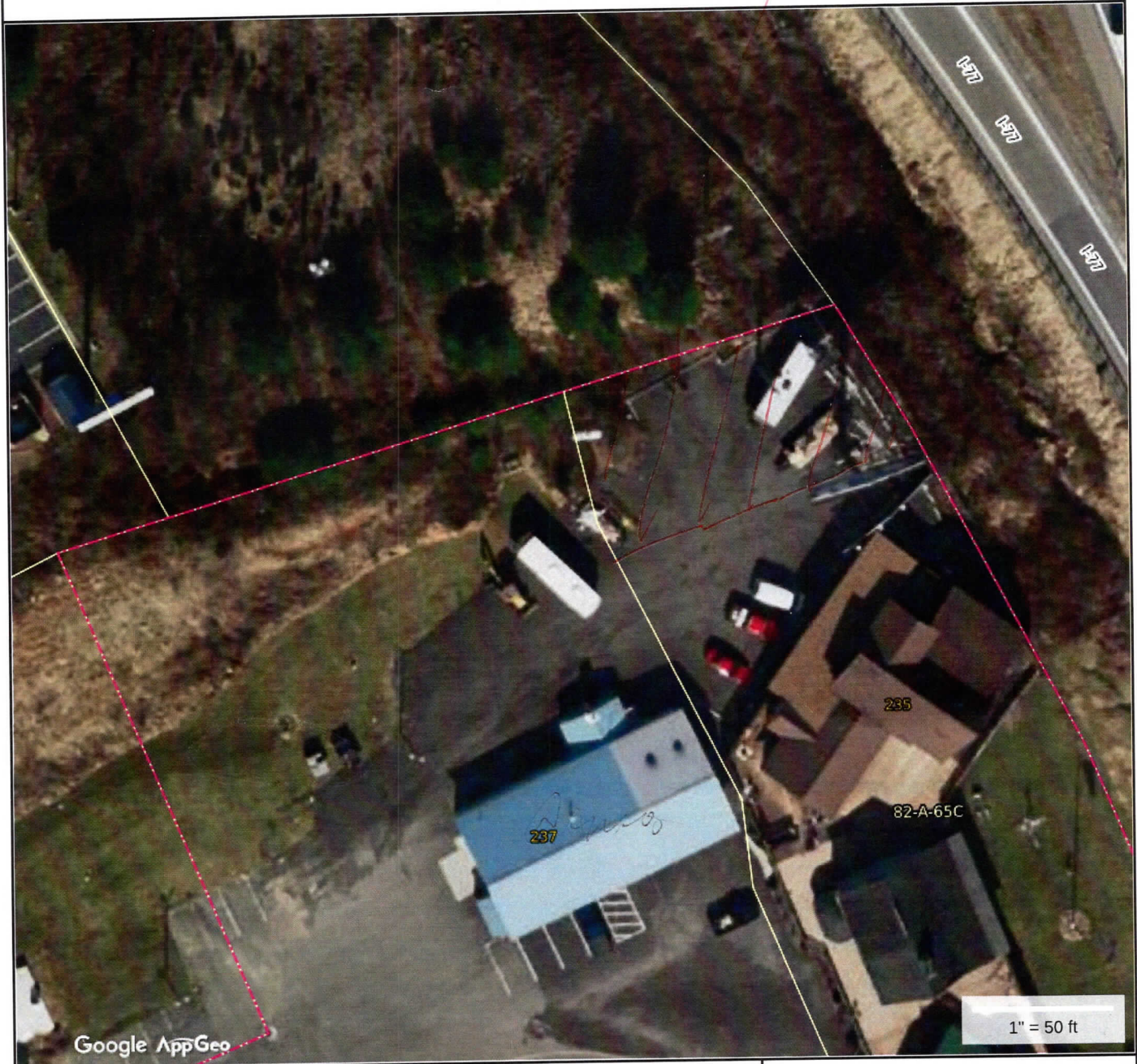



EXIT

BOUNDARY ADJUSTMENT

March 4, 2020



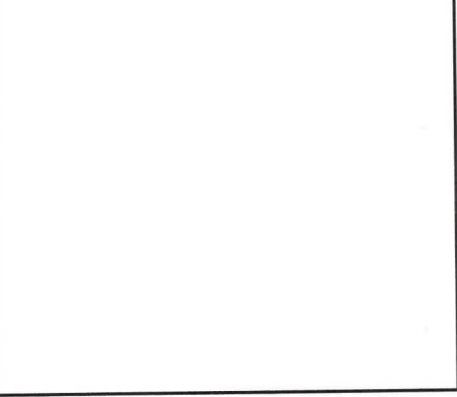
Property Information	
Property ID	82-1-A4
Location	
Owner	CARROLL COUNTY INDUSTRIAL


CARROLL COUNTY
www.CARROLLCOUNTYVA.com

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Carroll County, VA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 1/1/2019
Data updated 1/1/2019



Carroll County, Virginia

Purchasing Manual



Adopted December 7, 2009

Effective January 1, 2010

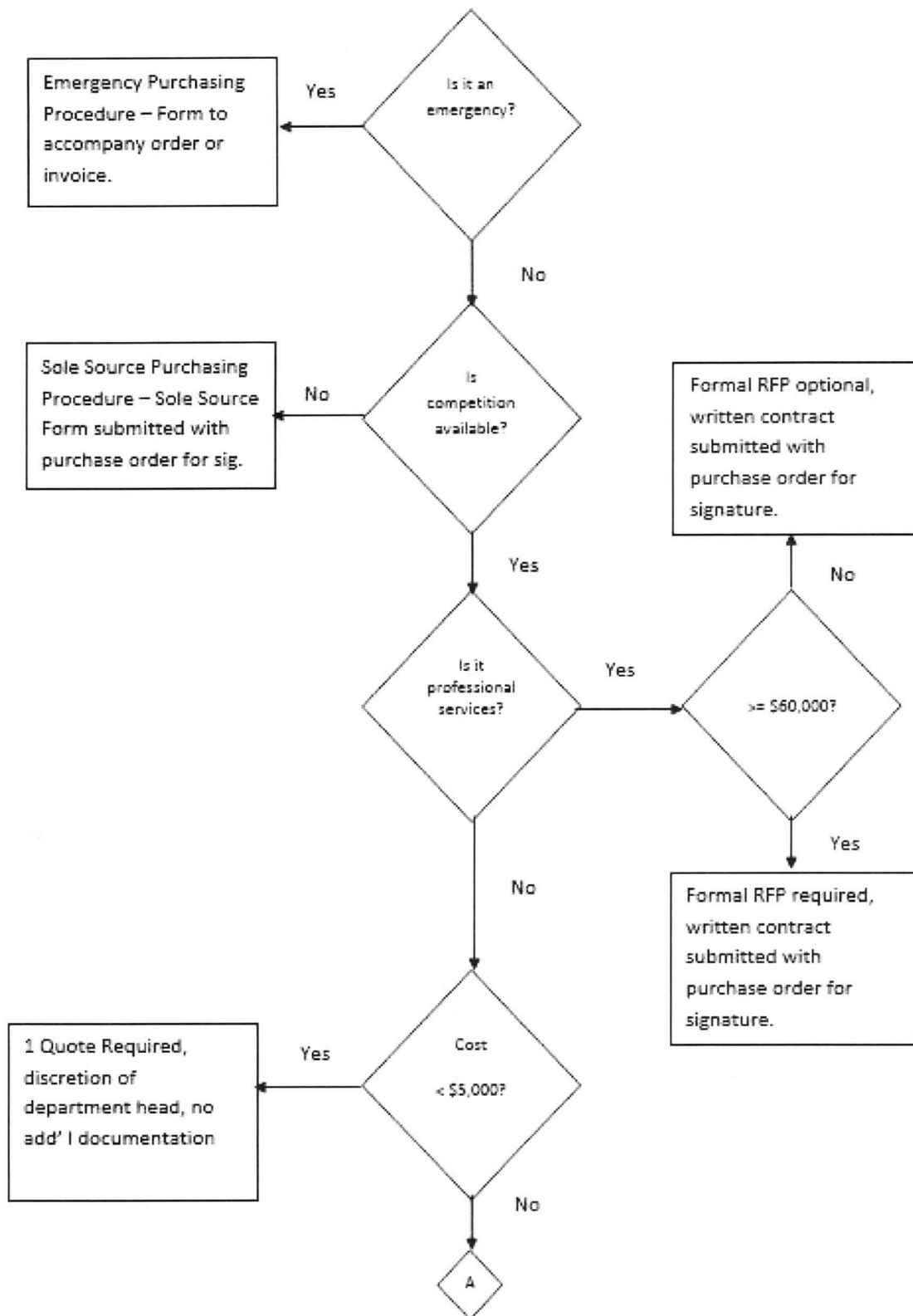
Revised: March 12, 2012 | May 14, 2012 | June 13, 2018

Purpose

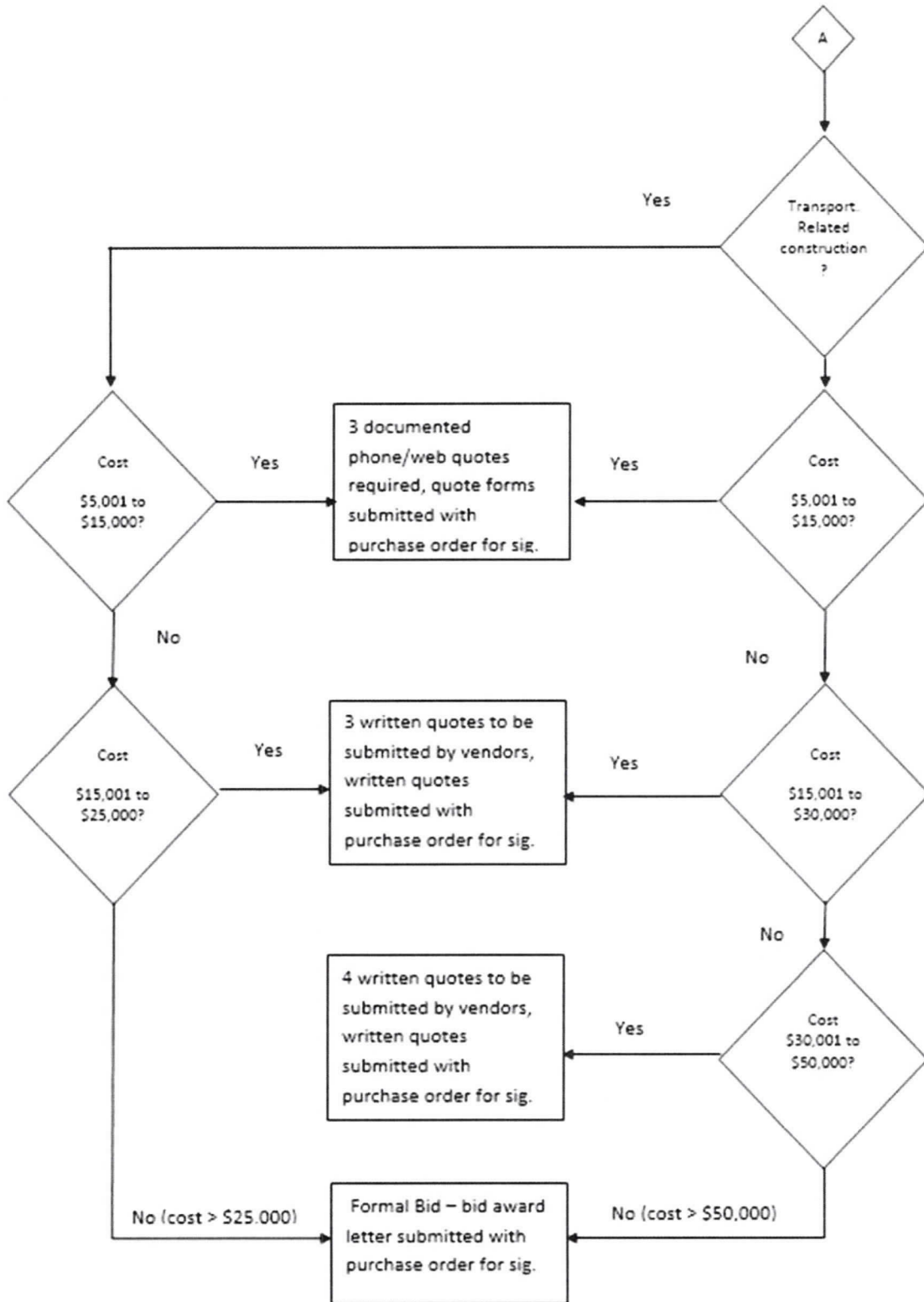
As a political subdivision of the Commonwealth of Virginia, Carroll County is bound by the Virginia Procurement Act which states "that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded, it is the intent of the General Assembly that competition be sought to the maximum feasible degree, that procurement procedures involve openness and administrative efficiency, that individual public bodies enjoy broad flexibility in fashioning details of such competition, that the rules governing contract awards be made clear in advance of the competition, that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor, and that the purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered."

Source: Virginia Public Procurement Act § 2.2-4300

Purchasing Procedure Overview



Purchasing Procedure Overview (continued)



Definitions and Background Information

Request for Proposal (RFP) - indicates in general terms that which is sought to be procured, specifying the factors that will be used in evaluating the proposal and containing or incorporating by reference the other applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the contractor. In addition, offerors shall be informed of any ranking criteria that will be used by the public body in addition to the review of the professional competence of the offeror.

Requests for proposal will be written by the issuing department. The RFP will be reviewed and approved by the County Administrator or his designee prior to public notice.

Public notice of the Request for Proposal is required at least 10 days prior to the date set for receipt of proposals by posting in a public area normally used for posting of public notices and by publication in a newspaper or newspapers of general circulation in the area in which the contract is to be performed so as to provide reasonable notice to the maximum number of offerors that can be reasonably anticipated to submit proposals in response to the particular request.

RFP's will be posted on the Carroll County website and published in The Carroll News.

Sealed Bid - Issuance of a written Invitation to Bid containing or incorporating by reference the specifications and contractual terms and conditions applicable to the procurement.

Bid specifications will be written by the issuing department. Bid specifications will be reviewed and approved by the County Administrator or his designee prior to public notice.

Public notice of the Invitation to Bid is required at least 10 days prior to the date set for receipt of bids by posting in a designated public area, or publication in a newspaper of general circulation, or both.

Sealed bids will be posted on the Carroll County website and may be published in The Carroll News or other publications as deemed necessary by the department issuing the bid and/or the Finance Office.

Authorities

All contracts for professional services are to be signed by the County Administrator or his designee. All bid awards are to be issued in writing by the Finance Office, and signed by the County Administrator or his designee.

Purchase orders for goods or services in excess of \$1,000 up to \$5,000 are to be signed by the Finance Generalist. Phone quotes must accompany the purchase order. Purchase orders for goods or services in excess of \$5,000 up to \$30,000 are to be signed by the Finance Management Director. Purchase orders

Carroll County, VA Purchasing Manual
Effective: June 13, 2018

for goods in excess of \$30,000 up to \$50,000 are to be signed by the County Administrator or his designee. Written quotes must accompany the purchase order for these amounts.

Purchase Orders

The Purchasing Procedure Overview flowchart (page 2 – 3) indicates when a purchase order is necessary before ordering/purchasing goods and services. Any purchase of \$5,000 or more will require a purchase order. The purchase order form will be completed by the department purchasing goods and/or services.

Once all necessary quotes, contracts, or bid award letters are in hand, contact the Purchasing Officer for a purchase order number. The Purchasing Officer keeps a log of all purchase order numbers issued. Use the number to complete the purchase order. You may complete the purchase order electronically, or print a copy and complete it by hand. Using the authorities' guidelines above, you will then have the purchase order signed.

Once you have all back up documentation and a signed purchase order you may proceed with your purchase. When submitting an invoice for payment, supporting documentation and the purchase order must accompany the invoice.

Emergency Purchases

In case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. The documentation below must be completed and submitted with the order or invoice for emergency purchases.

The County of Carroll has determined that there is an emergency need to procure [describe nature of emergency purchase here]

This determination is based on the following:

[describe situation or conditions that makes this purchase an emergency]

From our investigation it was determined that the price, in the amount of [pricing data here] is fair and reasonable.

An example of a possible emergency purchase is repair of essential equipment that must be returned to service immediately. The following is an example of a completed emergency purchase request:

The County of Carroll has determined that there is an emergency need to procure Repairs on HVFD pumper - VIN 2222

This determination is based on the following:

Without a pumper in service, HVFD cannot respond to fire calls. There is only one vendor in the area that can repair the truck in a timely manner.

From our investigation it was determined that the price, in the amount of \$22,015.00, from M & P Fire is fair and reasonable.

Sole Source Purchases

Upon a determination in writing that there is only one source practicably available for the item or service to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The documentation below must be completed and submitted with the order or invoice for sole source purchases:

The County of Carroll has determined that there is only one source practicably available to procure [describe nature of sole source purchase].

The sole source is

[describe provider of sole sourced product or service].

From our investigation it was determined that the price, in the amount [price], is fair and reasonable.

This determination is based on the following: [basis for sole source decision].

Example: specific vendor required to meet specifications

The following is an example of a completed sole source purchase request:

The County of Carroll has determined that there is only one source practicably available to procure a generator for the Farmer's Market hydro cooler.

The sole source is A & B Equipment.

From our investigation it was determined that the price, in the amount of \$4,998.00, is fair and reasonable.

This determination is based on the following:

This is a specialized generator, sold only at A & B Equipment

Phone/Web Quotation

Item to be procured: [Describe].

Date: [Date]

Vendor: [Vendor Data]

Phone number/website: [Enter as appropriate]

Price: [Price]

Person completing form: [Name]

Example of completed phone quotation:

Item to be procured: Laser Printer

Date: 10/26/2009

Vendor: Dell

Phone number/website: www.dell.com

Price: \$1235.00

Person completing form: Pam Smith

Written Quotation

This document is to be completed per the purchasing flowchart. A vendor may submit a quote on their company letterhead in lieu of this form.

Item to be procured: [Describe].

Date: [Date]

Vendor: [Vendor Data]

Phone number/website: [Enter as appropriate]

Price: [Price]

Person completing form: [Name]

Example of completed phone quotation:

Item to be procured: Uniforms

Date: 12/26/2009

Vendor: Cintas

Vendor Address/Phone/Website: 1200 North Main Street, Hillsville, VA . 24343 276-237-9999

Price: \$5,500

Person completing form: Cintas Representative

Purchase Order



Date:
 Purchase Order #:

Purchase Order

County of Carroll
 Purchasing Department
 Attn: Libby Lineberry
 605-1 Pine Street
 Hillsville, Va 24343
 Phone: 276 - 730 - 3003 Fax: 276 - 730 - 3193

Tax Exempt #: 54-6001192

Department Name:
 Requested by:

Vendor Name:
 Vendor Address:

Ship to:

Qty	Description	Budget Dept - Acct	Amount

State Contract No.

Total: -
 Shipping and Handling:
 Total Purchase Order: -

County of Carroll

 Authorized Signature

1. No substitutions, price increases, changes in quantity, or changes in specifications for items ordered are allowed without written approval by the signing agent of this purchase order.
2. Orders not received within 30 days from the date of this purchase order may be cancelled at any time with no penalty to the purchaser.
3. Payment terms are net 30 days upon receipt and satisfactory inspection of goods and services.

Completed Purchase Order Example



Date: 4/18/12
 Purchase Order #: 92653

Purchase Order

County of Carroll
 Purchasing Department
 Attn: Libby Lineberry
 605-1 Pine Street
 Hillsville, Va 24343
 Phone: 276 - 730 - 3003 Fax: 276 - 730 - 3193

Tax Exempt #: 54-6001192

Department Name: Finance
 Requested by: Pam Smith

Vendor Name: BAI Municipal Software
 Vendor Address: 123 Main Street
 Johnsonville, TN 22445

Ship to: Carroll County Finance
 Attn: Jana Carico
 605-1 Pine Street
 Hillsville, VA 24343

Qty	Description	Budget Dept - Acct	Amount
1,000	1099 Forms	12025-5401	1,059.25
500	W2 Forms	12025-5401	576.22

State Contract No.

Total: 1,635.47
 Shipping and Handling: 12.69
 Total Purchase Order: 1,648.16

County of Carroll

 Authorized Signature

1. No substitutions, price increases, changes in quantity, or changes in specifications for items ordered are allowed without written approval by the signing agent of this purchase order.
2. Orders not received within 30 days from the date of this purchase order may be cancelled at any time with no penalty to the purchaser.
3. Payment terms are net 30 days upon receipt and satisfactory inspection of goods and services.