88		
1234										
1235	PUBLIC WORKS CAPITAL PROJECT									
1236	BOWMAN CONSULTING	CONTRACT SERVICES	ZION CROSSROADS WATER & SEWER	234649	5/31/2017	6/23/2017	9,728.00			
1237	DEWBERRY ENGINEERS INC.	CONTRACT SERVICES	TASK 9 PROJ 50078856	1422014	5/24/2017	6/9/2017	38,296.00			
1238	DEWBERRY ENGINEERS INC.	CONTRACT SERVICES	TASK 5	1422010	5/26/2017	6/23/2017	12,876.00			
1239	DEWBERRY ENGINEERS INC.	CONTRACT SERVICES	TASK 7	1422012	5/26/2017	6/23/2017	21,790.00			
1240	DEWBERRY ENGINEERS INC.	CONTRACT SERVICES	TASK 8 SEWAGE PUMP	1422013	5/26/2017	6/23/2017	27,954.00			
1241	DEWBERRY ENGINEERS INC.	CONTRACT SERVICES	TASK 6	1422011	5/26/2017	6/23/2017	34,746.00			
1242							Total:	\$145,390.00		
1243										
1244	SCHOOL OPS & MAINT CAP PROJ									
1245	ASBESTCO INC	CONTRACT SERVICES	ASBESTOS REMOVAL	31442	6/30/2017	6/30/2017	6,300.00			
1246	BLUE RIDGE BUILDERS SUPPLY, INC.	CONTRACT SERVICES	HALLWAY PAINTING	1706-267005	6/30/2017	6/30/2017	1,248.26			
1247	JAMES RIVER SOLUTIONS	CONTRACT SERVICES	TANK PUMP OUT	M170663-IN	6/30/2017	6/30/2017	1,500.00			
1248	L.A. LACY INCORPORATED	CONTRACT SERVICES	FMS HVAC	10915	5/24/2017	6/9/2017	83,030.00			
1249	L.A. LACY INCORPORATED	CONTRACT SERVICES	FMS HVAC	10936	6/1/2017	6/23/2017	57,391.87			
1250	MIKE'S STAIN & PAINT INC	CONTRACT SERVICES	FMS HVAC	1602	5/30/2017	6/9/2017	16,226.56			
1251	RIVANNA EQUIPMENT CO LLC	CONTRACT SERVICES	FLOOR SCRUBBERS	17747	6/2/2017	6/23/2017	22,600.00			
1252							Total:	\$188,296.69		
1253										
1254	SCHOOL TECH CAP PROJ									
1255	CDW GOVERNMENT, INC.	EDP EQUIPMENT	TECHNOLOGY SUPPLIES	JFJ6953	6/15/2017	6/23/2017	11,340.00			
1256	TYLER TECHNOLOGIES	CONTRACT SERVICES	PAYROLL TRAINING	045-194439	6/30/2017	6/30/2017	700.00			
1257							Total:	\$12,040.00		
1258										
1259					302 CAPITAL IMPROVEMENT	Fund Total:	\$1,566,863.13			
1260	Fund # - 401 DEBT SERVICE									
1261	DEBT SERVICE - COUNTY									
1262	REGIONS BANK	ADMINISTRATIVE FEES	BOND SERIES	5628	5/24/2017	6/1/2017	500.00			
1263	REGIONS BANK	ADMINISTRATIVE FEES	BOND SERIES 2012A BI 5627	5627	5/24/2017	6/1/2017	500.00			
1264	US BANK, NA	ADMINISTRATIVE FEES	SCHOOL BONDS	4648052	5/25/2017	6/23/2017	400.00			
1265							Total:	\$1,400.00		
1266										



	A	B	C	D	F	G	H	I	J	
1										
2	County of Fluvanna Accounts Payable List			From Date: 6/1/2017 To Date: 6/30/2017						
3										
4										
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
1267				401 DEBT SERVICE		Fund Total:	\$1,400.00			
1268	Fund # - 502 SEWER									
1269	UTILITY OPERATIONAL EXPENSES									
1270	CENTURYLINK	TELECOMMUNICATIONS	WASTEWATER	310089744 051917	5/19/2017	6/1/2017	46.37			
1271	CENTURYLINK	TELECOMMUNICATIONS	WASTEWATER	309433290 051917	5/19/2017	6/1/2017	58.85			
1272	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394111949	5/25/2017	6/1/2017	8.14			
1273	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394113955	6/1/2017	6/9/2017	8.14			
1274	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394115864	6/8/2017	6/16/2017	8.14			
1275	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	3941147806	6/15/2017	6/23/2017	8.14			
1276	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394119715	6/22/2017	6/30/2017	39.62			
1277	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SEWER PLANT	712952457 052517	5/25/2017	6/1/2017	672.14			
1278	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SW PUMP STATION	7712348080 053017	5/30/2017	6/9/2017	44.58			
1279	E.W. THOMAS	GENERAL MATERIALS AND SUPPLIES	SUPPLIES/PUBLIC WORKS	052317	5/30/2017	6/9/2017	118.31			
1280	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	PLEASANT GROVE WELL	061917	6/19/2017	6/23/2017	5,730.12			
1281	HEYWARD INC	GENERAL MATERIALS AND SUPPLIES	SUPPLIES	V4533	6/28/2017	6/30/2017	286.85			
1282	INBODEN ENVIRONMENTAL SERVICES,	CONTRACT SERVICES	WASTEWATER MONITORING	62460	6/16/2017	6/23/2017	197.00			
1283	INBODEN ENVIRONMENTAL SERVICES,	CONTRACT SERVICES	WASTEWATER MONITORING	62462	6/16/2017	6/23/2017	197.00			
1284	INBODEN ENVIRONMENTAL SERVICES,	CONTRACT SERVICES	WASTEWATER MONITORING	62461	6/16/2017	6/23/2017	227.00			
1285	LOWE'S	GENERAL MATERIALS AND SUPPLIES	SUPPLIES	052517	5/25/2017	6/16/2017	204.37			
1286	RIVANNA WATER & SEWER	CONTRACT SERVICES	WASTE DISPOSAL	INC10754	5/31/2017	6/16/2017	177.11			
1287	UNIVAR USA, INC.	CHEMICAL SUPPLIES	SUPPLIES	RI720962	6/23/2017	6/30/2017	2,311.20			
1288	USABBLUEBOOK	CHEMICAL SUPPLIES	SUPPLIES	291614	6/17/2017	6/30/2017	6,992.65			
1289	USABBLUEBOOK	GENERAL MATERIALS AND SUPPLIES	SUPPLIES	276277	6/5/2017	6/16/2017	353.54			
1290	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	130.79			
1291	VSI SUPPLY	BLDGS EQUIP REP & MAINT	SEWAGE PUMP	S1022	6/28/2017	6/30/2017	1,130.00			
1292	VSI SUPPLY	BLDGS EQUIP REP & MAINT	GRINDER PUMP	S1023	6/28/2017	6/30/2017	4,535.00			
1293							Total:	\$23,485.06		
1294										
1295							502 SEWER	Fund Total:	\$23,485.06	
1296	Fund # - 505 FORK UNION SANITARY DISTRICT									
1297	FORK UNION SANITARY DISTRICT									
1298	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	USDA DEBT PAYMENT JUNE	JUN-17	6/25/2017	6/25/2017	3,239.74			
1299							Total:	\$3,239.74		
1300										
1301	FUSD OPERATIONAL EXPENSES									
1302	BANK OF AMERICA	VEHICLE/POWER EQUIP SUPPLIES	P-CARD	053117	5/31/2017	6/23/2017	134.99			
1303	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394111949	5/25/2017	6/1/2017	31.48			
1304	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394113955	6/1/2017	6/9/2017	31.48			
1305	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	394115864	6/8/2017	6/16/2017	31.48			
1306	CINTAS	LAUNDRY AND DRY CLEANING	DRY CLEANING	3941147806	6/15/2017	6/23/2017	31.48			
1307	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL	8434345008 052617	5/30/2017	6/9/2017	88.66			
1308	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MELTON WELL	9594215007 052617	5/30/2017	6/9/2017	94.00			
1309	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL	9004200003 052617	5/30/2017	6/9/2017	175.33			
1310	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OMOHUNDRO WELL	9346182505 052617	5/30/2017	6/9/2017	585.84			
1311	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL	9501772108 052617	5/30/2017	6/9/2017	878.22			

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1									
2	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 6/1/2017 To Date: 6/30/2017</b>						
3									
4									
6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>		
1312	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEST BOTTOM WELL	7224360003 060917	6/9/2017	6/23/2017	45.63		
1313	E.W. OWEN	LEASE/RENT	WELL RENT	06012017	5/30/2017	6/9/2017	150.00		
1314	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060117	6/1/2017	6/16/2017	206.90		
1315	JONES AUTOMOTIVE/ALL STAR AUTO	BLDGS EQUIP REP & MAINT	CAR SUPPLIES	053117	5/31/2017	6/16/2017	70.47		
1316	LOWE'S	GENERAL MATERIALS AND SUPPLIES	SUPPLIES	052517	5/25/2017	6/16/2017	142.74		
1317	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/315035	6/2/2017	6/9/2017	268.42		
1318	MO-JOHNS, INC.	PURCHASE OF SERVICES	PORTABLE TOILET	100793	6/1/2017	6/16/2017	60.00		
1319	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	SUSPENDED SOLIDS	213861	5/16/2017	6/1/2017	30.00		
1320	UNIVAR USA, INC.	CHEMICAL SUPPLIES	SUPPLIES	RI721011	6/23/2017	6/30/2017	434.82		
1321	UNIVAR USA, INC.	CHEMICAL SUPPLIES	SUPPLIES	RI721023	6/23/2017	6/30/2017	694.42		
1322	UNIVAR USA, INC.	CHEMICAL SUPPLIES	SUPPLIES	RI1720961	6/23/2017	6/30/2017	712.32		
1323	UNIVAR USA, INC.	CHEMICAL SUPPLIES	SUPPLIES	RI721012	6/23/2017	6/30/2017	1,476.74		
1324	USABBLUEBOOK	CHEMICAL SUPPLIES	SUPPLIES	276277	6/5/2017	6/16/2017	180.00		
1325	USABBLUEBOOK	CHEMICAL SUPPLIES	SUPPLIES	290059	6/17/2017	6/30/2017	3.27		
1326	USABBLUEBOOK	GENERAL MATERIALS AND SUPPLIES	SUPPLIES	276277	6/5/2017	6/16/2017	99.90		
1327	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	USDA DEBT PAYMENT JUNE	JUN-17	6/25/2017	6/25/2017	1,720.26		
1328	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T310433	6/1/2017	6/9/2017	82.17		
1329	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	LONG DISTANCE	05943884	5/25/2017	6/1/2017	20.27		
1330	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	MONTHLY CHARGES	06077913	6/25/2017	6/30/2017	19.54		
1331	VERIZON	TELECOMMUNICATIONS	WIRELESS PHONES	9787796853	6/19/2017	6/30/2017	125.90		
1332							<b>Total:</b>	<b>\$8,626.73</b>	
1333									
1334									
1335							<b>505 FORK UNION SANITARY DISTRICT Fund Total:</b>	<b>\$11,866.47</b>	
							<b>Total Expenditures by Fund:</b>	<b>\$2,422,938.80</b>	



# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS Packet 2017-08-16 p.775/829

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

**TAB D**

## MEMORANDUM

**Date:** August 16, 2017  
**From:** Finance Department  
**To:** Board of Supervisors  
**Subject:** Accounts Payable Report for July 2017

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


CATEGORY	AMOUNT
General	\$1,822,450.56
Capital Improvements	\$3,615,721.86
Debt Service	\$3,281,460.06
Sewer	\$4,543.46
Fork Union Sanitary District	\$15,033.95
<b>TOTAL AP EXPENDITURES</b>	<b>\$8,739,209.89</b>
Payroll	\$774,116.14
<b>TOTAL</b>	<b>\$9,513,326.03</b>


## MOTION


I move the Accounts Payable and Payroll be ratified for **July 2017** in the amount of **\$9,513,326.03**.


Encl:  
AP Report




	A	B	C	D	F	G	H	I	J
1	<div> <div>County of Fluvanna</div> <div>Accounts Payable List</div> </div> <div> <div>From Date: 7/1/2017</div> <div>To Date: 7/31/2017</div> </div> 								
2									
3									
4									
6	Vendor Name	Charge To	Description		Invoice Number	Invoice Date	Check Date		Check Amount
7	<b>Fund # - 100 GENERAL FUND</b>								
8	<b>GENERAL FUND</b>								
9	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 060217		000000052294	6/1/2017	7/14/2017		186.04
10	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061617		000000052573	6/16/2017	7/14/2017		191.35
11	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	SHERIFFS ACCT BANKING FEES		78314	7/30/2017	7/30/2017		100.00
12	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	SHERIFFS FEES		78315	7/30/2017	7/30/2017		1,169.78
13	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 060217		000000052295	6/1/2017	7/14/2017		448.70
14	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061617		000000052574	6/16/2017	7/14/2017		464.92
15							<b>Total:</b>		<b>\$2,560.79</b>
16									
17	<b>REAL ESTATE TAXES</b>								
18	CORONAL DEVELOPMENT SERVICES	R E 2017 - 1ST	RE 2017 5-A-23		53617	7/17/2017	7/21/2017		1,777.72
19	FITZGERALD, ASHLEY C & MICHAEL	R E 2017 - 1ST	RE 2017 18A-5-316		53811	7/25/2017	7/28/2017		739.00
20							<b>Total:</b>		<b>\$2,516.72</b>
21									
22	<b>PERSONAL PROPERTY TAXES</b>								
23	LANDSBERG HOME IMPROVEMENT	P P 2017 - 1ST	PP 2017 215542		53619	7/17/2017	7/21/2017		24.53
24							<b>Total:</b>		<b>\$24.53</b>
25									
26	<b>OTHER LOCAL TAXES</b>								
27	FREE JR, DAVID FAWCETT	ADMIN FEE VEHICLE LICENSE	PP 2017 220029		53618	7/17/2017	7/21/2017		151.04
28	NEIDERER, TARA ANN	ADMIN FEE VEHICLE LICENSE	PP 2017 1959		53620	7/17/2017	7/21/2017		22.23
29	SPARKS, DONALD ALAN	ADMIN FEE VEHICLE LICENSE	PP 2017 5010		53621	7/17/2017	7/21/2017		8.52
30	TOWN OF SCOTTSVILLE	SALES TAX-	SCOTTSVILLE SALES TAX		78316	7/30/2017	7/30/2017		107.09
31	VISIONTECH SALES INC	ADMIN FEE VEHICLE LICENSE	PP 2017 8063		53185	7/5/2017	7/7/2017		3,586.43
32							<b>Total:</b>		<b>\$3,875.31</b>
33									
34	<b>PERMITS/FEES/LICENSES</b>								
35	JUSTIN SHIMP	BUILDING PERMITS	SIGN DEP REFUND		071317	7/21/2017	7/21/2017		90.00
36	NETWORK BUILDING &	SPECIAL USE PERMITS	RETURN FEE		062917	6/30/2017	7/21/2017		950.00
37	NETWORK BUILDING &	SPECIAL USE PERMITS	RETURN FEE		062917	6/30/2017	7/21/2017		1,500.00
38							<b>Total:</b>		<b>\$2,540.00</b>
39									
40	<b>CHARGES FOR SERVICES</b>								
41	DAWN MARJORIE	RECREATION PROGRAM	REFUND FOR KAYAK CLASS		053117	6/30/2017	7/21/2017		20.00
42							<b>Total:</b>		<b>\$20.00</b>
43									
44	<b>BOARD OF SUPERVISORS</b>								
45	ACCELA INC	CONTRACT SERVICES	RENEWAL		6444	7/7/2017	7/7/2017		5,238.72
46	BANK OF AMERICA	ADVERTISING	P-CARD PURCHASES		0630107	6/30/2017	7/21/2017		149.95


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2									
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
47	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	17.93		
48	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	22.04		
49	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	31.68		
50	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	110.30		
51	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	120.90		
52	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	290.22		
53	E.W. THOMAS	OTHER OPERATING	BOS DINNER	060517	6/30/2017	7/21/2017	44.43		
54	FLUVANNA REVIEW	ADVERTISING	PAGE AD	2017F26-7 2017F26-8	6/30/2017	7/12/2017	168.75		
55	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	94156743 94124337	94156735 94156727	6/30/2017	7/12/2017	61.08		
56	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	94156743 94124337	94156735 94156727	6/30/2017	7/12/2017	95.08		
57	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	94156743 94124337	94156735 94156727	6/30/2017	7/12/2017	540.66		
58	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	061817	6/30/2017	7/12/2017	17.32		
59	RECTOR & VISITORS OF THE	DUES OR ASSOCIATION	ANNUAL FEE	MVIG3022	7/21/2017	7/21/2017	1,000.00		
60	SCARLETT'S FLOWERS & GIFT	OTHER OPERATING	FLOWERS	004347	7/11/2017	7/12/2017	112.00		
61	SCARLETT'S FLOWERS & GIFT	OTHER OPERATING	FLOWERS/FUNERAL	004354	7/21/2017	7/21/2017	55.00		
62	SHANNON RACE	OTHER OPERATING	REIMBURSEMENT	062717	6/30/2017	7/12/2017	59.15		
63	VACORP	PUBLIC OFFICIALS LIABILITY	LIABILITY	9364	7/21/2017	7/21/2017	9,431.00		
64	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	19.32		
65	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	222.61		
66	VIRGINIA ASSOCIATION OF COUNTIES	DUES OR ASSOCIATION	COUNTY DUES	IVC0604834	7/7/2017	7/7/2017	5,488.00		
67						<b>Total:</b>	<b>\$23,296.14</b>		
68									
69	<b>COUNTY ADMINISTRATOR</b>								
70	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	30.00		
71	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	69.95		
72	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	82.98		
73	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	101.78		
74	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	140.48		
75	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	290.22		
76	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	8.62		
77	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16407175 071817	6/30/2017	7/28/2017	102.45		
78	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	061817	6/30/2017	7/12/2017	3.87		
79	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	22.79		
80	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	27.74		
81	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	66.94		
82	UPS	POSTAL SERVICES	OVERNIGHT MAIL	Y7646Y197	6/28/2017	7/7/2017	10.62		
83	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	43.65		
84	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	161.38		
85	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	STAPLER FINISHER	20905676	6/28/2017	7/7/2017	47.59		
86	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21011626	6/30/2017	7/28/2017	293.90		


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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
87							<b>Total:</b>	<b>\$1,504.96</b>	
88									
89	<b>COUNTY ATTORNEY</b>								
90	PAYNE & HODOUS, LLP.	PROFESSIONAL SERVICES	LEGAL FEES	124583 124587	6/30/2017	7/12/2017	22.47		
91	PAYNE & HODOUS, LLP.	PROFESSIONAL SERVICES	LEGAL FEES	124583 124587	6/30/2017	7/12/2017	23,709.75		
92							<b>Total:</b>	<b>\$23,732.22</b>	
93									
94	<b>COMMISSIONER OF THE REVENUE</b>								
95	ANDREW M. SHERIDAN, JR.	OFFICE SUPPLIES	NOTARY FEE	072417	7/26/2017	7/28/2017	10.00		
96	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	350.00		
97	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	115.36		
98	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	117.98		
99	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	105.26		
100	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	132.26		
101	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	14.37		
102	DS SERVICES OF AMERICA, INC	OFFICE SUPPLIES	SPRING WATER	16382147 071817	7/21/2017	7/21/2017	20.64		
103	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	063017	6/30/2017	7/21/2017	19.54		
104	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	VAMANET FEE	8867	6/30/2017	7/12/2017	300.00		
105	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	RENEWAL	8845	7/21/2017	7/21/2017	5,200.00		
106	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	12.80		
107	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	195.89		
108	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	49.98		
109							<b>Total:</b>	<b>\$6,644.08</b>	
110									
111	<b>REASSESSMENT</b>								
112	JOANN RAWLS	PROFESSIONAL SERVICES	BOE	063017	6/30/2017	7/21/2017	600.00		
113							<b>Total:</b>	<b>\$600.00</b>	
114									
115	<b>TREASURER</b>								
116	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING	1839-2017	6/19/2017	7/12/2017	200.00		
117	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	17.25		
118	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16373913 062017	6/20/2017	7/12/2017	64.85		
119	MECHUMS RIVER SECURITY	LEASE/RENT	QUARTERLY MONITORING	6664	6/30/2017	7/12/2017	60.00		
120	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	93.27		
121	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	154.35		
122	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	4.18		
123	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	220.86		
124	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	49.98		
125	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20900131	6/30/2017	7/12/2017	131.38		
126							<b>Total:</b>	<b>\$996.12</b>	


	A	B	C	D	F	G	H	I	J
1	<div> <div>County of Fluvanna</div> <div>Accounts Payable List</div> </div> <div> <div>From Date: 7/1/2017</div> <div>To Date: 7/31/2017</div> </div> <div>  </div>								
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
127									
128	<b>INFORMATION TECHNOLOGY</b>								
129	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	11.40		
130	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	14.99		
131	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	16.50		
132	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	19.99		
133	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	115.00		
134	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	158.55		
135	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	471.00		
136	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	25.07		
137	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	230.00		
138	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	239.88		
139	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	265.00		
140	BANK OF AMERICA	EDP EQUIPMENT	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	47.80		
141	BANK OF AMERICA	EDP EQUIPMENT	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	50.04		
142	BANK OF AMERICA	EDP EQUIPMENT	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	76.49		
143	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	85.12		
144	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	5.75		
145	DELL MARKETING, L.P.	EDP EQUIPMENT	HARDWARE	10179775362	7/26/2017	7/28/2017	7,021.40		
146	ER COMMUNICATIONS LLC	PROFESSIONAL SERVICES	TECH CLASS	10392	7/21/2017	7/21/2017	85.00		
147	IBM CORPORATION	ADP SERVICES	MONTHLY CHARGES	7705400	7/21/2017	7/21/2017	137.37		
148	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	199.99		
149	TYLER TECHNOLOGIES	ADP SERVICES	APP SERVICES	045-195903	7/26/2017	7/28/2017	40,662.00		
150	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	2,386.60		
151	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	82.19		
152	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	139.97		
153							<b>Total:</b>	<b>\$52,547.10</b>	
154									
155	<b>FINANCE</b>								
156	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	2.50		
157	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	50.00		
158	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	14.37		
159	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	061817	6/30/2017	7/12/2017	162.26		
160	UPS	POSTAL SERVICES	OVERNIGHT MAIL	Y7646Y197	6/28/2017	7/7/2017	7.12		
161	UPS	POSTAL SERVICES	OVERNIGHT MAIL	Y7646Y257	6/28/2017	7/7/2017	14.11		
162	UPS	POSTAL SERVICES	OVERNIGHT DELIVERY	0000Y7646Y277	7/21/2017	7/21/2017	6.07		
163	UPS	POSTAL SERVICES	OVERNIGHT DELIVERY	0000Y7646Y287	7/26/2017	7/28/2017	14.84		
164	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	4.45		
165	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	192.65		
166	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21011627	6/30/2017	7/28/2017	169.45		





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2	County of Fluvanna Accounts Payable List			From Date: 7/1/2017 To Date: 7/31/2017						
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167							Total:	\$637.82		
168										
169	REGISTRAR/ELECTORAL BOARD									
170	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COLOR PRINTER	077219	6/29/2017	7/7/2017	155.00			
171	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	4.21			
172	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	5.77			
173	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	7.99			
174	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	9.02			
175	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	16.50			
176	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	33.38			
177	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	34.33			
178	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	37.25			
179	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	18.91			
180	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	20.49			
181	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	41.42			
182	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	89.99			
183	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	124.16			
184	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	3.68			
185	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	4.10			
186	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	5.45			
187	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	6.54			
188	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	7.29			
189	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	8.92			
190	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	1,666.00			
191	CATHERINE E. HOBBS	CONVENTION AND	REIMBURSEMENT	060317	6/30/2017	7/12/2017	39.99			
192	CATHERINE E. HOBBS	MILEAGE ALLOWANCES	MILEAGE	061317	6/30/2017	7/12/2017	65.27			
193	DANIEL D. GRAFF	MILEAGE ALLOWANCES	MILEAGE	061317	6/30/2017	7/7/2017	40.66			
194	DANIEL D. GRAFF	MILEAGE ALLOWANCES	MILEAGE	061317A	6/30/2017	7/7/2017	41.73			
195	DANIEL D. GRAFF	MILEAGE ALLOWANCES	MILEAGE	062017	6/30/2017	7/7/2017	173.34			
196	DEMTECH VOTING SOLUTIONS INC	CONTRACT SERVICES	SOFTWARE JUL17-JUN18	01412770	7/26/2017	7/28/2017	700.00			
197	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16384889 071817	7/26/2017	7/28/2017	26.95			
198	FLUVANNA CO SHERIFF'S OFC	CONTRACT SERVICES	TRANSPORTING ELECTION MACHINES	FCR019	6/28/2017	7/7/2017	700.00			
199	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	294.58			
200	THE DAILY PROGRESS	ADVERTISING	BALANCE FWD	062517	6/30/2017	7/12/2017	115.00			
201	THE DAILY PROGRESS	ADVERTISING	PRIMARY ELECTIONS	10000523129-0510	6/30/2017	7/21/2017	115.00			
202	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	1.72			
203	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	56.58			
204	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	49.98			
205	VRAY	CONVENTION AND	ANNUAL MEETING	070117	7/7/2017	7/7/2017	200.00			
206							Total:	\$4,921.20		

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2	County of Fluvanna Accounts Payable List		From Date: 7/1/2017 To Date: 7/31/2017							
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
207										
208	HUMAN RESOURCES									
209	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	2.87			
210	PIERCE GROUP BENEFITS	PROFESSIONAL SERVICES	BROKER FEE	13 FLUVANNA	7/21/2017	7/21/2017	1,203.00			
211	PROTECT YOUTH SPORTS	RECRUITMENT	BACKGROUND CHECK	524813	6/28/2017	7/7/2017	8.90			
212	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	16.57			
213	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	21.90			
214	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	47.65			
215							Total:	\$1,300.89		
216										
217	GENERAL DISTRICT COURT									
218	CENTURYLINK	TELECOMMUNICATIONS	DISTRICT COURT	309871364 061617	6/16/2017	7/7/2017	230.11			
219	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	70.11			
220	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	108.35			
221	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	13.76			
222	VIRGINIA BUSINESS SYSTEMS	MAINTENANCE CONTRACTS	COPIER	20873635	6/30/2017	7/21/2017	161.51			
223							Total:	\$583.84		
224										
225	COURT SERVICE UNIT									
226	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	11.50			
227	DENNIS CRONIN	MILEAGE ALLOWANCES	MILEAGE	061317	6/30/2017	7/21/2017	9.63			
228	QUILL	OFFICE SUPPLIES	SUPPLIES/7855120 7868557	7837918	6/28/2017	7/7/2017	129.94			
229	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	13.92			
230							Total:	\$164.99		
231										
232	CLERK OF THE CIRCUIT COURT									
233	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	42.11			
234	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	22.99			
235	FLUVANNA CO CIRCUIT COURT	CONTRACT SERVICES	BANK SERVICE FEES	071017	6/30/2017	7/21/2017	51.35			
236	KOFIE PRESERVATION INC	RECORD PRESERVATION	DEED BOOK	218755	7/21/2017	7/21/2017	2,536.00			
237	LOGAN SYSTEMS, INC.	OFFICE SUPPLIES	SUPPLIES	49876	6/30/2017	7/21/2017	70.67			
238	LOGAN SYSTEMS, INC.	PRINTING AND BINDING	SUPPLIES	49876	6/30/2017	7/21/2017	98.98			
239	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	CONTRACT	49840	7/21/2017	7/21/2017	2,541.67			
240	PALMYRA PRESS, INC.	OFFICE SUPPLIES	SUPPLIES	3342	7/21/2017	7/21/2017	443.00			
241	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	SUPPLIES	8045254433	6/30/2017	7/21/2017	179.99			
242	STAPLES CONTRACT & COMMERCIAL,	FURNITURE & FIXTURES	SUPPLIES	8045254433	6/30/2017	7/21/2017	674.69			
243	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	83.55			
244	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	371.25			
245	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	15.69			
246	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	299.17			


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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
247	VCCA	CONVENTION AND	CONVENTION FEE	071817	7/21/2017	7/21/2017	325.00		
248	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20976272	6/30/2017	7/21/2017	202.98		
249	VIRGINIA EMPLOYMENT COMMISSION	UNEMPLOYMENT	UNEMPLOYMENT	1890042 063017	6/30/2017	7/28/2017	2,237.52		
250									
251									
252	<b>CIRCUIT COURT JUDGE</b>						<b>Total:</b>	<b>\$10,196.61</b>	
253	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	16.88		
254	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	8.62		
255	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	0.07		
256	VALLEY OFFICE MACHINES, INC.	FURNITURE & FIXTURES	DIGITAL RECORDING SYSTEM	259080	6/28/2017	7/7/2017	6,450.00		
257									
258							<b>Total:</b>	<b>\$6,475.57</b>	
259	<b>COMMONWEALTH ATTY</b>								
260	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	15.19		
261	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	48.08		
262	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	18.30		
263	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	14.37		
264	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16371533 071817	7/21/2017	7/21/2017	27.96		
265	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA CODE	9415671	6/28/2017	7/7/2017	470.45		
266	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA CODE	94156786	6/30/2017	7/21/2017	61.08		
267	MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	SUBSCRIPTION	3091029757	6/28/2017	7/7/2017	130.00		
268	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	061817	6/30/2017	7/12/2017	6.77		
269	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	54.51		
270	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	75.71		
271	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	475.60		
272	STAPLES CONTRACT & COMMERCIAL,	OTHER OPERATING	SUPPLIES	8045254433	6/30/2017	7/21/2017	95.85		
273	TREASURER OF VIRGINIA	DUES OR ASSOCIATION	STATE BAR DUES	36332	7/7/2017	7/7/2017	275.00		
274	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	5.48		
275	VACA	CONVENTION AND	ANNUAL SUMMER CONFERENCE	109951	7/7/2017	7/7/2017	300.00		
276	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	270.84		
277	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	49.98		
278									
279							<b>Total:</b>	<b>\$2,395.17</b>	
280	<b>SHERIFF</b>								
281	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	CAR SUPPLIES	7306719122136	7/21/2017	7/21/2017	3.49		
282	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	CAR SUPPLIES	7306718662468	7/21/2017	7/21/2017	6.61		
283	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	CAR SUPPLIES	7306718762522	7/21/2017	7/21/2017	9.56		
284	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	CAR SUPPLIES	7306719862820	7/21/2017	7/21/2017	12.87		
285	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	CAR SUPPLIES	7306719862824	7/21/2017	7/21/2017	36.39		
286	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	CAR SUPPLIES	7306719962921	7/26/2017	7/28/2017	7.35		

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
287	AT&T 286-3642	TELECOMMUNICATIONS	LONG DISTANCE	070617	7/26/2017	7/28/2017	83.92		
288	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	87.38		
289	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	250.00		
290	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	141.76		
291	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	149.00		
292	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	233.52		
293	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	300.00		
294	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	333.00		
295	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	123.70		
296	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	182.06		
297	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	344.73		
298	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	26.85		
299	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	42.12		
300	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	52.65		
301	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	54.04		
302	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	9.99		
303	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	10.29		
304	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	12.08		
305	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	12.12		
306	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	12.22		
307	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	14.82		
308	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	17.13		
309	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	17.58		
310	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	156.36		
311	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	164.56		
312	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	567.10		
313	BANK OF AMERICA	VEHICLE FUEL	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	31.22		
314	BRANDON BRYANT	SUBSISTENCE & LODGING	REIMBURSEMENT	070617	7/21/2017	7/21/2017	30.52		
315	BRANDON BRYANT	VEHICLE FUEL	REIMBURSEMENT	070617	7/21/2017	7/21/2017	15.00		
316	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	062817	6/19/2017	7/12/2017	44.00		
317	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	063017	6/30/2017	7/21/2017	22.00		
318	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT AND BALANCE	070517	7/21/2017	7/21/2017	88.00		
319	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRE DISPOSAL	071717	7/26/2017	7/28/2017	44.00		
320	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRES	071817	7/26/2017	7/28/2017	66.00		
321	CENTRAL BATTERY SPECIALIST	VEHICLE/POWER EQUIP	SUPPLIES	31412	7/26/2017	7/28/2017	86.00		
322	CENTRAL BATTERY SPECIALIST	VEHICLES REP & MAINT	CAR MAINTENANCE	31304	6/28/2017	7/12/2017	83.00		
323	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	22.99		
324	CENTURYLINK	TELECOMMUNICATIONS	SHERIFF OFFICE	309797542 061617	6/16/2017	7/7/2017	159.79		
325	CENTURYLINK	TELECOMMUNICATIONS	SHERIFF OFFICE	310191749 061617	6/16/2017	7/7/2017	924.89		
326	CENTURYLINK	TELECOMMUNICATIONS	SHERIFFS OFFICE	309903768 070717	7/26/2017	7/28/2017	151.41		

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327	CLEAR COMMUNICATIONS AND	MAINTENANCE CONTRACTS	RENEWAL	112854	7/21/2017	7/21/2017	1,426.02		
328	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	MISC HARDWARE	112688	6/26/2017	7/12/2017	74.00		
329	COLONIAL AUTO CENTER	VEHICLES REP & MAINT	REPAIRS	679704	7/21/2017	7/21/2017	679.71		
330	DEPT OF VA STATE POLICE	PROFESSIONAL SERVICES	FINGERPRINTING	A2018 070117	6/30/2017	7/28/2017	50.00		
331	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16389548 071817	7/26/2017	7/28/2017	125.42		
332	FISHER AUTO PARTS, INC.	VEHICLES REP & MAINT	CAR SUPPLIES	015-315879	6/30/2017	7/12/2017	42.36		
333	FLUVANNA ACE HARDWARE	POLICE SUPPLIES	SUPPLIES	61401	7/21/2017	7/21/2017	13.98		
334	FLUVANNA ACE HARDWARE	POLICE SUPPLIES	SUPPLIES	61624	7/26/2017	7/28/2017	31.98		
335	GALLS, LLC.	POLICE SUPPLIES	UNIFORM	007817560	6/30/2017	7/12/2017	101.00		
336	GALLS, LLC.	POLICE SUPPLIES	SUPPLIES	007798508	6/30/2017	7/12/2017	124.00		
337	GALLS, LLC.	POLICE SUPPLIES	SUPPLIES	007819430	6/30/2017	7/12/2017	335.00		
338	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007806819	6/30/2017	7/12/2017	47.52		
339	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007816925	6/30/2017	7/12/2017	47.52		
340	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007816926	6/30/2017	7/12/2017	47.52		
341	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007816924	6/30/2017	7/12/2017	47.56		
342	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007816923	6/30/2017	7/12/2017	95.05		
343	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007819584	6/30/2017	7/12/2017	119.00		
344	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007811960	6/30/2017	7/12/2017	450.00		
345	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007826455	6/30/2017	7/21/2017	47.56		
346	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007857712	7/21/2017	7/21/2017	42.06		
347	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007875143	7/21/2017	7/21/2017	42.06		
348	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007875144	7/21/2017	7/21/2017	42.06		
349	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007882952	7/21/2017	7/21/2017	47.52		
350	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007875142	7/21/2017	7/21/2017	84.13		
351	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007898400	7/26/2017	7/28/2017	89.58		
352	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	007899793	7/26/2017	7/28/2017	176.00		
353	HENRY SCOTT FIELDING	SUBSISTENCE & LODGING	REIMBURSEMENT	070617	7/21/2017	7/21/2017	146.13		
354	ID NETWORKS INC	MAINTENANCE CONTRACTS	ANNUAL MAINTENANCE	272217	7/7/2017	7/7/2017	5,875.00		
355	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	063017	6/30/2017	7/21/2017	4,058.07		
356	LACORIE STEPPE	SUBSISTENCE & LODGING	REIMBURSEMENT	071017	7/21/2017	7/21/2017	41.15		
357	LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES/MATERIALS	062517	6/30/2017	7/21/2017	37.46		
358	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/327088	6/30/2017	7/12/2017	26.63		
359	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/321736	6/30/2017	7/12/2017	100.43		
360	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/332507	7/21/2017	7/21/2017	71.73		
361	PALMYRA AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	66821	7/21/2017	7/21/2017	14.00		
362	SAM'S ON THE MARKET INC	UNIFORM/WEARING	UNIFORMS	1868	6/30/2017	7/12/2017	1,626.00		
363	SHERIDAN FUNERAL HOME, INC.	PROFESSIONAL SERVICES	UNCLAIMED BODIES	072017	6/30/2017	7/21/2017	2,015.18		
364	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION	1001800	6/30/2017	7/12/2017	16.00		
365	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION	1001802	6/30/2017	7/12/2017	16.00		
366	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	1001799	6/30/2017	7/12/2017	30.00		


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367	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	1001801	6/30/2017	7/12/2017	60.00		
368	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	TOWING	062917	6/30/2017	7/12/2017	320.00		
369	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	1001803	7/21/2017	7/21/2017	14.00		
370	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION	1001804	7/21/2017	7/21/2017	16.00		
371	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION	1001805	7/21/2017	7/21/2017	16.00		
372	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	STATE INSPECTION	1001806	7/21/2017	7/21/2017	16.00		
373	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	1001809	7/26/2017	7/28/2017	14.00		
374	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	1001807	7/26/2017	7/28/2017	60.00		
375	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	TOW	1001808	7/26/2017	7/28/2017	140.00		
376	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	11.21		
377	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	26.37		
378	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	31.66		
379	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	299.90		
380	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	625.31		
381	TOWN GUN SHOP, INC.	UNIFORM/WEARING	SUPPLIES	R80915	7/21/2017	7/21/2017	2,771.34		
382	TREASURER OF VIRGINIA	PROFESSIONAL SERVICES	MEDICAL EXAMINER	071317	7/26/2017	7/28/2017	40.00		
383	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	430.06		
384	VACORP	LINE OF DUTY	COVERAGE	LODA-17-18-102	7/21/2017	7/21/2017	8,160.00		
385	VACORP	VEHICLE INSURANCE	LIABILITY	9364	7/21/2017	7/21/2017	21,973.50		
386	VACORP	VOLUNTEER ACCIDENT &	POLICY VA-FL-032	ACCSICK-17-18-7	7/21/2017	7/21/2017	1,000.00		
387	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	34,420.16		
388	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	COPIER	170710-0004	6/30/2017	7/21/2017	90.59		
389	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	06211781	6/30/2017	7/28/2017	21.01		
390	VERIZON	TELECOMMUNICATIONS	CHARGES	9788892192A	7/21/2017	7/21/2017	2,105.30		
391	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20917231	6/30/2017	7/21/2017	77.72		
392	VIRGINIA CENTER FOR POLICING	CONVENTION AND	SEARCH AND SEIZURE	2003	7/26/2017	7/28/2017	250.00		
393	VIRGINIA D.A.R.E. TRAINING CENTER	COMMUNITY EDUCATION	TRAINING	20170426	7/26/2017	7/28/2017	418.00		
394	VIRGINIA D.A.R.E. TRAINING CENTER	COMMUNITY EDUCATION	TRAINING	20170426A	7/26/2017	7/28/2017	418.00		
395	VIRGINIA DEPT. OF MOTOR VEHICLES	POLICE SUPPLIES	SPECIAL ID	17181714	6/30/2017	7/21/2017	20.00		
396	WELLS FARGO VENDOR FIN SERV	LEASE/RENT	COPIER	67327710	7/26/2017	7/28/2017	77.73		
397	WEST RIVER AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	34007	7/21/2017	7/21/2017	20.65		
398	WEST RIVER AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	34116	7/26/2017	7/28/2017	20.65		
399							<b>Total:</b>	<b>\$97,711.62</b>	
400									
401	<b>E911</b>								
402	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	52.22		
403	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	78.75		
404	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	119.00		
405	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	574.28		
406	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	683.66		





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407	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	500.00		
408	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	228.26		
409	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	64.47		
410	BANK OF AMERICA	TELECOMMUNICATIONS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	475.76		
411	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	2.87		
412	CENTURYLINK	TELECOMMUNICATIONS	E911	310214091 061917	7/7/2017	7/7/2017	960.80		
413	CLEAR COMMUNICATIONS AND	MAINTENANCE CONTRACTS	MAINTENANCE RENEWAL	112497	7/7/2017	7/7/2017	1,426.02		
414	COMCAST CORPORATION	TELECOMMUNICATIONS	MONTHLY CHARGES	46933 070317	7/21/2017	7/21/2017	76.84		
415	ID NETWORKS INC	MAINTENANCE CONTRACTS	ANNUAL SOFTWARE RENEWAL	272062	7/7/2017	7/7/2017	775.00		
416	ID NETWORKS INC	MAINTENANCE CONTRACTS	ANNUAL HARWDARE MAINTENANCE FEE	272123	7/7/2017	7/7/2017	2,363.00		
417	ID NETWORKS INC	MAINTENANCE CONTRACTS	ANNUAL MAINTENANCE	272217	7/7/2017	7/7/2017	5,875.00		
418	INTERACT	MAINTENANCE CONTRACTS	ANNUAL MAINTENANCE	MN0000009186	7/7/2017	7/7/2017	626.25		
419	INTERACT	MAINTENANCE CONTRACTS	ANNUAL MAINTENANCE	MN0000009127	7/7/2017	7/7/2017	5,652.99		
420	NWG SOLUTIONS, LLC.	IT SERVICES	MANAGED SERVICES	41329	6/30/2017	7/21/2017	875.00		
421	NWG SOLUTIONS, LLC.	MAINTENANCE CONTRACTS	DATTO MONTHLY	41323	6/30/2017	7/21/2017	1,103.70		
422	STAPLES CONTRACT & COMMERCIAL,	BLDGS EQUIP REP & MAINT	SUPPLIES	8045254433	6/30/2017	7/21/2017	52.59		
423	STAPLES CONTRACT & COMMERCIAL,	BLDGS EQUIP REP & MAINT	SUPPLIES	8045254433	6/30/2017	7/21/2017	129.95		
424	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	2.57		
425	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	11.83		
426	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	19.03		
427	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	34.17		
428	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	349.18		
429	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	430.06		
430	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	435.05		
431	VERIZON	TELECOMMUNICATIONS	EQUIPMENT	9788892192	6/30/2017	7/21/2017	3,164.81		
432	VERIZON	TELECOMMUNICATIONS	CHARGES	9788892192A	7/21/2017	7/21/2017	307.29		
433	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20917231	6/30/2017	7/21/2017	77.73		
434									
435									
436	<b>FIRE AND RESCUE SQUAD</b>								
437	BUILDERS MUTUAL	F&R WORKERS	POLICY #9F821744	070117	7/1/2017	7/11/2017	9,193.00		
438	CNA INSURANCE COMPANIES	F&R WORKERS	RENEWAL	05B485297 051817	7/7/2017	7/7/2017	4,847.00		
439	FLUVANNA COUNTY RESCUE SQUAD	FIRE & RESCUE ASSN	FY18 COSTS	FR1 070117	7/11/2017	7/12/2017	24,250.00		
440	FLUVANNA COUNTY VOLUNTEER FIRE	FIRE & RESCUE ASSN	FY18 COSTS	FF1 070117	7/11/2017	7/12/2017	51,713.75		
441	FLUVANNA COUNTY VOLUNTEER FIRE	VOLUNTEER ACCIDENT &	ANNUAL REIMBURSEMENT	FF1-2	7/21/2017	7/21/2017	12,855.00		
442	IDACO RISK ADVISORS	VOLUNTEER ACCIDENT &	POLICY	4430 041417	7/26/2017	7/28/2017	30.00		
443	LAKE MONTICELLO FIRE & RESCUE	FIRE & RESCUE ASSN	FY18 COSTS	LM1 070117	7/11/2017	7/12/2017	67,500.00		
444	SCOTTSVILLE VOLUNTEER RESCUE	SCOTTSVILLE VOL. RESCUE	SCOTTSVILLE RESCUE ANNUAL	SVR1 070117	7/11/2017	7/12/2017	15,000.00		
445	SCOTTSVILLE VOLUNTEER	SCOTTSVILLE VOLUNTEER	SCOTTSVILLE FIRE ANNUAL ALLOCATION	SVF1 070117	7/11/2017	7/12/2017	10,000.00		
446	THE HARTFORD	F&R WORKERS	POLICY 5B485285	8931P1165 062617	7/7/2017	7/7/2017	28,950.00		
						<b>Total:</b>	<b>\$27,528.13</b>		


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447	VACORP	LINE OF DUTY	COVERAGE	LODA-17-18-102	7/21/2017	7/21/2017	12,802.00		
448	VACORP	VEHICLE INSURANCE	LIABILITY	9364	7/21/2017	7/21/2017	1,848.70		
449	VFIS	GENERAL LIABILITY	POLICY PREMIUM/FIRE DEPT	2338113	7/1/2017	7/12/2017	6,035.00		
450	VFIS	GENERAL LIABILITY	POLICY PREM/ FL RESQUE SQUAD	2337113	7/1/2017	7/12/2017	6,772.00		
451	VFIS	VEHICLE INSURANCE	POLICY PREMIUM	15814113	7/1/2017	7/12/2017	1,740.00		
452	VFIS	VEHICLE INSURANCE	POLICY PREM/FL FIRE DEPT	2371113	7/1/2017	7/12/2017	21,065.00		
453	VFIS	VEHICLE INSURANCE	POLICY PREMIUM	2339113	7/26/2017	7/28/2017	2,035.00		
454							<b>Total:</b>	<b>\$276,636.45</b>	
455									
456	<b>FOREST WARDEN</b>								
457	STATE FORESTER	FOREST FIRE SUPPRESSION	SUPPRESSION	20171828	6/30/2017	7/28/2017	9,011.97		
458							<b>Total:</b>	<b>\$9,011.97</b>	
459									
460	<b>CORRECTION AND DETENTION</b>								
461	CENTRAL VIRGINIA REGIONAL JAIL	CVRJ COST OF PRISONERS	FY17/18 1ST QTR	070117F	7/11/2017	7/12/2017	326,583.50		
462	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	FY17-18 JULY	FY2018-00000029	7/21/2017	7/21/2017	14,194.92		
463	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	AUG17/FY18	FY2018-00000078	7/26/2017	7/28/2017	14,194.92		
464	E.W. THOMAS	FOOD SUPPLIES	INMATE'S MEAL	060117	6/30/2017	7/21/2017	7.30		
465							<b>Total:</b>	<b>\$354,980.64</b>	
466									
467	<b>BUILDING INSPECTIONS</b>								
468	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	122.00		
469	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	130.00		
470	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	8.62		
471	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/332507	7/21/2017	7/21/2017	25.11		
472	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	061817	6/30/2017	7/12/2017	12.95		
473	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	6.97		
474	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	243.09		
475	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	340.14		
476	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	0.31		
477	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	2,467.26		
478	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	99.96		
479							<b>Total:</b>	<b>\$3,456.41</b>	
480									
481	<b>EMERGENCY MANAGEMENT</b>								
482	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	47.50		
483	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	2.87		
484	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	063017	6/30/2017	7/21/2017	21.26		
485	UPS	POSTAL SERVICES	OVERNIGHT DELIVERY	0000Y7646Y277	7/21/2017	7/21/2017	8.07		
486	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	43.35		




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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
487	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	59.98		
488								Total:	\$183.03
489									
490	ANIMAL CONTROL								
491	BANK OF AMERICA	AGRICULTURAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	220.93		
492	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	18.24		
493	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	194.00		
494	FLUVANNA SPCA	CONTRACT SERVICES	POUND SERVICES FY18 1ST QTR JUL-SEP	70117	7/7/2017	7/7/2017	38,536.50		
495	GALLS, LLC.	UNIFORM/WEARING	UNIFORM	BC0438391	6/30/2017	7/21/2017	931.02		
496	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	063017	6/30/2017	7/21/2017	361.75		
497	VACORP	LINE OF DUTY	COVERAGE	LODA-17-18-102	7/21/2017	7/21/2017	480.00		
498	VACORP	VEHICLE INSURANCE	LIABILITY	9364	7/21/2017	7/21/2017	976.60		
499	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	893.69		
500	VERIZON	TELECOMMUNICATIONS	CHARGES	9788892192A	7/21/2017	7/21/2017	179.98		
501								Total:	\$42,792.71
502									
503	LITTER								
504	JAMES D. MANN	OTHER OPERATING	ZING RING FLYER	9372	6/28/2017	7/7/2017	745.28		
505								Total:	\$745.28
506									
507	FACILITIES								
508	ALBEMARLE LOCK & SAFE, INC.	BLDGS EQUIP REP & MAINT	MAINTENANCE	67032	6/30/2017	7/12/2017	158.00		
509	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	38.49		
510	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	29.69		
511	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	24.58		
512	BARRETT TREE SERVICE, INC.	BLDGS EQUIP REP & MAINT	REMOVE STUMPS	071817	7/21/2017	7/21/2017	2,700.00		
513	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	62817B	6/28/2017	7/12/2017	84.00		
514	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	62817D	6/28/2017	7/12/2017	96.99		
515	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	62817C	6/28/2017	7/12/2017	551.96		
516	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRES	071717A	7/21/2017	7/21/2017	336.00		
517	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	11.50		
518	CHARLES EDWARD GARRISON, II	BLDGS EQUIP REP & MAINT	PAINT/SOCIAL SERVICES	063017	6/30/2017	7/12/2017	895.00		
519	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3374	41458	6/30/2017	7/12/2017	212.08		
520	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3282	41445	6/30/2017	7/12/2017	322.24		
521	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3391	41477	6/30/2017	7/12/2017	575.42		
522	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3303	41448	6/30/2017	7/12/2017	685.58		
523	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3406	41484	6/30/2017	7/12/2017	819.75		
524	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 3383	41473	6/30/2017	7/12/2017	1,533.87		
525	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394121630	6/16/2017	7/7/2017	110.89		
526	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394125492	7/21/2017	7/21/2017	86.00		

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527	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394123546	7/21/2017	7/21/2017	103.51		
528	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394123547	7/21/2017	7/21/2017	244.59		
529	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394127373	7/26/2017	7/28/2017	94.06		
530	COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	SUPPLIES	62659	6/30/2017	7/7/2017	2,084.45		
531	COMMONWEALTH DISTRIBUTION, LLC.	JANITORIAL SUPPLIES	SUPPLIES	62817	7/21/2017	7/21/2017	628.11		
532	COMMONWEALTH INTERIORS	BLDGS EQUIP REP & MAINT	REPAIRS	2017-119	6/30/2017	7/12/2017	660.00		
533	CONTAINER RENTALS, LLC.	AGRICULTURAL SUPPLIES	SUPPLIES	147523	7/21/2017	7/21/2017	680.45		
534	E.W. THOMAS	GENERAL MATERIALS AND	SUPPLIES	060917	6/30/2017	7/21/2017	18.32		
535	E.W. THOMAS	GENERAL MATERIALS AND	SUPPLIES	070517	7/21/2017	7/21/2017	7.17		
536	FLUVANNA ACE HARDWARE	BLDGS EQUIP REP & MAINT	SUPPLIES	063017	6/30/2017	7/12/2017	21.98		
537	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	SUPPLIES	063017	6/30/2017	7/12/2017	537.39		
538	FOSTER WELL & PUMP CO., INC.	BLDGS EQUIP REP & MAINT	MAERIAL AND LABOR	14381	6/30/2017	7/12/2017	3,450.00		
539	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	CUNNINGHAM AND COLUMBIA PROPERTIES	7835	6/11/2017	7/12/2017	780.00		
540	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	REPAIRS	062817	6/28/2017	7/7/2017	90.00		
541	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	REPAIRS	062817A	6/28/2017	7/7/2017	1,090.92		
542	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	REPAIRS	071617	7/21/2017	7/21/2017	415.00		
543	J&A PAINTING	BLDGS EQUIP REP & MAINT	DRYWALL PAINTING	071917	7/26/2017	7/28/2017	1,700.00		
544	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	063017	6/30/2017	7/21/2017	1,160.36		
545	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	CAR SUPPLIES	063017	6/30/2017	7/12/2017	104.73		
546	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP	CAR SUPPLIES	063017	6/30/2017	7/12/2017	305.86		
547	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	063017	6/30/2017	7/12/2017	1,541.11		
548	LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES/MATERIALS	062517	6/30/2017	7/21/2017	83.72		
549	LOWE'S	GENERAL MATERIALS AND	SUPPLIES/MATERIALS	062517	6/30/2017	7/21/2017	333.86		
550	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	CAR MAINTENANCE	0031077	6/30/2017	7/12/2017	1,024.52		
551	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	STATE INSPECTION	0031229	7/21/2017	7/21/2017	16.00		
552	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	STATE INSPECTION	0031256	7/21/2017	7/21/2017	16.00		
553	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	CAR MAINTENANCE	0031223	7/21/2017	7/21/2017	38.19		
554	OFFICE OF DRINKING WATER	CONTRACT SERVICES	ANNUAL	071417	7/26/2017	7/28/2017	90.00		
555	QUALITY WELDING, INC	GENERAL MATERIALS AND	SUPPLIES	40316	7/21/2017	7/21/2017	443.92		
556	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	SERVICE CALL	7404	6/30/2017	7/12/2017	155.00		
557	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	REPAIRS	7397	6/30/2017	7/12/2017	340.00		
558	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	REPAIRS	7394	6/30/2017	7/12/2017	545.00		
559	RICH MASONRY, INC.	BLDGS EQUIP REP & MAINT	MATERIALS	507	6/30/2017	7/21/2017	2,970.00		
560	TRACTOR HILL EQUIPMENT, LLC.	VEHICLE/POWER EQUIP	EQUIPMENT	063017	6/30/2017	7/12/2017	1,657.26		
561	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	6.87		
562	VACORP	VEHICLE INSURANCE	LIABILITY	9364	7/21/2017	7/21/2017	12,705.30		
563	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	4,799.97		
564	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	545.93		
565	WAGNER'S MOBILE GLASS & MIRROR	BLDGS EQUIP REP & MAINT	REPAIRS	5317	6/28/2017	7/7/2017	105.00		
566	WINCHESTER EQUIPMENT COMPANY	VEHICLE/POWER EQUIP	REPAIRS	S06196	7/26/2017	7/28/2017	2,752.90		

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567							<b>Total:</b>	<b>\$53,619.49</b>	
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569	<b>GENERAL SERVICES</b>								
570	ABC EXTINGUISHERS, LLC.	MAINTENANCE CONTRACTS	ANNUAL MAINTENANCE	20171680	7/21/2017	7/21/2017	831.75		
571	AQUA VIRGINIA, INC.	WATER SERVICES	MONTHLY CHARGES	7929310552932 070617	6/1/2017	7/21/2017	20.61		
572	AQUA VIRGINIA, INC.	WATER SERVICES	MONTHLY CHARGES	15301850550900 70617	6/1/2017	7/21/2017	22.11		
573	AQUA VIRGINIA, INC.	WATER SERVICES	MONTHLY CHARGES	7970740556855 070617	6/1/2017	7/21/2017	22.11		
574	AQUA VIRGINIA, INC.	WATER SERVICES	MONTHLY CHARGES	7929300552931 070617	6/1/2017	7/21/2017	68.48		
575	AQUA VIRGINIA, INC.	WATER SERVICES	MONTHLY CHARGES	7800100540828 070617	6/1/2017	7/21/2017	84.00		
576	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	2091710 2091711 2091712 2091713	1700902 070517	5/31/2017	7/12/2017	664.00		
577	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	479 CUNNINGHAM RD	2133-005 062917	6/29/2017	7/12/2017	967.00		
578	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	214 COMMONS BLVD	275906-001 062917	6/29/2017	7/12/2017	1,569.21		
579	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	160 COMMONS BLVD	85473-002 062917	6/29/2017	7/12/2017	1,820.45		
580	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	51 KENTS STORE	275907-002 070517	6/30/2017	7/21/2017	553.99		
581	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE	105221-006 071717	6/30/2017	7/28/2017	28.39		
582	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	479 CUNNINGHAM RD	2133-003 071717	6/30/2017	7/28/2017	28.39		
583	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	203061-001 071717	6/30/2017	7/28/2017	29.08		
584	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	718 THOMAS JEFF PKWY	85473-003 071717	6/30/2017	7/28/2017	29.17		
585	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GROVE	275904-006 071717	6/30/2017	7/28/2017	29.27		
586	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GR	05221-007 071717	6/30/2017	7/28/2017	30.39		
587	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	105221-002 071717	6/30/2017	7/28/2017	30.39		
588	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GR	105221-008 071717	6/30/2017	7/28/2017	30.39		
589	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	105221-009 071717	6/30/2017	7/28/2017	30.39		
590	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	THOMAS JEFF PKWY	105221-003 071717	6/30/2017	7/28/2017	32.28		
591	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	563 WILMINGTON RD	85473-004 071717	6/30/2017	7/28/2017	36.21		
592	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	W RIVER RD	275904-008 071717	6/30/2017	7/28/2017	42.02		
593	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COMPETITION PARK RD	105221-004 071717	6/30/2017	7/28/2017	45.12		
594	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	563 WILMINGTON RD	85473-006 071717	6/30/2017	7/28/2017	101.85		
595	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COMPETITION PARK RD	105221-001 071717	6/30/2017	7/28/2017	106.09		
596	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	2977 W RIVER RD	275904-010 071717	6/30/2017	7/28/2017	129.27		
597	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	11206 W RIVER RD	85473-005 071717	6/30/2017	7/28/2017	141.40		
598	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	11206 W RIVER RD	275904-002 071717	6/30/2017	7/28/2017	153.44		
599	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER	275904-009 071717	6/30/2017	7/28/2017	202.52		
600	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	271 PLEASANT GROVE	275904-004 071717	6/30/2017	7/28/2017	319.80		
601	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	THOMAS JEFF PKWY	85473-001 071717	6/30/2017	7/28/2017	132.62		
602	CENTURYLINK 589-8525	TELECOMMUNICATIONS	PAYPHONE	A385426	6/26/2017	7/12/2017	50.00		
603	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309428096 061617	6/16/2017	7/7/2017	42.29		
604	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309697981 061617	6/19/2017	7/7/2017	51.17		
605	CENTURYLINK	TELECOMMUNICATIONS	CIRCUIT COURT	310338742 061617	6/16/2017	7/7/2017	52.84		
606	CENTURYLINK	TELECOMMUNICATIONS	PERFORMING ARTS	309898636 061617	6/16/2017	7/7/2017	101.10		


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607	CENTURYLINK	TELECOMMUNICATIONS	RESQUE SQUAD	310110229 061617	6/16/2017	7/7/2017	179.07		
608	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309363296 061617	6/16/2017	7/7/2017	520.21		
609	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	663.72		
610	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309428096 071617	7/26/2017	7/28/2017	42.38		
611	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309697981 071617	7/26/2017	7/28/2017	51.26		
612	CENTURYLINK	TELECOMMUNICATIONS	PERFORMING ARTS	309898636 071617	7/26/2017	7/28/2017	101.72		
613	CII SERVICE	MAINTENANCE CONTRACTS	CONTRACT	41573	7/21/2017	7/21/2017	3,229.00		
614	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	51 COURT SQ	1114097502 062817	6/28/2017	7/12/2017	6.79		
615	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8838 JAMES MAD HWY	9974215007 062817	6/28/2017	7/12/2017	6.98		
616	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	222 MAIN ST	1134080009 062817	6/28/2017	7/12/2017	26.54		
617	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	196 MAIN ST	1124090000 062817	6/30/2017	7/12/2017	27.13		
618	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	14591 JAMES MAD HWY	5699060132 062817	6/28/2017	7/12/2017	38.87		
619	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OLD STORE JAIL MUSEUM	1424085007 062317	6/23/2017	7/12/2017	53.59		
620	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES MAD HWY	3023889169 062317	6/23/2017	7/12/2017	58.25		
621	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	1038 BREMO RD	6260822157 062817	6/28/2017	7/12/2017	70.49		
622	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8952 JAMES MAD HWY	0692200942 062817	6/28/2017	7/12/2017	84.60		
623	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8878 JAMES MAD HWY	0274195007 062817	6/28/2017	7/12/2017	106.33		
624	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE	4501632147 062617	6/28/2017	7/12/2017	117.57		
625	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	211 MAIN ST	1284152509 062817	6/28/2017	7/12/2017	136.74		
626	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	197 MAIN ST	1304130006 062817	6/28/2017	7/12/2017	145.90		
627	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	181 MAIN ST	6274752663 062817	6/28/2017	7/12/2017	209.23		
628	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PERFORMING ARTS CTR	4144237502 062317	6/28/2017	7/12/2017	213.25		
629	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	90 RESCUE LN	4894115007 062317	6/28/2017	7/12/2017	223.00		
630	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8878 JAMES MAD HWY	0084297506 062317	6/23/2017	7/12/2017	237.35		
631	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	35 COURT SQ	11440980006 062317	6/23/2017	7/12/2017	257.77		
632	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	15704 W RIVER RD	8866300000 062817	6/28/2017	7/12/2017	305.09		
633	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	14567 JAMES MAD HWY	1005898992 062317	6/23/2017	7/12/2017	435.84		
634	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JAMES MAD HWY	2554330007 062917	6/29/2017	7/12/2017	592.63		
635	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMUNITY CENTER	4331888158 062617	6/26/2017	7/12/2017	602.37		
636	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREASURER OFFICE	1024205005 062317	6/23/2017	7/12/2017	610.48		
637	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	5753 JAMES MAD HWY	4834680458 062617	6/26/2017	7/12/2017	623.41		
638	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	72 MAIN ST	1404067504 062317	6/23/2017	7/12/2017	887.47		
639	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES	0074032509 062317	6/23/2017	7/12/2017	1,245.00		
640	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	132 MAIN ST	8895892548 062317	6/23/2017	7/12/2017	3,284.26		
641	DOMINION VIRGINIA POWER	STREET LIGHTS	BESIDE POST OFFICE	7080078962 062817	6/28/2017	7/12/2017	61.26		
642	DOMINION VIRGINIA POWER	STREET LIGHTS	NEAR MASONIC LODGE	9609027314 062817	6/28/2017	7/12/2017	65.56		
643	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA ST LIGHTS	4210122349 062817	6/28/2017	7/12/2017	200.79		
644	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE	3595578927 062817	6/28/2017	7/12/2017	470.15		
645	DS SERVICES OF AMERICA, INC	WATER SERVICES	SPRING WATER	16386868 071817	6/30/2017	7/28/2017	59.17		
646	DS SERVICES OF AMERICA, INC	WATER SERVICES	SPRING WATER	16383317 071817	6/30/2017	7/28/2017	137.27		

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647	DS SERVICES OF AMERICA, INC	WATER SERVICES	SPRING WATER	16385699 071817	7/26/2017	7/28/2017	41.13		
648	INTRASTATE PEST	MAINTENANCE CONTRACTS	RENEWAL	10105771 0717	7/7/2017	7/7/2017	300.00		
649	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE FORK UNION	927548	6/5/2017	7/12/2017	28.00		
650	INTRASTATE PEST	MAINTENANCE CONTRACTS	PLEASANT GROVE	927565	6/5/2017	7/12/2017	32.00		
651	INTRASTATE PEST	MAINTENANCE CONTRACTS	SOFTBALL FIELD	929175 929176	6/21/2017	7/12/2017	40.00		
652	INTRASTATE PEST	MAINTENANCE CONTRACTS	PLEASANT GROVE	929177 929178	6/14/2017	7/12/2017	40.00		
653	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE/HISTORIC	927551 927537	6/5/2017	7/12/2017	127.00		
654	INTRASTATE PEST	MAINTENANCE CONTRACTS	FIRE STATION	929679	6/30/2017	7/21/2017	38.00		
655	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY CHARGES	933963	7/21/2017	7/21/2017	28.00		
656	INTRASTATE PEST	MAINTENANCE CONTRACTS	PLEASANT GROVE	933980	7/21/2017	7/21/2017	32.00		
657	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY CHARGES	933958	7/21/2017	7/21/2017	58.00		
658	INTRASTATE PEST	MAINTENANCE CONTRACTS	PALMYRA	933966	7/21/2017	7/21/2017	109.00		
659	INTRASTATE PEST	MAINTENANCE CONTRACTS	KENTS STORE	929680	6/30/2017	7/28/2017	38.00		
660	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY CHARGES	928283	6/30/2017	7/28/2017	45.00		
661	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	TRASH	0410-000633527	6/30/2017	7/21/2017	1,734.42		
662	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	TANK RENT	20638	7/21/2017	7/21/2017	13.00		
663	TIGER FUEL COMPANY	HEATING SERVICES	HEATING OIL	320138	6/30/2017	7/12/2017	258.28		
664	TREASURER, FLUVANNA CO	SEWER SERVICES	197 MAIN ST	32674	6/30/2017	7/21/2017	13.06		
665	TREASURER, FLUVANNA CO	SEWER SERVICES	211 MAIN ST	32676	6/30/2017	7/21/2017	13.83		
666	TREASURER, FLUVANNA CO	SEWER SERVICES	181 MAIN ST	32673	6/30/2017	7/21/2017	14.59		
667	TREASURER, FLUVANNA CO	SEWER SERVICES	214 COMMONS BLVD	32685	6/30/2017	7/21/2017	23.77		
668	TREASURER, FLUVANNA CO	SEWER SERVICES	132 MAIN ST	32667	6/30/2017	7/21/2017	24.54		
669	TREASURER, FLUVANNA CO	SEWER SERVICES	160 COMMONS BLVD	32684	6/30/2017	7/21/2017	25.30		
670	TREASURER, FLUVANNA CO	SEWER SERVICES	1730 THOMAS JEFF PKWY	32695	6/30/2017	7/21/2017	25.30		
671	TREASURER, FLUVANNA CO	SEWER SERVICES	72 MAIN ST	32666	6/30/2017	7/21/2017	34.48		
672	TREASURER, FLUVANNA CO	WATER SERVICES	8880 JAMES MAD HWY	32607	6/30/2017	7/21/2017	21.00		
673	TREASURER, FLUVANNA CO	WATER SERVICES	8878 JAMES MAD HWY	32608	6/30/2017	7/21/2017	21.00		
674	TREASURER, FLUVANNA CO	WATER SERVICES	5725 JAMES MAD HWY	32551	6/30/2017	7/21/2017	32.00		
675	TREASURER, FLUVANNA CO	WATER SERVICES	5753 JAMES MAD HWY	32609	6/30/2017	7/21/2017	33.10		
676	TREASURER, FLUVANNA CO	WATER SERVICES	8880 JAMES MAD HWY	32420	6/30/2017	7/21/2017	69.40		
677	TREASURER, FLUVANNA CO	WATER SERVICES	8878 JAMES MAD HWY	32418	6/30/2017	7/21/2017	105.70		
678	VACORP	GENERAL LIABILITY	LIABILITY	9364	7/21/2017	7/21/2017	9,673.00		
679	VACORP	PROPERTY INSURANCE	LIABILITY	9364	7/21/2017	7/21/2017	48,333.00		
680	W & H RESOURCES, INC	MAINTENANCE CONTRACTS	MAINTENANCE	10901	7/21/2017	7/21/2017	1,725.00		
681									
682									
683	<b>PUBLIC WORKS</b>								
684	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	8.62		
685	DLT SOLUTIONS, LLC.	SOFTWARE SUPPORT FEES	RENEWAL	4598603	7/7/2017	7/7/2017	832.34		
686	DLT SOLUTIONS, LLC.	SOFTWARE SUPPORT FEES	RENEWAL	1258983	7/21/2017	7/21/2017	399.00		
						<b>Total:</b>	<b>\$88,167.98</b>		


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687	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/327088	6/30/2017	7/12/2017	25.18		
688	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	(\$57.98)		
689	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	52.22		
690	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	57.98		
691	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	64.39		
692	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	202.24		
693	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	418.81		
694	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	3,014.83		
695	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	533.20		
696	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20890522	6/28/2017	7/7/2017	93.04		
697	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20905677	6/30/2017	7/12/2017	245.79		
698							<b>Total:</b>	<b>\$5,889.66</b>	
699									
700	<b>CONVENIENCE CENTER</b>								
701	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH	4347-000006012	6/1/2017	7/21/2017	2,688.67		
702	CAMPBELL EQUIPMENT, INC.	CONTRACT SERVICES	DISPOSAL	062317	6/30/2017	7/12/2017	92.00		
703	CAMPBELL EQUIPMENT, INC.	CONTRACT SERVICES	DISPOSAL	070517A	7/21/2017	7/21/2017	169.00		
704	CAROLINA SOFTWARE	BLDGS EQUIP REP & MAINT	SOFTWARE SUPPORT	64988	7/21/2017	7/21/2017	250.00		
705	CENTURYLINK	TELECOMMUNICATIONS	LANDFILL	310392717 061617	6/16/2017	7/7/2017	66.96		
706	CENTURYLINK	TELECOMMUNICATIONS	LANDFILL	310392717 071617	7/26/2017	7/28/2017	66.87		
707	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	063017	6/30/2017	7/21/2017	129.71		
708	JONES AUTOMOTIVE/ALL STAR AUTO	BLDGS EQUIP REP & MAINT	CAR SUPPLIES	063017	6/30/2017	7/12/2017	185.18		
709	MO-JOHNS, INC.	LEASE/RENT	PORTABLE TOILET	101416	6/30/2017	7/21/2017	60.00		
710	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	2,094.47		
711	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	90.18		
712							<b>Total:</b>	<b>\$5,893.04</b>	
713									
714	<b>LANDFILL POST CLOSURE</b>								
715	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	SITE INSPECTION	20170200292	2/28/2017	7/7/2017	127.00		
716	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	LFG SAMPLING	20170200291	2/28/2017	7/7/2017	915.50		
717	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	AGWR	20170200290	2/28/2017	7/7/2017	3,662.00		
718							<b>Total:</b>	<b>\$4,704.50</b>	
719									
720	<b>HEALTH</b>								
721	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	149.20		
722	THOMAS JEFFERSON HEALTH	CONTRACT SERVICES	FY18 1ST QTR ALLOCATION	07117	7/11/2017	7/12/2017	67,447.50		
723	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	7.70		
724							<b>Total:</b>	<b>\$67,604.40</b>	
725									
726	<b>VJCCCA</b>								





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727	SATELLITE TRACKING OF PEOPLE LLC	PROFESSIONAL SERVICES	BLUTAG ACTIVE	STPINV00039946	6/28/2017	7/7/2017	21.70		
728						<b>Total:</b>	<b>\$21.70</b>		
729									
730	<b>CSA</b>								
731	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	2.87		
732	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	061817	6/30/2017	7/12/2017	44.75		
733	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	38.90		
734	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	21002687	6/30/2017	7/28/2017	49.15		
735						<b>Total:</b>	<b>\$135.67</b>		
736									
737	<b>CSA PURCHASE OF SERVICES</b>								
738	A. JAMES ANDERSON, P.H.D	COMM SVCS		P01000823805	1/31/2017	7/12/2017	717.50		
739	ADAM WILLIAMS PLLC	COMM SVCS		P05919332014	5/31/2017	7/12/2017	375.00		
740	ADDICTION RECOVERY SYSTEMS,	COMM SVCS		P06919330406	6/30/2017	7/12/2017	210.00		
741	ALLIED INSTRUCTIONAL SERVICES	POS MANDATED SPED-		P06000803498	6/30/2017	7/12/2017	150.00		
742		COMM SVCS		P06919354932	6/30/2017	7/21/2017	330.00		
743	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06000821377	6/30/2017	7/7/2017	500.00		
744	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06919504579	6/30/2017	7/7/2017	500.00		
745	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06000819176	6/30/2017	7/7/2017	1,000.00		
746	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06000822380	6/30/2017	7/7/2017	1,000.00		
747	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06919500775	6/30/2017	7/7/2017	1,675.00		
748	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06919355178	6/30/2017	7/7/2017	2,035.00		
749	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P07919500916	7/31/2017	7/28/2017	2,125.00		
750	BUILDING HEALTHY CONNECTIONS,	COMM SVCS		P05919337885	5/31/2017	7/7/2017	204.00		
751	BUILDING HEALTHY CONNECTIONS,	COMM SVCS		P04919337870	4/30/2017	7/7/2017	360.00		
752	BUILDING HEALTHY CONNECTIONS,	COMM SVCS		P03919337882	3/31/2017	7/7/2017	372.00		
753	CENTRA HEALTH, INC.	EDUC SVCS CONG CARE		P04000822691	4/30/2017	7/7/2017	2,275.00		
754	CENTRA HEALTH, INC.	EDUC SVCS CONG CARE		P05000822694	5/31/2017	7/7/2017	3,325.00		
755	CENTRA HEALTH, INC.	RES. CONG. CARE		P04000822495	4/30/2017	7/7/2017	11,576.70		
756	CHILD CARE NETWORK	COMM SVCS		P06919349307	6/30/2017	7/12/2017	1,012.00		
757	CHILD CARE NETWORK	COMM SVCS		P01919349283	1/31/2017	7/28/2017	382.00		
758	CHILD CARE NETWORK	COMM SVCS		P02919349281	2/28/2017	7/28/2017	920.00		
759	CHILD CARE NETWORK	COMM SVCS		P04919349376	4/30/2017	7/28/2017	920.00		
760	CHILD CARE NETWORK	COMM SVCS		P03919349290	3/31/2017	7/28/2017	1,058.00		
761	COMMONWEALTH CATHOLIC	COMM SVCS		P05919344644	5/31/2017	7/21/2017	40.00		
762	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P02919508374	2/28/2017	7/7/2017	440.00		
763	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P03919341284	3/31/2017	7/7/2017	1,215.00		
764	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P03919508483	3/31/2017	7/7/2017	1,475.00		
765	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P05000821292	5/31/2017	7/28/2017	945.00		
766	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P04000821277	4/30/2017	7/28/2017	975.00		


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767	DETOUR MENTORING	COMM SVCS		P07000828113	7/31/2017	7/28/2017	1,210.00		
768	DETOUR MENTORING	COMM SVCS		P07000822704	7/31/2017	7/28/2017	1,650.00		
769	DETOUR MENTORING	COMM SVCS		P07919511607	7/31/2017	7/28/2017	1,870.00		
770	DETOUR MENTORING	COMM SVCS		P07919511309	7/31/2017	7/28/2017	1,925.00		
771	DETOUR MENTORING	COMM SVCS		P07919511110	7/31/2017	7/28/2017	2,200.00		
772	DETOUR MENTORING	COMM SVCS		P07919511508	7/31/2017	7/28/2017	2,200.00		
773	DETOUR MENTORING	COMM SVCS		P07919511705	7/31/2017	7/28/2017	2,200.00		
774	DETOUR MENTORING	COMM SVCS		P07919511806	7/31/2017	7/28/2017	2,200.00		
775	DETOUR MENTORING	COMM SVCS		P07919512612	7/31/2017	7/28/2017	2,200.00		
776	DETOUR MENTORING	COMM SVCS		P07919511211	7/31/2017	7/28/2017	2,365.00		
777		POS MANDATED FFOP		P06919306719	6/30/2017	7/12/2017	700.00		
778		POS MANDATED FFOP		P06919307117	6/30/2017	7/12/2017	700.00		
779		POS MANDATED FFOP		P06919331220	6/30/2017	7/12/2017	1,120.00		
780		POS MANDATED FFOP		P06919344218	6/30/2017	7/12/2017	1,120.00		
781	DISCOVERY SCHOOL	COMM SVCS		P05000821886	5/24/2017	7/7/2017	60.00		
782	DISCOVERY SCHOOL	COMM SVCS		P05000821145	5/31/2017	7/21/2017	65.00		
783	DISCOVERY SCHOOL	RES. CONG. CARE		P05000822196	5/31/2017	7/7/2017	1,536.00		
784	DISCOVERY SCHOOL	RES. CONG. CARE		P06000820826	6/30/2017	7/12/2017	738.00		
785	DISCOVERY SCHOOL	RES. CONG. CARE		P06000816525	6/30/2017	7/12/2017	5,022.00		
786	DISCOVERY SCHOOL	RES. CONG. CARE		P02919344021	2/28/2017	7/12/2017	5,656.00		
787	DISCOVERY SCHOOL	RES. CONG. CARE		P06919344023	6/30/2017	7/12/2017	5,858.00		
788	DISCOVERY SCHOOL	RES. CONG. CARE		P06000815027	6/30/2017	7/12/2017	6,060.00		
789	DISCOVERY SCHOOL	RES. CONG. CARE		P01919344022	1/31/2017	7/12/2017	6,262.00		
790	DISCOVERY SCHOOL	RES. CONG. CARE		P03919344024	3/31/2017	7/12/2017	6,262.00		
791	DISCOVERY SCHOOL	RES. CONG. CARE		P06919311652	6/30/2017	7/21/2017	6,060.00		
792	DISCOVERY SCHOOL	RES. CONG. CARE		P05919311653	5/31/2017	7/21/2017	6,262.00		
793	DISCOVERY SCHOOL	RES. CONG. CARE		P06000803601	6/30/2017	7/28/2017	5,760.00		
794	DISCOVERY SCHOOL	RES. CONG. CARE		P06000822100	6/30/2017	7/28/2017	5,760.00		
795	ELK HILL	COMM SVCS		P06919307530	6/30/2017	7/21/2017	742.50		
796	ELK HILL	COMM SVCS		P06919331629	6/30/2017	7/21/2017	1,100.00		
797	EXTRA SPECIAL PARENTS, INC.	POS MAND SVCS IN PUBLIC		P06000817702	6/30/2017	7/28/2017	900.00		
798	FAMILY PRESERVATION SERV.	COMM SVCS		P05919308488	5/31/2017	7/7/2017	320.00		
799	FAMILY PRESERVATION SERV.	COMM SVCS		P04919342671	4/30/2017	7/7/2017	585.00		
800	FAMILY PRESERVATION SERV.	COMM SVCS		P05919343687	5/31/2017	7/7/2017	1,100.00		
801	FAMILY PRESERVATION SERV.	COMM SVCS		P04919342973	4/30/2017	7/7/2017	2,340.00		
802	FAMILY PRESERVATION SERV.	COMM SVCS		P04919343072	4/30/2017	7/7/2017	2,400.00		
803	FAMILY PRESERVATION SERV.	COMM SVCS		P06000815331	6/30/2017	7/21/2017	2,300.00		
804	FAMILY PRESERVATION SERV.	COMM SVCS		P05000817193	5/31/2017	7/28/2017	1,000.00		
805	FAMILY PRESERVATION SERV.	COMM SVCS		P06000818785	6/30/2017	7/28/2017	1,100.00		
806	FAMILY PRESERVATION SERV.	COMM SVCS		P04000817178	4/30/2017	7/28/2017	1,450.00		




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807	FAMILY PRESERVATION SERV.	COMM SVCS		P06000820084	6/30/2017	7/28/2017	1,762.50		
808	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P05000817889	5/19/2017	7/7/2017	15.00		
809	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P04000817879	4/30/2017	7/28/2017	25.00		
810	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P06919510208	6/28/2017	7/12/2017	1,000.00		
811	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P06919510109	6/28/2017	7/12/2017	1,394.00		
812	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P12919335902	12/15/2016	7/12/2017	1,394.00		
813	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P04919348999	4/18/2017	7/12/2017	1,473.00		
814	INTERCEPT YOUTH SERVICE	COMM SVCS		P05919315890	5/31/2017	7/7/2017	6,280.42		
815	INTERCEPT YOUTH SERVICE	COMM SVCS		P06919315833	6/30/2017	7/21/2017	6,098.60		
816	INTERCEPT YOUTH SERVICE	POS MAND FC LIC RES CONG		P06919331747	6/30/2017	7/21/2017	471.00		
817	INTERCEPT YOUTH SERVICE	POS MAND FC LIC RES CONG		P06919320746	6/30/2017	7/21/2017	7,532.70		
818		COMM SVCS		P07000827756	7/31/2017	7/21/2017	150.92		
819		COMM SVCS		P04000819901	4/30/2017	7/12/2017	600.00		
820		COMM SVCS		P06000812710	6/30/2017	7/12/2017	600.00		
821		COMM SVCS		P06000815412	6/30/2017	7/12/2017	675.00		
822		COMM SVCS		P06000819911	6/30/2017	7/12/2017	675.00		
823		POS MAND SVCS IN PUBLIC		P04000828314	4/30/2017	7/28/2017	600.00		
824		POS MAND SVCS IN PUBLIC		P05000828315	5/31/2017	7/28/2017	675.00		
825	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P06000800458	6/30/2017	7/28/2017	4,640.00		
826	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P06000800557	6/30/2017	7/28/2017	4,640.00		
827	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P06000802561	6/30/2017	7/28/2017	4,640.00		
828	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P06000802860	6/30/2017	7/28/2017	4,640.00		
829	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P06000802962	6/30/2017	7/28/2017	4,640.00		
830	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P06000803259	6/30/2017	7/28/2017	4,640.00		
831	LIONHEART RESORT LLC	EDUC SVCS CONG CARE		P06000828097	6/30/2017	7/28/2017	340.00		
832	LIONHEART RESORT LLC	EDUC SVCS CONG CARE		P06000814896	6/30/2017	7/28/2017	3,400.00		
833	LIONHEART RESORT LLC	RES. CONG. CARE		P06000814954	6/30/2017	7/21/2017	7,500.00		
834		POS MANDATED FFOP		P03919509450	3/31/2017	7/21/2017	552.00		
835		POS MANDATED FFOP		P04919509448	4/30/2017	7/21/2017	552.00		
836		POS MANDATED FFOP		P05919509451	5/31/2017	7/21/2017	552.00		
837		POS MANDATED FFOP		P06919509449	6/30/2017	7/21/2017	552.00		
838	NATIONAL COUNSELING GROUP	COMM SVCS		P06000813435	6/30/2017	7/21/2017	172.38		
839	NATIONAL COUNSELING GROUP	COMM SVCS		P06919342136	6/30/2017	7/21/2017	493.29		
840	NATIONAL COUNSELING GROUP	COMM SVCS		P06919342038	6/30/2017	7/21/2017	668.33		
841	NATIONAL COUNSELING GROUP	COMM SVCS		P06000812634	6/30/2017	7/21/2017	1,060.80		
842	NATIONAL COUNSELING GROUP	COMM SVCS		P06919341937	6/30/2017	7/21/2017	1,511.69		
843	NATIONAL COUNSELING GROUP	COMM SVCS		P06000820687	6/30/2017	7/28/2017	106.08		
844	NATIONAL COUNSELING GROUP	COMM SVCS		P05000820694	5/31/2017	7/28/2017	159.12		
845	NATIONAL COUNSELING GROUP	COMM SVCS		P06000819686	6/30/2017	7/28/2017	616.46		
846	NATIONAL COUNSELING GROUP	COMM SVCS		P06000815189	6/30/2017	7/28/2017	663.00		

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
847	NATIONAL COUNSELING GROUP	COMM SVCS		P06000818688	6/30/2017	7/28/2017	755.82		
848	NATIONAL COUNSELING GROUP	POS MAND SVCS IN PUBLIC		P06000815203	6/1/2017	7/28/2017	556.92		
849	NORTH SPRING BEHAVIORAL	EDUC SVCS CONG CARE		P06000821992	6/30/2017	7/7/2017	4,517.60		
850	NORTH SPRING BEHAVIORAL	EDUC SVCS CONG CARE		P05000821998	5/31/2017	7/28/2017	3,388.20		
851	NORTH SPRING BEHAVIORAL	RES. CONG. CARE		P05000822097	5/18/2017	7/7/2017	3,935.00		
852	PEOPLE PLACES, INC.	COMM SVCS		P06919346039	6/30/2017	7/21/2017	735.00		
853	PEOPLE PLACES, INC.	COMM SVCS		P04919352228	4/30/2017	7/21/2017	1,462.56		
854	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE		P05919508655	5/10/2017	7/21/2017	1,093.77		
855	REGINA CHRISTMAS	COMM SVCS		P06919330381	6/30/2017	7/7/2017	520.00		
856	REGION TEN CSB	COMM SVCS		P03919346213	3/31/2017	7/12/2017	98.72		
857	REGION TEN CSB	COMM SVCS		P02000823704	2/28/2017	7/12/2017	111.01		
858	REGION TEN CSB	COMM SVCS		P05919346215	5/31/2017	7/12/2017	111.01		
859	REGION TEN CSB	COMM SVCS		P02919346103	2/28/2017	7/12/2017	126.03		
860	REGION TEN CSB	COMM SVCS		P04919345700	4/30/2017	7/12/2017	126.03		
861	REGION TEN CSB	COMM SVCS		P06919346240	6/30/2017	7/21/2017	98.72		
862	REGION TEN CSB	COMM SVCS		P05000819895	5/20/2017	7/28/2017	730.60		
863	REGION TEN CSB	COMM SVCS		P04000819880	4/30/2017	7/28/2017	1,424.67		
864		COMM SVCS		P03919337991	3/31/2017	7/28/2017	25.00		
865		COMM SVCS		P02919337982	2/28/2017	7/28/2017	177.50		
866		COMM SVCS		P06919343143	6/30/2017	7/21/2017	540.00		
867		COMM SVCS		P06919348042	6/30/2017	7/21/2017	540.00		
868		COMM SVCS		P06919322841	6/30/2017	7/21/2017	579.50		
869	THE FAISON SCHOOL FOR AUTISM,	POS MANDATED SPED-		P06000803064	6/30/2017	7/28/2017	600.00		
870	THE FAISON SCHOOL FOR AUTISM,	POS MANDATED SPED-		P06000803365	6/30/2017	7/28/2017	5,500.00		
871	THE FAISON SCHOOL FOR AUTISM,	POS MANDATED SPED-		P06000803163	6/30/2017	7/28/2017	6,600.00		
872		POS MANDATED FFOP		P05919510599	5/16/2017	7/28/2017	377.58		
873	UNITED METHODIST FAMILY	EDUC SVCS CONG CARE		P06919350416	6/30/2017	7/12/2017	2,786.00		
874	VA HOME FOR BOYS & GIRLS	EDUC SVCS CONG CARE		P06000817593	6/30/2017	7/7/2017	2,000.00		
875	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000818575	5/31/2017	7/28/2017	249.00		
876	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000812969	6/30/2017	7/28/2017	6,596.00		
877	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000808970	6/30/2017	7/28/2017	6,627.25		
878	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000804366	6/30/2017	7/28/2017	6,783.50		
879	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000804268	6/30/2017	7/28/2017	7,139.75		
880	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P06000800367	6/30/2017	7/28/2017	7,364.75		
881	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000812972	5/31/2017	7/28/2017	8,536.00		
882	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000808974	5/31/2017	7/28/2017	8,598.50		
883	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000804271	5/31/2017	7/28/2017	9,179.75		
884	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000800373	5/31/2017	7/28/2017	9,242.25		
885						<b>Total:</b>	<b>\$326,465.98</b>		
886									


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887	<b>PARKS &amp; RECREATION</b>								
888	ASHLEIGH MORRIS	PROFESSIONAL SERVICES	DOGGIE CLASS	36	6/7/2017	7/21/2017	300.00		
889	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COLOR PRINTER	077223	6/29/2017	7/7/2017	38.37		
890	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COLOR PRINTER	077222	6/29/2017	7/7/2017	129.00		
891	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	1.58		
892	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	2.62		
893	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	2.70		
894	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	3.16		
895	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	12.81		
896	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	14.86		
897	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	15.00		
898	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	16.00		
899	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	20.83		
900	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	21.90		
901	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	23.45		
902	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	25.48		
903	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	30.00		
904	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	30.60		
905	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	31.40		
906	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	33.77		
907	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	35.14		
908	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	50.80		
909	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	53.10		
910	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	55.00		
911	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	59.89		
912	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	64.86		
913	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	66.00		
914	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	73.28		
915	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	84.00		
916	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	96.00		
917	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	104.00		
918	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	111.00		
919	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	114.00		
920	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	133.00		
921	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	134.85		
922	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	145.85		
923	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	171.40		
924	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	176.82		
925	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	191.45		
926	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	204.00		


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927	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	231.75		
928	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	236.62		
929	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	275.00		
930	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	285.00		
931	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	300.00		
932	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	318.50		
933	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	630.00		
934	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	665.00		
935	BELNICK INC	RECREATIONAL SUPPLIES	Chairs for P&R	INV-4519682	6/29/2017	7/7/2017	1,111.06		
936	CATHERINE R. GARCIA	PROFESSIONAL SERVICES	POTTERY CAMP	1- 071417	7/26/2017	7/28/2017	1,802.22		
937	CENTURYLINK	TELECOMMUNICATIONS	PARKS N REC	309373828 061617	6/16/2017	7/7/2017	411.80		
938	CINTAS	CONTRACT SERVICES	FIRST AID	5008500109	7/26/2017	7/28/2017	50.73		
939	CINTAS	CONTRACT SERVICES	FIRST AID	5008500110	7/26/2017	7/28/2017	69.51		
940	DEVI PETERSON	PROFESSIONAL SERVICES	YOGA	34	6/29/2017	7/7/2017	235.20		
941	DS SERVICES OF AMERICA, INC	CONTRACT SERVICES	SPRING WATER	16373783 071817	7/26/2017	7/28/2017	9.00		
942	DS SERVICES OF AMERICA, INC	CONTRACT SERVICES	SPRING WATER	16389495 071817	7/26/2017	7/28/2017	164.48		
943	E.W. THOMAS	RECREATIONAL SUPPLIES	SUMMER CAMP	061217	6/30/2017	7/21/2017	180.53		
944	FLUVANNA REVIEW	ADVERTISING	COUNTY FAIR AD	2017F27-15	7/21/2017	7/21/2017	117.00		
945	FLUVANNA REVIEW	ADVERTISING	FAIR AD	2017F29-9	7/26/2017	7/28/2017	117.00		
946	HEATHER ANTONACCI	PROFESSIONAL SERVICES	LLAMA TREK	35 061017	6/30/2017	7/21/2017	481.60		
947	HEATHER ANTONACCI	PROFESSIONAL SERVICES	CAMP	2 072817	7/26/2017	7/28/2017	1,255.80		
948	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	063017	6/30/2017	7/21/2017	579.38		
949	JAUNT, INC.	PROFESSIONAL SERVICES	FIELD TRIP	8989 8990	6/30/2017	7/28/2017	234.00		
950	JOEL A. ZELINSKY	SITE IMPROVEMENTS	RESTROOM SIGNS	2963	6/28/2017	7/7/2017	215.23		
951	MICHAEL J MORRIS	CONTRACT SERVICES	ANNUAL SUBSCRIPTION	INV-9386	7/21/2017	7/21/2017	4,440.00		
952	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	101698	6/30/2017	7/21/2017	60.00		
953	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	101699	6/30/2017	7/21/2017	60.00		
954	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	101702	6/30/2017	7/21/2017	60.00		
955	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	101700	6/30/2017	7/21/2017	120.00		
956	MO-JOHNS, INC.	RECREATIONAL SUPPLIES	PORTABLE TOILET	101701	6/30/2017	7/21/2017	100.00		
957	NATIONAL RECREATION AND PARK	DUES OR ASSOCIATION	PREMIER PKG	070117	7/21/2017	7/21/2017	650.00		
958	RANGELAND GLO-WRAP	RECREATIONAL SUPPLIES	SUPPLIES	3423	6/30/2017	7/21/2017	27.48		
959	SAM'S CLUB	DUES OR ASSOCIATION	ANNUAL MEMBERSHIP FEE	042617A	6/28/2017	7/7/2017	135.00		
960	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	91.33		
961	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	1.55		
962	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	3,966.46		
963	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	06211781	6/30/2017	7/28/2017	21.01		
964	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	199.92		
965	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20866749	6/28/2017	7/7/2017	33.85		
966	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20866746	6/28/2017	7/7/2017	118.28		

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6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>		
967							<b>Total:</b>	<b>\$22,939.26</b>	
968									
969	<b>LIBRARY</b>								
970	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	(\$2.50)		
971	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	13.95		
972	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	19.95		
973	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	29.97		
974	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	30.00		
975	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	78.85		
976	CENTURYLINK	TELECOMMUNICATIONS	LIBRARY	309647441 061617	6/30/2017	7/12/2017	2,079.04		
977	DS SERVICES OF AMERICA, INC	LEASE/RENT	SPRING WATER	16385764 062017	6/30/2017	7/12/2017	10.00		
978	DS SERVICES OF AMERICA, INC	MAINTENANCE CONTRACTS	SPRING WATER	16385764 062017	6/30/2017	7/12/2017	62.70		
979	EBSO INFORMATON SERVICES	BOOKS/PUBLICATIONS	BOOKS	2545	7/21/2017	7/21/2017	1,845.03		
980	OVERDRIVE	BOOKS/PUBLICATIONS	BOOK	3100000517083061317	6/30/2017	7/12/2017	65.00		
981	OVERDRIVE	BOOKS/PUBLICATIONS	MARC RECORDS	MR-0022608	6/30/2017	7/12/2017	109.50		
982	OVERDRIVE	BOOKS/PUBLICATIONS	EBOOKS	3100000757830050917	6/30/2017	7/12/2017	145.99		
983	OVERDRIVE	BOOKS/PUBLICATIONS	EBOOKS	3100095524880050417	6/30/2017	7/12/2017	398.80		
984	OVERDRIVE	BOOKS/PUBLICATIONS	EBOOKS	3100191915237063017	6/30/2017	7/12/2017	4,084.19		
985	OVERDRIVE	MAINTENANCE CONTRACTS	MAINTENANCE FEE	H-0042923	7/21/2017	7/21/2017	4,000.00		
986	SHOWCASES	OFFICE SUPPLIES	SUPPLIES	300603	6/30/2017	7/12/2017	110.70		
987	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	061517	6/30/2017	7/12/2017	116.95		
988	THE DAILY PROGRESS	BOOKS/PUBLICATIONS	ACCT 90107369	070117	7/21/2017	7/21/2017	254.80		
989	THE LIBRARY CORPORATION	BOOKS/PUBLICATIONS	SOFTWARE	2017080079	7/21/2017	7/21/2017	8,341.00		
990	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	128.50		
991							<b>Total:</b>	<b>\$21,922.42</b>	
992									
993	<b>COUNTY PLANNER</b>								
994	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	71.17		
995	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	119.54		
996	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	17.25		
997	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	063017	6/30/2017	7/21/2017	150.95		
998	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA CODE /PLANNING	94124337	6/30/2017	7/21/2017	61.08		
999	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	061817	6/30/2017	7/12/2017	10.21		
1000	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	6.86		
1001	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	3,673.95		
1002	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	149.94		
1003	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	20890521	6/28/2017	7/7/2017	93.04		
1004							<b>Total:</b>	<b>\$4,353.99</b>	
1005									
1006	<b>BOARD OF ZONING APPEALS</b>								


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1	<div>County of Fluvanna</div> <div>Accounts Payable List</div> <div>From Date: 7/1/2017</div> <div>To Date: 7/31/2017</div> <div>munis a tyler app solution</div>								
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
1007	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	500.00		
1008								Total:	\$500.00
1009									
1010	ECONOMIC DEVELOPMENT								
1011	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	(\$650.00)		
1012	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	17.49		
1013	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	19.43		
1014	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	331.50		
1015	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	494.64		
1016	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	2.87		
1017	FLUVANNA COUNTY CHAMBER OF	PRINTING AND BINDING	CHAMBER GUIDE	1744	6/30/2017	7/12/2017	350.00		
1018	LYNN STAYTON-EURELL	MARKETING	DESIGN	071717	7/21/2017	7/21/2017	210.00		
1019	RYAN PACE COMMUNICATIONS	MARKETING	LOGO FOR SHOVEL READY PROGRAM	FLU_004	7/21/2017	7/21/2017	400.00		
1020	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	59.27		
1021	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	49.98		
1022								Total:	\$1,285.18
1023									
1024	VA COOPERATIVE EXTENSION								
1025	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	25.48		
1026	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	86.15		
1027	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	113.60		
1028	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	141.99		
1029	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	144.95		
1030	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	154.25		
1031	CENTURYLINK	TELECOMMUNICATIONS	COUNTY ADMIN	309762613 061617	6/16/2017	7/7/2017	14.37		
1032	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	(\$15.48)		
1033	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	(\$14.89)		
1034	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	4.99		
1035	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	10.49		
1036	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	14.89		
1037	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	15.19		
1038	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	15.78		
1039	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	21.29		
1040	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	31.09		
1041	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	42.99		
1042	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	44.74		
1043	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	61.49		
1044	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	67.98		
1045	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	74.99		
1046	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	83.18		





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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
1047	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	88.38		
1048	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	108.18		
1049	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	110.55		
1050	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	118.34		
1051	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	347.69		
1052	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	495.89		
1053	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	SUPPLIES	8045254433	6/30/2017	7/21/2017	572.62		
1054	THE CHAMELEON	CONTRACT SERVICES	CAMP T-SHIRTS	1706294	6/28/2017	7/7/2017	699.20		
1055	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	12.48		
1056	WAGNER'S MOBILE GLASS & MIRROR	CONTRACT SERVICES	SHED REPLACEMENT	14824	6/28/2017	7/7/2017	450.00		
1057									
1058									
1059	<b>NON PROFITS</b>								
1060	CENTRAL VIRGINIA PARTNERS FOR	CV PARTNERSHIP ECO DEV	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	13,081.00		
1061	CENTRAL VIRGINIA SBDC	SMALL BUSINESS	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	2,500.00		
1062	CHILDREN YOUTH & FAMILY	READYKIDS (CYFS)	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	2,100.00		
1063	FLUVANNA COUNTY CHAMBER OF	FLU CHAMBER OF COMM	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	3,500.00		
1064	FLUVANNA COUNTY HISTORICAL	COUNTY MUSEUM	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	525.00		
1065	FLUVANNA/LOUISA HOUSING	FLUVANNA HOUSING	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	16,000.00		
1066	JAUNT, INC.	JAUNT	FY18 1ST QTR ALLOCATION	70117	7/11/2017	7/12/2017	19,851.00		
1067	JEFFERSON AREA BOARD FOR AGING	JEFFERSON AREA	FY18 1ST QTR ALLOCATION	70117	7/11/2017	7/12/2017	20,986.50		
1068	JEFFERSON AREA CHIP	JEFFERSON AREA CHIP	FY18 1ST QTR ALLOCATION	70117	7/11/2017	7/12/2017	12,750.00		
1069	LEADERSHIP DEVELOPMENT	LEADERSHIP DEVELOPMENT	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	1,000.00		
1070	LEGAL AID JUSTICE CENTER	LEGAL AID	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	4,000.00		
1071	MONTICELLO AREA COMMUNITY	MACAA	FY18 1ST QTR ALLOCATION	70117	7/11/2017	7/12/2017	12,478.25		
1072	OAR JEFFERSON AREA COMM.	OFFENDER AID &	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	13,261.00		
1073	PIEDMONT HOUSING ALLIANCE	PIEDMONT HOUSING	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	2,100.00		
1074	PIEDMONT VIRGINIA COMMUNITY	PIEDMONT VA. COMM.	FY18 1ST QTR ALLOCATION	70117	7/11/2017	7/12/2017	12,607.25		
1075	PIEDMONT WORKFORCE NETWORK	PIEDMONT WORKFORCE	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	3,896.00		
1076	REGION TEN	REGION TEN COMMUNITY	FY18 1ST QTR ALLOCATION	70117	7/11/2017	7/12/2017	31,562.50		
1077	RIVANNA CONSERVATION ALLIANCE	RIVANNA CONSERVATION	FY18 ANNUAL ALLOCATION	70117	7/1/2017	7/12/2017	1,750.00		
1078	SEXUAL ASSAULT RESOURCE	SEXUAL ASSAULT	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	1,000.00		
1079	SHELTER FOR HELP IN EMERG	SHELTER FOR	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	9,000.00		
1080	THOMAS JEFFERSON EMS, INC.	T J EMS	FY18 ANNUAL ALLOCATION	70117	7/11/2017	7/12/2017	16,095.00		
1081	THOMAS JEFFERSON PLANNING	T J PLANNING DIST. COMM.	FY18 1ST QTR ALLOCATION	701017	7/1/2017	7/12/2017	8,482.00		
1082	THOMAS JEFFERSON SWCD	SOIL & WATER CONSER.	FY18 ANNUAL ALLOCATION	70117	7/1/2017	7/12/2017	20,000.00		
1083									
1084									
1085	<b>MISCELLANEOUS NON DEPARTMENTAL</b>								
1086	FLUVANNA DEPARTMENT OF SOCIAL	PROFESSIONAL SERVICES	COST ALLOCATION	62217	6/30/2017	7/28/2017	25,698.65		

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
1087							Total:	\$25,698.65	
1088									
1089							100 GENERAL FUND	Fund Total:	\$1,822,450.56
1090	<b>Fund # - 302 CAPITAL IMPROVEMENT</b>								
1091	<b>PUBLIC SAFETY CAPITAL PROJ</b>								
1092	SHEEHY AUTO STORES	VEHICLE	2016 FORD	126873	7/26/2017	7/28/2017	25,105.00		
1093	SHEEHY AUTO STORES	VEHICLE	2016 FORD	126874	7/26/2017	7/28/2017	25,105.00		
1094							Total:	\$50,210.00	
1095									
1096	<b>FACILITIES CAP PROJ</b>								
1097	ALBEMARLE LOCK & SAFE, INC.	CONTRACT SERVICES	SERVICE CALL	67051	6/30/2017	7/12/2017	183.00		
1098	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	159.94		
1099	LOWE'S	CONTRACT SERVICES	SUPPLIES/MATERIALS	062517	6/30/2017	7/21/2017	19.88		
1100	LOWE'S	CONTRACT SERVICES	SUPPLIES/MATERIALS	062517	6/30/2017	7/21/2017	307.71		
1101	RAFALY ELECTRICAL CONTRACTORS,	CONTRACT SERVICES	ADMIN BATHROOM UPGRADES	7395	6/30/2017	7/12/2017	2,797.50		
1102	TRANE U.S., INC.	CONTRACT SERVICES	WORK COMPLETED FOR JUNE17	38124681	6/30/2017	7/12/2017	1,413,034.72		
1103							Total:	\$1,416,502.75	
1104									
1105	<b>PUBLIC WORKS CAPITAL PROJECT</b>								
1106	BASIC RENT-A-CAR COMPANY, INC.	VEHICLE	DSS FOCUS	1113699	7/21/2017	7/21/2017	14,430.00		
1107	BOWMAN CONSULTING	CONTRACT SERVICES	EASEMENT PLAT FOR RECORDATION	233700	6/30/2017	7/21/2017	640.00		
1108							Total:	\$15,070.00	
1109									
1110	<b>SCHOOL OPS &amp; MAINT CAP PROJ</b>								
1111	DODSON GLASS & MIRROR INC	CONTRACT SERVICES	SBO RENOVATIONS	JP 058826	7/26/2017	7/28/2017	35,000.00		
1112	L.A. LACY INCORPORATED	CONTRACT SERVICES	FMS HVAC	10974	6/30/2017	7/21/2017	275,072.50		
1113	L.A. LACY INCORPORATED	CONTRACT SERVICES	FMS HVAC	11006 APP4	7/26/2017	7/28/2017	170,180.63		
1114	MIKE'S STAIN & PAINT INC	CONTRACT SERVICES	FMS HALLWAY PAINTING	1614	6/30/2017	7/12/2017	9,120.00		
1115	ORME FENCE COMPANY	CONTRACT SERVICES	PLAYGROUND	072017	7/26/2017	7/28/2017	17,600.00		
1116	PRECISION DOORS & HARDWARE	CONTRACT SERVICES	HANDICAP ACCESS	7707256	6/30/2017	7/21/2017	29,327.72		
1117							Total:	\$536,300.85	
1118									
1119	<b>PARKS &amp; RECREATION CAP PROJ</b>								
1120	BANK OF AMERICA	PROFESSIONAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	520.00		
1121	BANK OF AMERICA	PROFESSIONAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	1,385.00		
1122							Total:	\$1,905.00	
1123									
1124	<b>NON DEPT CAP PROJ</b>								
1125	BANK OF AMERICA	EARLY REDEMPTION	LIT LOAN PAYOFF	06511	6/19/2017	7/11/2017	1,595,733.26		
1126							Total:	\$1,595,733.26	



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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
1127									
1128					302 CAPITAL IMPROVEMENT	Fund Total:	\$3,615,721.86		
1129	Fund # - 401 DEBT SERVICE								
1130	DEBT SERVICE - COUNTY								
1131	US BANK, NA	2017 ENERGY	SERIES 2017 VRA PRINCIPAL & INTEREST	334280898	6/30/2017	7/13/2017	126,210.17		
1132	US BANK, NA	2017 ENERGY	SERIES 2017 VRA PRINCIPAL & INTEREST	334280898	6/30/2017	7/13/2017	236,000.00		
1133	US BANK, NA	ADMINISTRATIVE FEES	SERIES 2017 VRA ADMIN FEES	503838	5/18/2017	7/13/2017	8,132.10		
1134						Total:	\$370,342.27		
1135									
1136	DEBT SERVICE - SCHOOLS								
1137	REGIONS BANK	VP SA SERIES 2012A INT	VP SA 2012A&B PRINCIPAL & INTEREST	56275628	5/3/2017	7/11/2017	59,405.00		
1138	REGIONS BANK	VP SA SERIES 2012A PRIN	VP SA 2012A&B PRINCIPAL & INTEREST	56275628	5/3/2017	7/11/2017	240,000.00		
1139	REGIONS BANK	VP SA SERIES 2012B INT	VP SA 2012A&B PRINCIPAL & INTEREST	56275628	5/3/2017	7/11/2017	1,160,506.25		
1140	REGIONS BANK	VP SA SERIES 2012B PRIN	VP SA 2012A&B PRINCIPAL & INTEREST	56275628	5/3/2017	7/11/2017	675,000.00		
1141	U.S. BANK OPERATIONS CENTER	G O SCH BOND 2005A INT	SERIES 1999A & 2005 PRINCIPAL &	549360	6/19/2017	7/11/2017	77,486.79		
1142	U.S. BANK OPERATIONS CENTER	G O SCH BONDS 2005A PRIN	SERIES 1999A & 2005 PRINCIPAL &	549360	6/19/2017	7/11/2017	323,911.00		
1143	U.S. BANK OPERATIONS CENTER	VP SA 1999 SERIES CENTRAL	SERIES 1999A & 2005 PRINCIPAL &	549360	6/19/2017	7/11/2017	50,000.00		
1144	U.S. BANK OPERATIONS CENTER	VP SA 1999 SERIES-CENTRAL	SERIES 1999A & 2005 PRINCIPAL &	549360	6/19/2017	7/11/2017	3,887.50		
1145	U.S. BANK OPERATIONS CENTER	VP SA SERIES 2014C INT	2014 VP SA PRINCIPAL & INTEREST	549673	6/19/2017	7/11/2017	95,921.25		
1146	U.S. BANK OPERATIONS CENTER	VP SA SERIES 2014C PRIN	2014 VP SA PRINCIPAL & INTEREST	549673	6/19/2017	7/11/2017	225,000.00		
1147						Total:	\$2,911,117.79		
1148									
1149					401 DEBT SERVICE	Fund Total:	\$3,281,460.06		
1150	Fund # - 502 SEWER								
1151	UTILITY OPERATIONAL EXPENSES								
1152	BANK OF AMERICA	PROFESSIONAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	237.43		
1153	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	310089744 061917	6/19/2017	7/7/2017	46.37		
1154	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309433290 061917	6/16/2017	7/7/2017	59.10		
1155	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394121629	6/16/2017	7/7/2017	8.14		
1156	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394123545	7/21/2017	7/21/2017	8.14		
1157	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394125491	7/21/2017	7/21/2017	8.14		
1158	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394127372	7/26/2017	7/28/2017	8.14		
1159	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SW PUMP STATION	7712348080 062817	6/28/2017	7/12/2017	39.74		
1160	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SEWER PLANT	7129524547 062317	6/23/2017	7/12/2017	904.00		
1161	INBODEN ENVIRONMENTAL	CONTRACT SERVICES	WASTEWATER MONITORING	62586	6/30/2017	7/21/2017	197.00		
1162	INBODEN ENVIRONMENTAL	CONTRACT SERVICES	WASTEWATER MONITORING	62588	6/30/2017	7/21/2017	197.00		
1163	INBODEN ENVIRONMENTAL	CONTRACT SERVICES	WASTEWATER MONITORING	62587	6/30/2017	7/21/2017	227.00		
1164	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	1,267.41		
1165	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	130.85		
1166	VSI SUPPLY	BLDGS EQUIP REP & MAINT	SUPPLIES	S1068	7/26/2017	7/28/2017	1,205.00		

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
1167							<b>Total:</b>	<b>\$4,543.46</b>	
1168									
1169									
1170							<b>502 SEWER</b>	<b>Fund Total:</b>	<b>\$4,543.46</b>
1171	<b>FUND # - 505 FORK UNION SANITARY DISTRICT</b>								
1171	<b>FORK UNION SANITARY DISTRICT</b>								
1172	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	USDA RURAL DEVELOPMENT JULY 2017	JUL-17	7/25/2017	7/25/2017	1,708.11		
1173							<b>Total:</b>	<b>\$1,708.11</b>	
1174									
1175	<b>FUSD OPERATIONAL EXPENSES</b>								
1176	ANDERSON TIRE COMPANY	VEHICLE/POWER EQUIP	STATE INSPECTION	INV02214539	5/31/2017	7/12/2017	16.00		
1177	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	296.96		
1178	BANK OF AMERICA	PROFESSIONAL SERVICES	P-CARD PURCHASES	0630107	6/30/2017	7/21/2017	574.49		
1179	CENTURYLINK	TELECOMMUNICATIONS	SANITARY DISTRICT	309719161 061617	6/16/2017	7/7/2017	188.37		
1180	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394121629	6/16/2017	7/7/2017	31.48		
1181	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394123545	7/21/2017	7/21/2017	31.48		
1182	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394125491	7/21/2017	7/21/2017	31.48		
1183	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394127372	7/26/2017	7/28/2017	31.48		
1184	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL	8434345008 062717	6/27/2017	7/12/2017	54.76		
1185	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEST BOTTOM WELL	7224360003 063017	6/30/2017	7/12/2017	62.80		
1186	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL	9004200003 062717	6/28/2017	7/12/2017	87.15		
1187	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OMOHUNDRO WELL	9346182505 062617	6/26/2017	7/12/2017	506.86		
1188	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL	9501772108 062617	6/26/2017	7/12/2017	817.89		
1189	E.W. OWEN	LEASE/RENT	WELL RENT	07012017	7/7/2017	7/7/2017	150.00		
1190	E.W. THOMAS	GENERAL MATERIALS AND	SUPPLIES	070517	7/21/2017	7/21/2017	4.78		
1191	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	063017	6/30/2017	7/21/2017	126.26		
1192	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP	CAR SUPPLIES	571098	5/15/2017	7/12/2017	47.94		
1193	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/321736	6/30/2017	7/12/2017	185.93		
1194	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/327088	6/30/2017	7/12/2017	258.79		
1195	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD/332507	7/21/2017	7/21/2017	301.44		
1196	MO-JOHNS, INC.	PURCHASE OF SERVICES	PORTABLE TOILET	101417	6/30/2017	7/21/2017	60.00		
1197	OFFICE OF DRINKING WATER	PERMITS AND FEES	ANNUAL	071417A	7/26/2017	7/28/2017	1,292.10		
1198	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	061817	6/30/2017	7/12/2017	198.72		
1199	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	SUSPENDED SOLIDS	218496	6/30/2017	7/21/2017	30.00		
1200	TRUSTPOINT INSURANCE, LLC	PROPERTY INSURANCE	RENEWAL	97767	7/7/2017	7/7/2017	100.00		
1201	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	USDA RURAL DEVELOPMENT JULY 2017	JUL-17	7/25/2017	7/25/2017	3,251.89		
1202	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	TR11232	6/28/2017	7/7/2017	82.17		
1203	VACORP	VEHICLE INSURANCE	LIABILITY	9364	7/21/2017	7/21/2017	1,953.20		
1204	VACORP	WORKER'S COMPENSATION	WORKERS COMP	13917	7/21/2017	7/21/2017	2,404.44		
1205	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	MONTHLY CHARGES	06211781	6/30/2017	7/28/2017	21.02		
1206	VERIZON	TELECOMMUNICATIONS	WIRELESS	9789536774	7/26/2017	7/28/2017	125.96		

	A	B	C	D	F	G	H	I	J
1	<div> <div>County of Fluvanna</div> <div>Accounts Payable List</div> <div> <div>From Date: 7/1/2017</div> <div>To Date: 7/31/2017</div> </div> <div>  </div> </div>								
2									
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
1207							<b>Total:</b>	<b>\$13,325.84</b>	
1208									
1209							<b>505 FORK UNION SANITARY DISTRICT Fund Total:</b>	<b>\$15,033.95</b>	
1210							<b>Total Expenditures by Fund:</b>	<b>\$8,739,209.89</b>	



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

**TAB E**

<b>MEETING DATE:</b>	August 16, 2017																			
<b>AGENDA TITLE:</b>	FY18 Commonwealth's Attorney Supplemental Appropriation – Temp. Intern																			
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$1,077 to the Commonwealth Attorney's FY18 budget for costs associated with the temporary intern position with funding to come from the Drug Forfeiture Account.</b>																			
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>																	
		X																		
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other															
				<b>X</b>																
<b>STAFF CONTACT(S):</b>	Jeffrey W. Haislip, Commonwealth's Attorney Marty Brookhart, Management Analyst																			
<b>PRESENTER(S):</b>	Marty Brookhart, Management Analyst																			
<b>RECOMMENDATION:</b>	I recommend approval of the motion as stated above.																			
<b>TIMING:</b>	Effective Immediately																			
<b>DISCUSSION:</b>	<p>On June 7, 2017, the Board of Supervisors approved a temporary intern position for the Commonwealth's Attorney's Office with funding from the Drug Forfeiture Account.</p> <p>The following amounts have been expended for the position:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th><th style="text-align: center;"><u><b>FY17</b></u></th><th style="text-align: center;"><u><b>FY18</b></u></th></tr> </thead> <tbody> <tr> <td>PT Salary &amp; Wages:</td><td style="text-align: right;">\$ 1,000</td><td style="text-align: right;">\$ 1,000</td></tr> <tr> <td>FICA:</td><td style="text-align: right;">\$ 62</td><td style="text-align: right;">\$ 62</td></tr> <tr> <td>Medicare:</td><td style="text-align: right;">\$ 15</td><td style="text-align: right;">\$ 15</td></tr> <tr> <td><b>TOTAL:</b></td><td style="text-align: right;"><b>\$ 1,077</b></td><td style="text-align: right;"><b>\$ 1,077</b></td></tr> </tbody> </table>						<u><b>FY17</b></u>	<u><b>FY18</b></u>	PT Salary & Wages:	\$ 1,000	\$ 1,000	FICA:	\$ 62	\$ 62	Medicare:	\$ 15	\$ 15	<b>TOTAL:</b>	<b>\$ 1,077</b>	<b>\$ 1,077</b>
	<u><b>FY17</b></u>	<u><b>FY18</b></u>																		
PT Salary & Wages:	\$ 1,000	\$ 1,000																		
FICA:	\$ 62	\$ 62																		
Medicare:	\$ 15	\$ 15																		
<b>TOTAL:</b>	<b>\$ 1,077</b>	<b>\$ 1,077</b>																		
<b>FISCAL IMPACT:</b>	Approval of the motion will allow finance to increase the appropriate FY18 revenues and expenses by \$1,077.																			
<b>POLICY IMPACT:</b>	N/A																			
<b>LEGISLATIVE HISTORY:</b>	<p><b>June 7, 2017</b> - BOS Approved a Temporary Intern Position for the Commonwealth's Attorney's Office with funding to come from the Drug Forfeiture Account.</p> <p><b>August 2, 2017</b> - BOS Approved a supplemental appropriation of \$1,077 to the FY17 Commonwealth's Attorney's Budget.</p>																			
<b>ENCLOSURES:</b>	June 7, 2017 Action Report August 2, 2017 Action Report																			
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other															
		<b>X</b>																		



**FLUVANNA COUNTY BOARD OF SUPERVISORS****ACTIONS TAKEN ON June 7, 2017**

<b>No.</b>	<b>Item- 4:00 pm Regular Meeting</b>	<b>Action</b>
1	Adoption of Agenda: as presented;	<b><u>BOARD APPROVED</u></b> <b>5-0</b>
2	FY18 Arts Grant Budget Transfer from BOS Contingency: approved a budget transfer of \$500 from BOS Contingency to the FY18 Fluvanna Arts Council allocation to cover the \$500 reduction of Arts Grant Funding;	<b><u>BOARD APPROVED</u></b> <b>3-2</b> (Eager and Weaver)
3	<b>Temporary Intern Position for Commonwealth's Attorney's Office:</b> approved the temporary intern position for Commonwealth's Attorney's Office with funding from the Drug Forfeiture Account not to exceed \$2,000;	<b><u>BOARD APPROVED</u></b> <b>5-0</b>
4	Public Works Position Changes: approved the following Position Descriptions changes: OLD - Facility Maintenance Specialist, Pay Band 12, \$34,736 NEW - Facility Maintenance Technician, Pay Band 10, \$31,200 OLD - Maintenance Worker, Pay Band 07, \$25,584 NEW - Grounds Maintenance Technician, Pay Band 10, \$31,200 OLD - Maintenance Worker, Pay Band 07, \$25,584 NEW – Grounds Maintenance Worker 2, Pay Band 08, \$26,208 OLD - Maintenance Worker, Pay Band 07, \$25,584 NEW – Grounds Maintenance Worker 1, Pay Band 07, \$25,584 With funding to be within the existing FY17 Public Works personnel budget;	<b><u>BOARD APPROVED</u></b> <b>5-0</b>
5	Raymond James Contract Addendum for Bidding Agent Services;	<b><u>BOARD TABLED</u></b>
6	Minutes of May 3, 2017: as presented;	<b><u>BOARD APPROVED</u></b> <b>5-0</b>
7	Minutes of May 17, 2017: as presented;	<b><u>BOARD APPROVED</u></b> <b>5-0</b>
8	CRMF - FCPS Floor Scrubbers: approved a Capital Reserve Maintenance Fund Request in the amount of \$23,600.00 for the purpose of purchasing replacement floor scrubbers for Fluvanna County Public Schools (Fluvanna Middle School and Carysbrook Elementary School);	<b><u>BOARD APPROVED</u></b> <b>5-0</b>
9	CRMF - FCPS Middle School Painting: approved a Capital Reserve Maintenance Fund Request in the amount of \$10,520.00 for the purpose of painting hallways in the Fluvanna Middle School;	<b><u>BOARD APPROVED</u></b> <b>5-0</b>

**FLUVANNA COUNTY BOARD OF SUPERVISORS****ACTIONS TAKEN ON AUGUST 2, 2017***Mr. O'Brien arrived at 4:03pm.*

<b>No.</b>	<b>Item- 4:04 pm Regular Meeting</b>	<b>Action</b>
1	Adoption of Agenda: as presented;	<b><u>BOARD APPROVED</u></b> 5-0
2	Special Presentation – Certificate of Commendation: John Thompson;	<b><u>BOARD PRESENTATION</u></b>
3	Request to Advertise for Public Hearing - FCSS Food Bank Lease: ratified advertisement of a Public Hearing on August 16, 2017, of the proposed lease of County property to Fluvanna Christian Services Society (FCSS) for the purposes of supporting Food Bank operations in Fluvanna County;	<b><u>BOARD APPROVED</u></b> 5-0
4	Quitclaim and Release Agreement with Fluvanna Christian Services Society, Inc. (FCSS);	<b><u>DEFERRED</u></b>
5	Board of Supervisor's Meeting Date Change: changed the first regular Board of Supervisor's meeting of 2018 from the first Wednesday, January 3, 2018, to the second Wednesday, January 10, 2018, due to the Christmas and New Year's holiday periods;	<b><u>BOARD APPROVED</u></b> 5-0
6	FY19 Budget Calendar: approved the FY19 Budget Calendar, as proposed;	<b><u>BOARD APPROVED</u></b> 5-0
7	VDOT Quarterly Report;	<b><u>BOARD PRESENTATION</u></b>
8	Strategic Initiatives Update;	<b><u>BOARD PRESENTATION</u></b>
9	Minutes of the July 5, 2017 Meeting: as presented;	<b><u>BOARD APPROVED</u></b> 5-0
10	Additional Stipend for Double Duty:	<b><u>BOARD APPROVED</u></b> 5-0
11	<b>FY17 Commonwealth's Attorney Supplemental Appropriation - Temporary Intern:</b>	<b><u>BOARD APPROVED</u></b> 5-0
12	FY17 Commonwealth's Attorney's Victim-Witness Grant Supplemental Appropriation:	<b><u>BOARD APPROVED</u></b> 5-0
13	FY18 Library State Aid Supplemental Appropriation:	<b><u>BOARD PRESENTATION</u></b>
14	MOU for sharing Charlottesville-UVA-Albemarle Public Safety Frequencies:	<b><u>BOARD PRESENTATION</u></b>
15	Closed Landfill Gas Monitoring:	<b><u>BOARD APPROVED</u></b> 5-0
16	Closed Landfill Groundwater Monitoring Program:	<b><u>BOARD APPROVED</u></b> 5-0
17	Closed Landfill Quarterly Site Inspections:	<b><u>BOARD APPROVED</u></b> 5-0



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**TAB F**

<b>MEETING DATE:</b>	August 16, 2017				
<b>AGENDA TITLE:</b>	FY18 County Administrator Salary Increase				
<b>MOTION(s):</b>	I move the Board of Supervisors approve a 2% base salary increase for County Administrator Steven M. Nichols, effective December 24, 2017, with the total salary and benefits amount of \$2,860.76 to come from the existing FY18 County Administration Personnel budget.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Gail Parrish, Human Resource Manager				
<b>PRESENTER(S):</b>	Gail Parrish, Human Resource Manager				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Effective December 24, 2017 (January 2018 payroll) based on BOS approved FY18 Pay Plan				
<b>DISCUSSION:</b>	Salary increase as approved by the Board during the County Administrator's Annual Performance Review process.				
<b>FISCAL IMPACT:</b>	<b>Pay Increase</b>	<b>Current Plan</b>			
	2% Salary Increase	\$2,434.06			
	FICA/Medicare	186.21			
	VRS	203.24			
	VRS HRIC	5.36			
	Group Life	31.89			
	<b>TOTAL</b>	<b>\$2,860.76</b>			
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
				X	



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

**TAB G**

<b>Meeting Date:</b>	August 16, 2017				
<b>AGENDA TITLE:</b>	FY18 Social Service Family Services Allocation Supplemental Appropriation				
<b>MOTION(s):</b>	I move the Board of Supervisors approve a FY18 supplemental appropriation of \$12,361 from State and Federal funds to the FY18 Social Services Budget for Family Services.				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes X	No	<b>If yes, list initiative(s):</b>		E1
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda X	Other
<b>STAFF CONTACT(S):</b>	Kim Mabe, Social Services Director				
<b>PRESENTER(S):</b>	Kim Mabe, Social Services Director				
<b>RECOMMENDATION:</b>	I recommend approval of the following action.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>These funds will be used to purchase eleven (11) laptop computers for Family Services Specialists and for overtime earned due to new Child Protective Services legislation.</li> <li>The matching funds of \$2,267 will come from the current Social Services budget.</li> <li>This is a permanent allocation.</li> </ul>				
<b>FISCAL IMPACT:</b>	<p>The following FY18 budget changes will be made:</p> <p>Increase revenue for State and Federal funds by \$12,361.</p> <p>Increase expenditures for Social Services (Machinery and Equipment) \$7,150</p> <ul style="list-style-type: none"> <li>\$650 per laptop through VITA X 11 employees</li> </ul> <p>Increase expenditures for Social Services (Overtime Pay) \$5,211</p>				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance X	Purchasing	HR	Other



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB H

<b>MEETING DATE:</b>	August 16, 2017				
<b>AGENDA TITLE:</b>	Virginia Information Technologies Agency FY'19 E-911 PSAP Education Program grant award.				
<b>MOTION(s):</b>	<p>1) I move to authorize submission of the Virginia Information Technologies Agency (VITA) FY'19 E-911 PSAP Education Program grant application and if awarded, accept an award in the amount of \$2,000 to fund educational training for the Sheriff's Office E911 Center staff.</p> <p>2) Further, I move to authorize the County Administrator to execute contracts and agreements associated with this grant, subject as to form by the County Attorney; and authorize a supplemental appropriation for the FY'19 E 9-1-1 in the amount of \$2,000 to revenue and expenditure accounts assigned by Finance.</p>				
<b>STRATEGIC INITIATIVE?</b>	Yes X	No	<b>If yes, list initiative(s):</b>		Strategic Initiative E1
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda X	Other
<b>STAFF CONTACT(S):</b>	Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
<b>PRESENTER(S):</b>	Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
<b>RECOMMENDATION:</b>	Ratify and accept the Virginia Information Technologies Agency FY'19 E-911 PSAP Education Program grant.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>Grant funds will be used for education/training that is specific to 9-1-1 public safety communications.</li> <li>Grant funds may include conferences and/or coursework.</li> </ul>				
<b>FISCAL IMPACT:</b>	<ul style="list-style-type: none"> <li>State grant award of \$2,000.</li> <li>This state grant award is to be used by the E-911 Center for lodging, registration, and meal costs associated with training for E-911 staff.</li> <li>Award period: July 1, 2018 to June 30, 2019.</li> <li>No additional match funding is required.</li> <li>No extensions are allowed.</li> </ul>				
<b>POLICY IMPACT:</b>	Training will enhance the skill set of the E-911 staff.				
<b>LEGISLATIVE HISTORY:</b>	This grant was previously awarded to the E-911 Center in FY'13, FY'14, FY'15, FY'16, FY'17, and FY'18				
<b>ENCLOSURES:</b>	None.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

August 16, 2017

No.	Item
1	Building Inspections Report July 2017
2	Code Compliance Report – July 2017
3	FY18 Contingency Balance 2017-08-16
4	FY18 Capital Reserve Memo 2017-08-16
5	Unassigned Fund Balance 2017-08-16
6	
7	
8	
9	
10	





**BUILDING INSPECTIONS MONTHLY REPORT**

County of Fluvanna

<b>Building Official:</b>	<b>Period:</b>
Kevin Zoll	Jul-2017

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>BUILDING PERMITS ISSUED</b>														
<b>NEW - Single Family Detached</b>	2015	4	5	10	9	12	12	14	13	2	4	7	3	95
	2016	11	11	8	15	9	18	6	5	9	2	6	8	108
	2017	3	2	16	6	4	10	6						47
<b>NEW - Single Family Attached</b>	2015	2	0	0	0	0	0	0	2	0	0	0	0	4
	2016	0	0	0	0	0	0	0	0	0	0	2	0	2
	2017	0	0	0	0	0	0	0						0
<b>NEW - Mobil Homes</b>	2015	0	0	0	0	1	1	0	2	0	0	0	0	4
	2016	0	1	0	0	0	0	0	1	0	0	0	0	2
	2017	0	0	0	0	2	1	0						3
<b>Additions and Alterations</b>	2015	21	30	38	28	21	30	22	25	23	27	35	18	318
	2016	13	10	31	27	29	29	15	32	31	28	27	27	299
	2017	29	20	29	43	20	29	32						202
<b>Accessory Buildings</b>	2015	4	4	3	4	1	0	0	2	6	0	0	3	27
	2016	3	4	4	6	2	2	1	2	1	3	3	6	37
	2017	0	4	2	3	2	2	2						15
<b>Swimming Pools</b>	2015	0	0	0	0	0	0	0	1	1	0	0	0	2
	2016	0	0	0	0	0	1	1	0	0	1	1	0	4
	2017	0	1	1	0	0	1	0					0	3
<b>Commercial/Industrial Build/Cell Towers</b>	2015	1	0	0	0	0	0	2	0	0	1	1	1	6
	2016	0	0	2	2	0	0	1	0	1	1	1	1	9
	2017	1	2	0	0	0	0	2						5
<b>Land Disturbing Permits</b>	2015	6	5	9	10	10	12	15	16	3	5	10	5	106
	2016	12	11	8	14	10	17	7	6	11	3	9	9	117
	2017	3	2	17	7	7	9	6						51
<b>TOTAL PERMITS</b>	2015	38	39	51	41	35	43	38	45	32	32	43	25	456
	2016	27	26	45	50	40	50	24	40	42	35	40	42	461
	2017	36	31	65	59	35	43	42	0	0	0	0	0	311
<b>BUILDING VALUES FOR PERMITS ISSUED</b>														
<b>TOTAL BUILDING VALUES</b>	2015	1,384,631	1,560,716	2,916,520	3,567,237	2,999,918	4,280,357	5,272,378	3,107,731	2,625,563	2,203,913	1,931,893	6,252,403	\$ 38,103,260
	2016	1,817,981	2,555,455	5,552,458	3,711,821	2,447,891	5,181,921	3,611,179	1,817,783	3,089,971	1,889,279	2,028,590	2,937,783	\$ 36,642,112
	2017	857,767	827,724	4,859,777	2,066,132	1,512,789	3,676,118	1,904,915						\$ 15,705,222
<b>INSPECTIONS COMPLETED</b>														
<b>TOTAL INSPECTIONS</b>	2015	105	137	146	214	113	232	193	181	208	206	149	149	2033
	2016	116	91	153	157	155	214	249	230	197	181	184	172	2099
	2017	159	144	171	141	177	152	202						1146
<b>FEES COLLECTED</b>														
<b>Building Permits</b>	2015	\$6,731	\$8,351	\$13,711	\$16,037	\$13,508	\$16,628	\$14,931	\$18,895	\$10,411	\$8,558	\$10,381	\$9,575	\$ 147,717
	2016	\$11,850	\$11,954	\$11,576	\$14,889	\$8,447	\$18,588	\$12,947	\$7,537	\$11,285	\$12,548	\$8,361	\$11,213	\$ 141,193
	2017	\$3,710	\$3,463	\$19,849	\$8,618	\$6,036	\$10,814	\$8,680						\$ 61,171
<b>Land Disturbing Permits</b>	2015	\$1,775	\$875	\$1,425	\$3,425	\$1,750	\$1,850	\$2,325	\$3,338	\$1,085	\$2,819	\$10,450	\$2,298	\$ 33,414
	2016	\$3,200	\$2,575	\$1,700	\$1,950	\$2,250	\$2,200	\$4,020	\$875	\$28,074	\$2,000	\$1,450	\$1,200	\$ 51,494
	2017	\$475	\$800	\$7,000	\$1,523	\$2,366	\$2,425	\$1,733	\$0	\$0	\$0	\$0	\$0	\$ 16,321
<b>Zoning Permits/Proffers</b>	2015	\$1,200	\$1,000	\$1,650	\$2,600	\$1,500	\$1,850	\$1,850	\$2,400	\$1,650	\$1,050	\$950	\$1,700	\$ 18,500
	2016	\$1,150	\$1,250	\$1,800	\$2,450	\$1,650	\$2,700	\$1,150	\$1,150	\$1,900	\$1,050	\$900	\$850	\$ 18,950
	2017	\$400	\$1,000	\$2,400	\$950	\$1,500	\$1,800	\$1,245	\$0	\$0	\$0	\$0	\$0	\$ 9,295
<b>TOTAL FEES</b>	2015	\$ 9,706	\$10,226	\$16,786	\$22,062	\$16,758	\$20,328	\$19,106	\$24,632	\$13,146	\$12,427	\$21,731	\$12,722	\$ 199,631
	2016	\$16,200	\$15,779	\$15,076	\$19,289	\$12,347	\$23,488	\$18,117	\$9,562	\$41,259	\$15,348	\$11,411	\$13,763	\$ 211,637
	2017	\$ 4,585	\$ 5,263	\$29,249	\$11,091	\$ 9,902	\$15,039	\$11,658	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,787



**CODE COMPLIANCE VIOLATION STATISTICS****July - 2017**

Scott B. Miller, CZO, Code Inspector, Building Site Inspector

Complaint Number	Tax Map Number	Property Owner	Address	Date of Complaint	Violation Type	Status	Deadline	District
1611-01	18-(A)-25B	Stevens, Roger	Thomas Farm La. (Vacant)	11/03/2016	Junk/Inoperable Vehicle	Court	Pending 10/24/2017	Palmyra
1705-02	36A-(A)-18	Cable, Louis A. & Susan V.	651 West River Rd.	5/9/2017	Signs	Cleared	n/a	Cunningham
1707-01	40-(A)-38	Simorg South Properties, LLC.	Shiloh Church Rd. (Vacant)	07/12/2017	Noise	Cleared	n/a	Fork Union
1707-02	4-(23)-16	Crawford, Richard	1470 Oliver Creek Rd.	07/14/2017	Trash-Debris	Pending	8/14/2017	Palmyra
1707-03	27-(3)-4	Jordan, Brian	3777 Rolling Road South	7/19/2017	Trash	Cleared	n/a	Cunningham
1707-04	4-(43)-1	Diggs, Cole E., III	539 Blue Ridge Dr.	7/21/2017	Property Maintenance	Cleared	n/a	Palmyra
1707-05	40-(8)-6	Campbell, Heather M.	423 Haden Martin Rd.	7/25/2017	Trash	Pending	8/25/2017	Fork Union
<b>MISCELLANEOUS</b>					<b>STATUS</b>	<b>DEFINTIONS</b>		
Biosolids Applied and Signs Displayed (44 properties)					Court Pending:	Summons to be issued		
Compliance with Tenaska Virginia Sound Levels 07/13/2017					Court:	Case is before Judge		
Thirty Eight (38) Signs Removed From Public Rights-Of-Way					Pending:	Violation Notice Sent		
Deliver packets to BOS, PC Members and Library					Permit Pending:	Applied for Permit to Abate Violation		
Attend additional proceedings in Circuit Court regarding TM.18-(A)-25B, Judge allowing violator to remove violation 10/24/17					Extended:	Extension Given/Making Progress to Abate Violations		
Placed and removed "Public Hearing Signs" as needed					Board:	Case is pending Board Approval		
Attend meetings regarding Columbia Area Renewal Effort 07/17/2017					Cleard:	Violation Abated		
Evaluate site conditions at CVEC for site development plan conformity					Rezoning:	Property is in Rezoning Process		
					SUP Pending:	Special Use Permit Application made to Abate Violation		



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# COUNTY OF FLUVANNA

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[www.fluvannacounty.org](http://www.fluvannacounty.org)

## MEMORANDUM

**Date:** August 16, 2017  
**From:** Marty Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY18 BOS Contingency Balance

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The FY18 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$150,000.00</b>
<b>Less: Arts Council FY18 Allocation Grant Supplement – 06.07.17</b>	<b>-\$500.00</b>
<b>Available:</b>	<b>\$149,500.00</b>



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## MEMORANDUM

**Date:** August 16, 2017  
**From:** Marty Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY18 Capital Reserve Balances

The FY18 Capital Reserve account balances are as follows:

### County Capital Reserve:

FY17 Carryover	\$134,975
<b>FY18 Allocation:</b>	<b>\$175,000</b>
Plus: Projects Completed July 2017	\$31
Less: Courts Building Well Repairs – 08.02.17	-\$7,800
Less: Bobcat Skid-Steer Major Repairs – 08.02.17	-\$2,400
<b>Available:</b>	<b>\$299,806</b>

### Schools Capital Reserve:

FY17 Carryover	\$238,603
<b>FY18 Allocation:</b>	<b>\$75,000</b>
Plus: Projects Completed July 2017	\$1,159
Less: Central HVAC Unexpected Repairs – 07.05.17	-\$6,226
<b>Available:</b>	<b>\$308,536</b>





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## MEMORANDUM

**Date:** August 16, 2017  
**From:** Marty Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

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<b>*FY17 Year End (Unaudited) Unassigned Fund Balance:</b>	<b>*\$4,840,117</b>
Less: ZXR Water. & Sewer Sys. Amend. to Agrmt. #3 (Dewberry) – 07.05.17	-\$4,500
Less: ZXR Water & Sewer Sys. Project Agreement #4 (Bowman) – 07.05.17	-\$6,880
Less: ZXR Water & Sewer Sys. Project Agreement #11 (Dewberry) – 07.05.17	-\$51,330
Less: ZXR Water & Sewer Sys. Project Agreement #5 (Bowman) – 07.05.17	-\$22,950
<b>Current (Unaudited) Unassigned Fund Balance:</b>	<b>*\$4,754,457</b>

\*Audited FY17 Year End Unassigned Fund Balance will be available upon completion of the FY17 CAFR