



Bedford County Procurement Emergency Justification Form

The Virginia Public Procurement Act Section 2.2-4303 F of the Code of Virginia states that "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. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. The public body shall issue a written notice stating that the contract is being awarded on an emergency basis, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded." The Department shall conduct appropriate negotiations as to price, delivery, and terms. A record of the emergency procurement shall be maintained listing the contractor's name, the amount, and qualifying circumstances.

This Request/Justification form is required for all emergency purchases when competitive selection methods (i.e.: Request For Quotation, Invitation for Bids, or Request for Proposals or multiple quotes) are not practicable, and may be used to provide public notice of the emergency procurement per state reporting requirements.

Please complete the following sections and sign where indicated. The form must be submitted to Procurement for approval. Once approved, this notice shall be published on the County's procurement website on the day the contract award decision is announced or as soon thereafter as is practicable for a 10 day period.

Request Date:	7-19-2024	Date of Award:	
---------------	-----------	----------------	--

1. Contact Information

Department/Agency/Office	Solid Waste
Department Contact Person	D.W. Lawhorne
Telephone Number	540-587-0732
Email Address	dlawhorne@bedfordcountyva.gov

2. Vendor Contact Information (if available)

Vendor Name	Carlton Industrial Solutions
Vendor Contact Person	Stanley Hairston
Telephone Number	540-553-4114
Email Address	shairston@carltonindustrialsolutions.com

3. Select one of the following that applies to this request:

- There exists an immediate threat to public health.
- There exists an immediate threat to public safety.
- There exists an immediate threat to public welfare.

Other, Explain:

The certified scales at the landfill are not operational due to an accident. The scales are crucial to the daily operation and are required by DEQ to operate. We have to put in place a temporary scale system to get back up and running.

4. Select one of the following:

- This request is for a one time purchase
- This product or service is needed in the future or on a recurring basis

5. What is the cost of the purchase (one-time or annual amount)?

\$38,140

6. Describe the goods or services.

Installation of a temporary scale system used for weighing trucks at the landfill.

7. Explain why this contractor/vendor was selected for the procurement.

They are the area dealer/contractor for the scale system used at the landfill.

8. Explain what the nature of the emergency is, and when did the emergency occur.

On July 9th 2024 a residential trash truck hit the scalehouse at the landfill demolishing the building which also caused the scales to be inoperable as they are connected to the computer and software that was in the building.

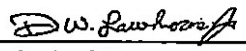
9. Detail any research completed to conclude that this is an emergency purchase.

Carlton is the only company in the area that can provide the temporary scale system that will work with our operation.

10. Include other relevant information.

11. Attach supporting documents including quotes, proposals, market analysis for price reasonableness, etc.

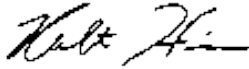
12. Department Approval:


Authorized Signature
(Department Head or Designee)

13. Procurement Approval:


Authorized Signature
(Procurement Manager or Designee)

14. County Administrator Approval:



Authorized Signature
(County Administrator or Deputy County Administrator)

15. Board of Supervisors Approval:

Resolution #
(Adopted)