

SPOTSYLVANIA COUNTY GOVERNMENT
PROCUREMENT DIVISION
EMERGENCY PROCUREMENT DOCUMENTATION

Instructions: If an emergency occurs, competition should be sought, if practicable for purchases **over \$5,000**. For the emergency procurement of goods/services the Department must submit this completed form to the Procurement Manager for approval. Attach additional pages if necessary. Whenever possible, the Emergency Procurement Documentation Form should be approved by the Procurement Manager and the County Administrator or their respective designees prior to proceeding with the procurement.

The term "emergency" is defined as a situation where there is a threat to public health, welfare, or safety or when an unforeseen circumstance causes disruption of an essential service.

Department Name & Contact Person: Spotsylvania Sheriff's Office/ Major Carter Wells

Estimated Cost: \$ 110,000.00 Budget Account/Project #: 110-3180-421.80-05

Vendor Name: Govdeals/Washington County Md.

Vendor Contact Info: Aaron Welsner (Phone: 240-313-2333)

1. Describe the emergency and include the details of when and where it happened.

Due to restricted use of our MRAP (SWAT transport vehicle) we are in need of a substitute- a new model of this vehicle is \$250,000-\$300,000. Without this vehicle, our SWAT team will be vulnerable if a high risk warrant is served

2. Was competition sought? If yes, please state below and attach the quote(s). If not, explain why competition could not be sought.

Internet research of similar vehicles for sale and a direct comparison to new vehicle

3. Provide the basis for why the vendor listed was selected.

Lowest price that was available

4. Provide any other relevant information to the emergency.

Department Director (or designee):


Name: Major Carter Wells

Signature: 

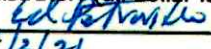
Date: 3/29/2021

Approval: Actual Purchase Cost: \$103,500

Procurement Manager: (all dollar levels over \$5,000)

Signature: 
Date: Brad Quann
Digitally signed by Brad Quann
DN: cn=Brad Quann, ou=County of
Spotsylvania, ou=Procurement Division,
email=bquann@spotsylvania.va.us, c=US
Date: 2021.04.02 09:07:59 -0400

County Administrator: (all dollar levels over \$5,000)

Signature: 
Date: 4/2/21

***Emergency Procurements over \$100,000 require notification to the Board**

Procurement Use Only:

Date file complete with required documentation: 4-2-21 Date BOS Notified (if applicable) 4-13 Consent
Date Notice of Emergency Award Posted on Procurement Website: (over \$80,000) 4-6-21

Revised: 12/9/2020
New dollar limits update