



City Council
Kevin Mumpower, Mayor
Kevin Wingard, Vice Mayor
Anthony Farnum, Council Member
Bill Hartley, Council Member
Neal Osborne, Council Member



BRISTOL, VIRGINIA CITY COUNCIL
300 Lee Street, Bristol, Virginia 24201
February 12, 2019

6:00pm

Call to Order
Moment of Silence
Pledge of Allegiance

- A. Mayor's Minute and Council Comments
- B. City Manager's Comments
- C. Matters to be Presented by Members of the Public- Non-Agenda Items.

REGULAR AGENDA

1. Presentation of Introduction to Bristol Virginia Public Schools FY 19-20 Budget.
2. Consider closed session pursuant to §2.2-3711.A6, Code of Virginia, 1950, as amended. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected (proprietary)

- AND-

Pursuant to §2.2-3711.A1, Code of Virginia 1950, as amended. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (personnel).

- a. Council Motion and Second
- b. Roll Call

- 2.1 Certify Closed Session.
 - a. Roll Call

3. Receive Quarterly Financial Update.

CONSENT AGENDA

4.1 Consider a supplemental appropriation of **\$143,679** to the FY19 Budget per the Items Listed Below.

Code Compliance

Appropriate CDBG transfer of funds to cover salary and benefits for Code Compliance officer.

Expenditure	4-001-82010-1145	Salaries & Wages	\$7,080
Expenditure	4-001-82010-2100	FICA	\$470
Expenditure	4-001-82010-2210	VRS Retirement	\$4,500
Expenditure	4-001-82010-2310	Health Insurance	\$4,392
Expenditure	4-001-82010-2400	VRS Life Insurance	\$352
Expenditure	4-001-82010-2450	VRS Disability Insurance	\$195
Expenditure	4-001-82010-2710	Worker's Compensation	\$846
Revenue	3-001-41020-0004	Transfer Comm Dev Block Grant	\$17,835

Sheriff Department

Appropriate funds received from sales of Holiday Packs.

Expenditure	4-001-33010-6014	Operating Supplies & Materials	\$1,179
Revenue	3-001-16090-0004	Inmate Holiday Revenue	\$1,179

Economic Development

Appropriate payment per the No Net Loss Agreement with the Hotel Bristol.

Expenditure	4-001-81025-5706	Hotel Bristol	\$65,000
Revenue	3-001-12010-0001	Local Sales & Uses Tax	\$33,435
Revenue	3-001-12010-0010	Lodging Tax	\$12,300
Revenue	3-001-12010-0011	Restaurant Meals Tax	\$19,265

Solid Waste Disposal Fund

Appropriate additional transfer from the General Fund to allocate bond interest based on refunding schedules. Prior amount was based on percentages. No additional expenditure is required of the general fund.

Expenditure	4-004-21010-9120	Long Term Interest	\$59,665
Revenue	3-004-20000-0004	Transfer from General Fund	\$59,665

4.2 Consider budget transfers for specific items listed below:

Solid Waste Disposal Fund

Appropriate the transfer of budgeted funds between departments for SWDF.

Increase	4-004-12020-3135	Contract Labor-Collection	\$6,500
Decrease	4-004-12010-3135	Contract Labor-Disposal	\$6,500
Increase	4-004-12020-3320	Maintenance of Mach & Equip	\$20,000
Decrease	4-004-12010-8101	Disposal – Other Equipment	\$20,000

General Fund

Transfer appropriation from interest payment to Transfer to Solid Waste Disposal Fund to allocate bond interest based on refunding schedules. Prior amount was based on percentages. No additional expenditure is required of the general fund.

Increase	4-001-99000-9201	Transfer to SWDF	\$59,665
Decrease	4-001-94030-9120	Interest on Long Term Debts	\$59,665

4.3 Consider Purchase Requisitions –Total Amount: \$2,022,490.40

Fire Department; Hazmat equipment \$ 32,482.00
 Fire Department; Hazmat equipment \$17,696.00

Police Department; Vehicle purchase \$31,312.40

Public Works, Engineering; Lee Highway Widening Phase 2 \$1,900,000.00

Sheriff’s Department; Inmate Housing December 2018 \$41,000.00

D. Adjournment

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY
Item #3**

Meeting Date: 2/12/19
Department: Finance
Staff Contact: Tamrya Spradlin

AGENDA ITEM WORDING:

Quarterly Financial Update- 2nd quarter of FY19

ITEM BACKGROUND:

Per the City Charter, the City Manager is to provide Council with a quarterly financial update.

PREVIOUS RELEVANT ACTION:

1st quarter of FY19 update was received 11/27/18.

STAFF RECOMMENDATIONS:

DOCUMENTATION: Included Not Required

MOTION:

BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY
Item # 4.1

Meeting Date: February 12, 2019
Department: Finance
Staff Contact: Tamrya Spradlin

AGENDA ITEM WORDING: Consider a supplemental appropriation of **\$143,679** to the FY19 Budget per the Items Listed Below.

Code Compliance

Appropriate CDBG transfer of funds to cover salary and benefits for Code Compliance officer.

Expenditure	4-001-82010-1145	Salaries & Wages	\$7,080
Expenditure	4-001-82010-2100	FICA	\$470
Expenditure	4-001-82010-2210	VRS Retirement	\$4,500
Expenditure	4-001-82010-2310	Health Insurance	\$4,392
Expenditure	4-001-82010-2400	VRS Life Insurance	\$352
Expenditure	4-001-82010-2450	VRS Disability Insurance	\$195
Expenditure	4-001-82010-2710	Worker's Compensation	\$846
Revenue	3-001-41020-0004	Transfer Comm Dev Block Grant	\$17,835

Sheriff Department

Appropriate funds received from sales of Holiday Packs.

Expenditure	4-001-33010-6014	Operating Supplies & Materials	\$1,179
Revenue	3-001-16090-0004	Inmate Holiday Revenue	\$1,179

Economic Development

Appropriate payment per the No Net Loss Agreement with the Hotel Bristol.

Expenditure	4-001-81025-5706	Hotel Bristol	\$65,000
Revenue	3-001-12010-0001	Local Sales & Uses Tax	\$33,435
Revenue	3-001-12010-0010	Lodging Tax	\$12,300
Revenue	3-001-12010-0011	Restaurant Meals Tax	\$19,265

Solid Waste Disposal Fund

Appropriate additional transfer from the General Fund to allocate bond interest based on refunding schedules. Prior amount was based on percentages. No additional expenditure is required of the general fund.

Expenditure	4-004-21010-9120	Long Term Interest	\$59,665
Revenue	3-004-20000-0004	Transfer from General Fund	\$59,665

ITEM BACKGROUND:

On June 12, 2018, the Bristol Virginia City Council adopted the FY19 Budget. The above items are an additional appropriation to the original budget.

PREVIOUS RELEVANT ACTION:

June 12, 2018, the adoption of the FY19 Budget

STAFF RECOMMENDATIONS:

Staff recommends that Council approve the supplemental appropriation as listed.

DOCUMENTATION: Included X Not Required

MOTION:

Company No: 001 Account Number: 3001 41020 4 Period:
 Date: 2/04/19 From Community Dev Block Grant Time: 1414
 Budget Amount Year To Date Encumbrances Balance
 \$50,000.00- \$55,558.48- \$.00 \$5,558.48

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=====
Date    Source    Reference Number      PO#      Amount    Period    Description
08142018 CS    1            20180814            $11,936.09-201808 -TREASURER CASH REPORT-
11142018 CS    1            20181114            $15,437.95-201811 -TREASURER CASH REPORT-
01252019 CS    1            20190125            $28,184.44-201901 -TREASURER CASH REPORT-
*****            G/L Year-To-Date-            $55,558.48-

*****            Encumbrance-

*****            A/P Holding File-

*****            P/R Holding File-

*****            U/T Holding File-

*****            A/R Holding File-

*****            G/L Holding File-

*****            S/S Holding File-

*****            INV Holding File-

07012018 BA    1            0000074            $50,000.00-201807 -APPROPRIATION ENTRY-
*****            Budget Amount-            $50,000.00-
  
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Sheriff's Office

417 CUMBERLAND STREET
CITY OF BRISTOL, VIRGINIA 24201
(276) 645-7430



David H. Maples
Sheriff

DATE: January 21, 2019

TO: Tamrya Spradlin, CFO

FROM: David H. Maples, Sheriff – Bristol Virginia Sheriff's Office

RE: Supplemental Budget Appropriation Request FY 2018-2019

We are requesting that the following budget supplemental appropriation be presented and approved at the next Council meeting.

The purpose of this transfer is to expend revenue generated from inmate Holiday Packs on operations/equipment needed for the Sheriff's Office.

Amount: \$1,178.22

Revenue: 3-001-16090-0004

Expenditure: 4-001-33010-6014

Signature: \

A handwritten signature in black ink, appearing to read "D. H. Maples", written over a horizontal line.



CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: Bart Poe, Community Development and Planning, Community Development and Planning
Director

RE: Supplemental Budget Appropriation Request FY 2019-2020

DATE: February 5, 2019

We are requesting that the following budget supplemental appropriation be presented and approved at the next Council meeting.

Reason for request: Expecting to pay \$65,000.00 to Hotel Bristol before June 30, 2019 per NNL agreement.

Amount: \$65,000.00

Revenue: 3-00 _____

Expenditure: 4-00 | - 81025 - 5706

Signature: 

50%	Sales	33,435
20%	Lodging	12,300
30%	Meals	19,265

BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY
Item # 4.2

Meeting Date: February 12, 2019
Department: Finance
Staff Contact: Tamrya Spradlin

AGENDA ITEM WORDING: Consider budget transfers for specific items listed below:

Solid Waste Disposal Fund

Appropriate the transfer of budgeted funds between departments for SWDF.

Increase	4-004-12020-3135	Contract Labor-Collection	\$6,500
Decrease	4-004-12010-3135	Contract Labor-Disposal	\$6,500
Increase	4-004-12020-3320	Maintenance of Mach & Equip	\$20,000
Decrease	4-004-12010-8101	Disposal – Other Equipment	\$20,000

General Fund

Transfer appropriation from interest payment to Transfer to Solid Waste Disposal Fund to allocate bond interest based on refunding schedules. Prior amount was based on percentages. No additional expenditure is required of the general fund.

Increase	4-001-99000-9201	Transfer to SWDF	\$59,665
Decrease	4-001-94030-9120	Interest on Long Term Debts	\$59,665

ITEM BACKGROUND:

On June 12, 2018, the Bristol Virginia City Council adopted the FY19 Budget. The above items are transfers within the fund between departments that require Council approval.

PREVIOUS RELEVANT ACTION:

June 12, 2018, the adoption of the FY19 Budget

STAFF RECOMMENDATIONS:

Staff recommends that Council approve the budget transfers as listed.

DOCUMENTATION: Included X Not Required _____

MOTION:



City of Bristol Virginia

Please complete the highlighted sections

Date: **1/15/2019**

Budget Transfer/Journal Entry Form

This form needs to be printed and submitted to the Finance Department via inter office mail

SUBMITTED BY

1a	Name	Samuel Hess
1b	Department	Disposal To Collections

2. Select Journal Entry Type Below:

Budget Transfer

Journal Entry

3.

GL Number	Description	Debit	Credit
4-004-012020-3135	Contract Labor	6500.00	
4-004-012010-3135	Contract Labor		6500.00
Journal Entry Totals		\$ 0.00 -	\$ 0.00 -

4. Provide an Explanation for the Journal Entry in the Space Provided Below:

Funding for At Work employee -

5. Signature Approval

Approver must have budget authority for the department code being adjusted.	 Approval Signature	 Date	276-645-7380 Phone Number
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Please attach the required documentation and send to the Finance Office

Company No: 001 Account Number: 4004 120203135 Period:
 Date: 1/17/19 Contract Labor Time: 1442
 Budget Amount Year To Date Encumbrances Balance
 \$10,000.00 \$15,321.30 \$.00 \$5,321.30-

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Date      Source Reference Number      PO#      Amount      Period      Description
07232018 AP      1      647662      $1,053.79      201807      PROFESSIONAL PERSONNEBH-V08514
08062018 AP      1      648102      $952.65      201808      PROFESSIONAL PERSONNEBH-V08532
08202018 AP      1      648551      $1,053.79      201808      PROFESSIONAL PERSONNEBH-V08545
09202018 AP      1      649507      $1,044.00      201809      PROFESSIONAL PERSONNEBH-V08568
09202018 AP      1      649020      $1,053.79      201809      PROFESSIONAL PERSONNEBH-V08568
09202018 AP      1      649951      $1,063.58      201809      PROFESSIONAL PERSONNEBH-V08568
11022018 AP      1      651414      $1,252.96      201811      PROFESSIONAL PERSONNEBH-V08611
12042018 AP      1      651868      $2,521.74      201812      PROFESSIONAL PERSONNEBH-V08639
12192018 AP      1      652363      $3,132.32      201812      PROFESSIONAL PERSONNEBH-V08648
12192018 AP      1      652970      $2,192.68      201812      PROFESSIONAL PERSONNEBH-V08648
*****      G/L Year-To-Date-      $15,321.30

*****      Encumbrance-

*****      A/P Holding File-

*****      P/R Holding File-

*****      U/T Holding File-

*****      A/R Holding File-

*****      G/L Holding File-

*****      S/S Holding File-

*****      INV Holding File-

07012018 BA      1      0000074      $10,000.00      201807      -APPROPRIATION ENTRY-
*****      Budget Amount-      $10,000.00
  
```

Company No: 001 Account Number: 4004 120103135 Period:
 Date: 1/17/19 Contract Labor Time: 1442
 Budget Amount Year To Date Encumbrances Balance
 \$40,000.00 \$13,748.34 \$.00 \$26,251.66

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=====
Date      Source      Reference      Number      PO#      Amount      Period      Description
07232018      AP      1      647662           $1,161.48      201807      PROFESSIONAL      PERSONNEBH-V08514
08062018      AP      1      648102           $913.50      201808      PROFESSIONAL      PERSONNEBH-V08532
08202018      AP      1      648551.           $1,161.48      201808      PROFESSIONAL      PERSONNEBH-V08545
09202018      AP      1      649507           $2,114.12      201809      PROFESSIONAL      PERSONNEBH-V08568
09202018      AP      1      649020           $750.38      201809      PROFESSIONAL      PERSONNEBH-V08568
09202018      AP      1      649951           $2,094.53      201809      PROFESSIONAL      PERSONNEBH-V08568
10182018      AP      1      650607           $1,791.13      201810      PROFESSIONAL      PERSONNEBH-V08593
11022018      AP      1      651006           $1,044.04      201811      PROFESSIONAL      PERSONNEBH-V08611
11022018      AP      1      651414           $1,282.18      201811      PROFESSIONAL      PERSONNEBH-V08611
12042018      AP      1      651868           $78.30      201812      PROFESSIONAL      PERSONNEBH-V08639
12192018      AP      1      652363           $417.60      201812      PROFESSIONAL      PERSONNEBH-V08648
12192018      AP      1      652970           $939.60      201812      PROFESSIONAL      PERSONNEBH-V08648
*****      G/L Year-To-Date-      $13,748.34

*****      Encumbrance-

*****      A/P Holding File-

*****      P/R Holding File-

*****      U/T Holding File-

*****      A/R Holding File-

*****      G/L Holding File-

*****      S/S Holding File-

*****      INV Holding File-

07012018      BA      1      0000074           $40,000.00      201807      -APPROPRIATION ENTRY-
*****      Budget Amount-      $40,000.00
  
```

City of Bristol Virginia



Please complete the highlighted sections

Date: 01/17/19

Budget Transfer/Journal Entry Form

This form needs to be printed and submitted to the Finance Department via inter office mail

SUBMITTED BY

1a	Name	Sam Hess
1b	Department	Solid Waste

2. Select Journal Entry Type Below:

Budget Transfer

Journal Entry

3.

GL Number	Description	Debit	Credit
4-004-12020-3320	Refuse-Maintenance of Machinery & Equip	20000	
4-004-12010-8101	Disposal-Other Equipment		20000
Journal Entry Totals		\$ 20,000.00 -	\$ 20,000.00 -

4. Provide an Explanation for the Journal Entry in the Space Provided Below:

Engine Replacement not included in original budget. World Wide Equipment

5. Signature Approval

Approver must have budget authority for the department code being adjusted.

Samuel Hess 

Approval Signature Date Phone Number

Please attach the required documentation and send to the Finance Office



City of Bristol Virginia

Please complete the highlighted sections

Date: 02/05/19

Budget Transfer/Journal Entry Form

This form needs to be printed and submitted to the Finance Department via inter office mail

SUBMITTED BY

1a	Name	Tamrya Spradlin
1b	Department	Transfer

2. Select Journal Entry Type Below:

Budget Transfer

Journal Entry

GL Number	Description	Debit	Credit
4-001-99000-9201	Transfer To Solid Waste Disposal	59,665	
4-001-94030-9120	Interest on Long Term Debts		59,665
Journal Entry Totals		\$ 59.67 -	\$ 59.67 -

4. Provide an Explanation for the Journal Entry in the Space Provided Below:

Correct Refunding Schedules

5. Signature Approval

Approver must have budget authority for the department code being adjusted.

Tamrya Spradlin

SIGN HERE

Approval Signature

Date

Phone Number

Please attach the required documentation and send to the Finance Office

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY
Item #4.3**

Meeting Date: February 12, 2019
Department: Finance
Staff Contact: Tamrya Spradlin

AGENDA ITEM WORDING:

Consider Purchase Requisitions –Total Amount:	\$2,022,490.40
Fire Department; Hazmat equipment	\$ 32,482.00
Fire Department; Hazmat equipment	\$17,696.00
Police Department; Vehicle purchase	\$31,312.40
Public Works, Engineering; Lee Highway Widening Phase 2	\$1,900,000.00
Sheriff's Department; Inmate Housing December 2018	\$41,000.00

ITEM BACKGROUND:

The items are presented to City Council for payment approval.

PREVIOUS RELEVANT ACTION:

N/A

STAFF RECOMMENDATIONS:

Approval.

DOCUMENTATION: Included X Not Required_____

MOTION: I move to approve all items on the consent agenda as presented.



City of Bristol Virginia Department Purchase Requisition Form

Date of Requisition	Thursday, January 31, 2019
Department Name:	Police Department
Purpose/Description	Vehicular

Vendor Ordered/Purchased From	Virginia Beach Contract #CITY-14-0012 (RK Chevrolet,inc)
Payment to: please check one	<input checked="" type="checkbox"/> Vendor <input type="checkbox"/> paid by City Credit Card

Purchase Order #		A purchase order is required if the amount purchase is over \$500. A purchase order is to be obtained before making purchase
Invoice Number:		
Date Received:		
Received By:		

Material & Description	Charge to		Unit Price	QTY (#)	AMOUNT
	Dept #	Account #			
2018 Chevy Silverado Pickup 4x4	4-030-31010	5842		1	31,312.40
<i>Fund 30</i>					
Total					

Asset Forfeiture Fiscal Year Budget

Budget Remaining After Purchase

Approval Level
Up to \$5,000

Up to \$10,000

Up to \$15,000

Over \$15,000

rev 06/29/2017

Department Approval:

CFO Signature:

City Manager Signature:

Council Approved Date

Quotes Attached

John [Signature]

Darryl Spadlin

Radell C. [Signature] 2/9/14



City of Bristol, Virginia Documentation of Quotes

The procurement of goods and services shall require the following:
greater than \$2500.01 & less than \$15,000=3 written quotes
greater than \$15,000.01 & less than \$50,000=4 written quotes

Department Purchased For: 4-030-31010-5842

Purchase Order #:

Quotes to be obtained before a purchase order is issued.

Description of Item/Service: 1 New 2018 Chevrolet Silverado Pickup 4x4

Summary of Quotation Information

<u>Date</u>	<u>Vendor & Name of Salesperson/Individual Quoting Price</u>	<u>Cost</u>
1 01/31/19	Virginia Beach Contract (RK Chevrolet, Inc)	31,312.40
2		
3		
4		

Quote documentation from the vendor should be attached to this paperwork.

Explanatory Remarks:

Vehicle to be purchased on the Virginia Beach Contract # CITY-14-0012. Unit will be purchased with asset seizure money. This unit will be replacing a 2004 Chevy Tahoe.

Daniel McConnell
Department Signature

1-31-2019
Date

This form along with quote documentation should be forwarded to the purchasing department to be attached to the purchase order.



City of Bristol Virginia Department Purchase Requisition Form

Date of Requisition	Wednesday, January 23, 2019
Department Name:	Fire Department
Purpose/Description	Portable explosive, narcotic, and chemical identifier (SMI Ace ID 028-1007)

Vendor Ordered/Purchased From	Safeware	
Payment to: please check one	<input checked="" type="checkbox"/> Vendor	<input type="checkbox"/> paid by City Credit Card

Purchase Order #	A purchase order is required if the amount purchase is over \$500. A purchase order is to be obtained before making purchase	
Invoice Number:		
Invoice Date:		
Received By:		

Material & Description	Charge to		Unit Price	QTY (#)	AMOUNT
	Dept #	Account #			
SMI Ace ID 028-1007	32030	5870	27,774.00	1	27,774.00
SMIT Partnership package, warranty, and reachback ID	32030	5870	4,708.00	1	4,708.00
					0.00
					0.00
Total					32,482.00

Grant \$

Fiscal Year Budget

Budget Remaining After Purchase

Approval Level

Department Approval:

Jamie M. Christy

Up to \$5,000

CFO Signature:

Jamaya Spiradlin

Up to \$10,000

City Manager Signature:

Richard Scott 1/25/19

Up to \$15,000

Council Approved Date

Over \$15,000

Quotes Attached

yes

rev 12/06/2017

Packing Slip/Bill of Lading Attached



City of Bristol, Virginia Documentation of Quotes

The procurement of goods and services shall require the following:
greater than \$2500.01 & less than \$15,000=3 written quotes
greater than \$15,000.01 & less than \$50,000=4 written quotes

Department Purchased For: Fire Department

Purchase Order #:

Quotes to be obtained before a purchase order is issued.

Description of Item/Service: Portable explosive, narcotic, and chemical identifier (Hazmat team)

Summary of Quotation Information

<u>Date</u>	<u>Vendor & Name of Salesperson/Individual Quoting Price</u>	<u>Cost</u>
1 11/16/18	Safeware	32,482.00
2 01/02/19	Federal Resources	N/A
3 01/22/19	All Safe Industries	45,271.14
4 12/26/18	Witmer Public Safety Group	N/A

Quote documentation from the vendor should be attached to this paperwork.

Explanatory Remarks:

The manufacturer of the SMI Ace ID 028-1007 works with select distributors for this product.

Federal Resources and Witmer were unable to provide quotes.

Item will be purchased using FY18 SHSP Hazmat grant funds.

James M. Armstrong
Department Signature

1/23/19
Date

This form along with quote documentation should be forwarded to the purchasing department to be attached to the purchase order.



City of Bristol Virginia Department Purchase Requisition Form

Date of Requisition	Wednesday, January 23, 2019
Department Name:	Fire Department
Purpose/Description	FLIR identiFINDER Radiation Detector

Vendor Ordered/Purchased From	All Safe Industries		
Payment to: please check one	<input checked="" type="checkbox"/> Vendor	<input type="checkbox"/> paid by City Credit Card	

Purchase Order #		A purchase order is required if the amount purchase is over \$500. A purchase order is to be obtained before making purchase
Invoice Number:		
Invoice Date:		
Received By:		

Material & Description	Charge to		Unit Price	QTY (#)	AMOUNT
	Dept #	Account #			
Standard identiFINDER	32030	5870	17,696.00	1	17,696.00
					0.00
					0.00
					0.00
					0.00
Total					17,696.00

Grant \$

Fiscal Year Budget

Budget Remaining After Purchase

Approval Level

Up to \$5,000

Up to \$10,000

Up to \$15,000

Over \$15,000

rev 12/06/2017

Department Approval:

Jamys M. Armstrong

CFO Signature:

Jamaya Spradlin

City Manager Signature:

Robert C. Self

Council Approved Date

Quotes Attached

yes _____

Packing Slip/Bill of Lading Attached



City of Bristol, Virginia Documentation of Quotes

The procurement of goods and services shall require the following:
 greater than \$2500.01 & less than \$15,000=3 written quotes
 greater than \$15,000.01 & less than \$50,000=4 written quotes

Department Purchased For: Fire Department **Purchase Order #:** _____
Quotes to be obtained before a purchase order is issued.

Description of Item/Service: identiFINDER Radiation detector (Hazmat team)

Summary of Quotation Information		
<u>Date</u>	<u>Vendor & Name of Salesperson/Individual Quoting Price</u>	<u>Cost</u>
1 <u>01/22/19</u>	<u>All Safe Industries</u>	<u>17,696.00</u>
2 <u>01/02/19</u>	<u>Federal Resources</u>	<u>N/A</u>
3 <u>12/26/18</u>	<u>Witmer Public Safety Group</u>	<u>N/A</u>
4 <u>11/16/18</u>	<u>Safeware</u>	<u>18,255.00</u>

Quote documentation from the vendor should be attached to this paperwork.

Explanatory Remarks:

The manufacturer of the FLIR identiFINDER works with select distributors for this product.

Federal Resources and Witmer were unable to provide quotes.

Item will be purchased using FY18 SHSP Hazmat grant funds.

James M Armstrong
Department Signature

1/23/19
Date

This form along with quote documentation should be forwarded to the purchasing department to be attached to the purchase order.



City of Bristol Virginia

Department Purchase Requisition Form

Date of Requisition	Wednesday, January 16, 2019
Department Name:	Engineering
Purpose/Description	Lee Highway Widening Phase 2 (UPC 105753)

Vendor Ordered/Purchased From	W-L Construction & Paving, Inc.		
Payment to: please check one	<input checked="" type="checkbox"/> Vendor	<input type="checkbox"/> paid by City Credit Card	

Purchase Order #		A purchase order is required if the amount purchase is over \$500. A purchase order is to be obtained before making purchase
Invoice Number:	Purchase Order Request	
Date Received:		
Received By:	Wallace McCulloch	

Material & Description	Charge to		Unit Price	QTY (#)	AMOUNT
	Dept #	Account #			
Lee Hwy Ph 2 Road Work	95755	8112			\$ 1,900,000.00
100 % VDOT Reimbursible				Total	\$ 1,900,000.00

Fiscal Year Budget

Budget Remaining After Purchase

Department Approval: CFO Signature: City Manager Signature: Council Approved Date Quotes Attached	<hr style="width: 80%; margin: 0 auto;"/> <hr style="width: 80%; margin: 0 auto;"/> <hr style="width: 80%; margin: 0 auto;"/> <hr style="width: 80%; margin: 0 auto;"/>	Approval Level Up to \$5,000 Up to \$10,000 Up to \$15,000 Over \$15,000 rev 06/29/2017
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City of Bristol Virginia Department Purchase Requisition Form

Date of Requisition	Monday, January 21, 2019
Department Name:	Bristol VA Sheriff's Office
Purpose/Description	Inmate Housing December 2018

Vendor Ordered/Purchased From	Southwest VA Regional Jail Authority	
Payment to: please check one	<input checked="" type="checkbox"/> Vendor	<input type="checkbox"/> paid by City Credit Card

Purchase Order #	A purchase order is required if the amount purchase is over \$500. A purchase order is to be obtained before making purchase	
Invoice Number:		
Invoice Date:		
Received By:	Capt Collins	

Material & Description	Charge to		Unit Price	QTY (#)	AMOUNT
	Dept #	Account #			
INMATE HOUSING December 2018	33010	3142	40,000.00	1	40,000.00
Medical Expense	33010	3143	1,000.00	1	1,000.00
					0.00
					0.00
					0.00
Total					41,000.00

Fiscal Year Budget 2018-2019 \$506,756

Budget Remaining After Purchase \$210,639

Department Approval:	<u><i>Capt. D. Collins</i></u>	Approval Level Up to \$5,000
CFO Signature:	<u><i>Donny Spredin</i></u>	Up to \$10,000
City Manager Signature:	<u><i>Paul Casey</i></u>	Up to \$15,000
Council Approved Date	_____	Over \$15,000
Quotes Attached	_____	rev 12/06/2017
Packing Slip/Bill of Lading Attached	_____	