

New Business

Town Council Agenda Item Report Summary October 8, 2019

Item Title

Employee Handbook Updates

Prepared By

Keith Dalton, Town Manager

Background/History/General Information

In the early part of this year the Personnel, Appointments, and Policy Committee discussed amending several sections of the Employee Handbook. At that time, the Committee discussed amendments to the following sections:

- 103 Equal Employment Opportunity
- 188 Drivers Policy
- 205 Introductory Period
- 210 Job Descriptions
- 303 Annual Leave
- 305 Holidays
- 306 Workers' Compensation Insurance
- 309 Bereavement Leave
- 322 Compensatory Leave
- 603 Personal Leave
- 605 Military Leave

Most of the changes were described as house keeping matters.

The Committee reviewed the amendments and proposed additional changes to Sections 205, 210, 305, 322, and 605. Staff provided the Committee with further changes to these sections to address their concerns.

The Committee reviewed the proposed changes and agreed to forward the matter to the Town Council for review, though there is remains an outstanding question regarding Section 605 Military Leave.

Findings / Current Activity

Staff is working to confirm the proper language for Section 605 Military Leave to ensure that it conforms to statute, including the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). If staff is unable to confirm that the Section 605 is correct then it should be removed from consideration pending further review.

Financial Considerations

In general, the proposed changes have no fiscal component beyond exposure to suit if policies are not accurate and clear.

The financial aspects of the implementation of the change to Section 305 regarding the use/banking/payout of holiday time should be discussed.

Schedule/Deadlines

No deadline has been established for completion of this task.

Other Considerations

None identified

Attachments

- Proposed Employee Handbook sections

Recommendation

Approve the attached amendments to the Employee Handbook.

Sample Motion

I move that the Town Council approve the attached amendments to the Employee Handbook and that the changes become effective immediately.



Town of Berryville

Employee Handbook

103 Equal Employment Opportunity

Effective Date: 10/23/2018

Revision Date: 10/23/2018

Before new position vacancies are filled a personnel requisition will be prepared and approved by the Town Manager.

The selection process for open positions may include oral interviews; reference, **post-offer** criminal background and driving record checks; evaluation of training and experience; psychological testing; and physical examination (including drug testing).

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Town of Berryville will be based on merit, qualifications, and abilities. The Town of Berryville does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The Town of Berryville will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Town Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.



Town of Berryville

Employee Handbook

188 Drivers Policy

Effective Date: 1/1/2014

Revision Date: 10/23/2018

The Town of Berryville expects its drivers to operate in a safe, legal and professional manner at all times. Drivers convicted of moving violations jeopardize their livelihood and the town's safety standards. All drivers for the town are expected to maintain an acceptable driving record. Moving violations include speeding, improper lane changes, driving too fast for conditions, following too close, failure to yield, etc.

Motor Vehicle Records (MVRs) will be obtained annually, by the Town, after authorization is received from the employee. Employees that are licensed in states other than Virginia are required to provide their driving record annually and submit a request for reimbursement for the driving record. The Town Manager will review the MVR to assure that town safety standards regarding driving are upheld.

The Town of Berryville believes that our employees are our most valuable assets and the success of the town is determined by the quality of our employees and their actions. The Town of Berryville is committed to retaining the most qualified employees and that extends to driving privileges.



Town of Berryville

Employee Handbook

205 Introductory Period

Effective Date: 10/23/2018

Revision Date: 9/27/2019

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Town of Berryville uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town of Berryville may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. There is no appeal provided an employee who is released during the introductory period except where discrimination based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The following applies to all departments except the Police Department (see Police Department Policies below):

All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the Town of Berryville determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a period not to exceed 42 calendar days.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

Introductory employees are not eligible to use **leave-Paid Time Off** or merit pay increases during the introductory period. Under certain circumstances, the Town Manager may grant **leave-PTO** during this period. Any such **leave-PTO** will be applied against **leave-PTO** earned or will be deemed leave without pay.

Upon successful completion of the introductory period, credit is allowed for leave earned during the first 180 days of employment.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Town of Berryville provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Police Department Policies

All new and rehired employees work on an introductory basis for the first 360 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence.



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Upon satisfactory completion of the introductory period as evidenced by a satisfactory performance appraisal, employees enter the "regular" employment classification.

Introductory employees are not eligible for leave to use PTO or merit pay increases during the first 180 days of the introductory period. Under certain circumstances, the Town Manager may grant leave-PTO during this period. Any such leave-PTO will be applied against leave-PTO earned or will be deemed leave-PTO without pay.

Upon successful completion of 180 days of the introductory period, credit is allowed for leave earned during the first 180 days of employment.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Town of Berryville provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.



Town of Berryville

Employee Handbook

210 Job Descriptions

Effective Date: 1/1/2014

Revision Date: 10/23/2018

The Town of Berryville makes every effort to create and maintain accurate job descriptions for all positions within the town. A job description for each position shall be maintained in the Office of Administration. The Town Manager shall make all assignments of positions based on the duties and responsibilities as described in that position's job description. Each potential employee shall be given a copy of the job description that corresponds to their desired position prior to acceptance of that position and employment with the Town of Berryville.

For the purpose of this section, a potential employee is an applicant that is seriously considered for a position with the Town. Positions and their related job descriptions may be added, deleted, and/or changed as determined necessary by the Town Manager.

The Town of Berryville maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Department Heads shall be responsible for bringing to the attention of the Town Manager any material change in the nature of duties, responsibilities, working conditions or other factors affecting any position and/or related job description. Following receipt of such information the Town Manager shall determine if the job description should be changed; any updates shall be signed by employee and placed in the employee file.

The Town Manager prepares job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done; any updates shall be signed by employee and placed in the employee file.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Assistant Town Manager for Finance and Administration if you have any questions or concerns about your job description.



Town of Berryville

Employee Handbook

303 Annual Leave

Effective Date: 10/23/2018

Revision Date: 10/23/2018

Annual leave with pay is available to eligible employees to provide opportunities for rest, relaxation, personal pursuits, and for periods of temporary absence due to illnesses or injuries. Eligible employees classification(s):

- Introductory employees
- Regular full-time employees

The amount of paid annual leave employees receive each year increases with the length of their employment as shown in the following schedule:

Upon initial eligibility the employee is entitled to 18.75 paid leave days each year, accrued monthly at a rate of 12.5 hours.

- After 5 years of eligible service the employee is entitled to 21.75 paid leave days each year, accrued monthly at the rate of 14.5 hours.
- After 10 years of eligible service the employee is entitled to 24.75 paid leave days each year, accrued monthly at the rate of 16.5 hours.
- After 15 years of eligible service the employee is entitled to 30.75 paid leave days each year, accrued monthly at the rate of 20.5 hours.

Eligible employees will accrue annual leave benefits at the rate noted above; accrued monthly, equally per pay period). No annual leave will be accrued for service less than a full pay period.

Length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn paid leave. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn annual leave according to the schedule. However, use of annual leave by introductory employees is limited. See Section 205 for more detailed information on these limitations.

Annual leave can be used in minimum increments of one-half hour.

For scheduled use of annual leave (including vacation, planned days off, and scheduled medical appointments) employees must request, and receive, advanced approval from their supervisor and the Town Manager. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.



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For unscheduled use of annual leave (including emergencies, illnesses, or injuries), employees must make every effort to notify their direct supervisor at least 2 hours before the scheduled start of the employee's workday. In no case may such notification of employee's direct supervisor occur less than 30 minutes before the scheduled start of employee's workday. The direct supervisor must also be contacted on each additional day of absence. Employees must consult with their direct supervisor to determine how to contact them when unscheduled leave needs to be taken.

Annual leave is paid at the employee's base pay rate at the time the leave is used. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees are encouraged to utilize their available annual leave in a manner that provides for rest, relaxation, and personal pursuits while providing for sufficient leave to be used for medical and emergency need. In the event that available annual leave is not used by the end of the benefit year, employees may carry unused time forward to the next calendar year. ~~If the total amount of unused annual leave reaches a "cap" of 320 hours, further accrual will stop. When the employee uses annual leave and brings the available amount below the cap, annual leave accrual will begin again.~~ In the event that available annual leave is not used by the end of the calendar year, employees may carry unused time forward to the next calendar year, not to exceed the "cap" of 320 hours.

Annual leave may be used, at the option of the employee, to provide paid absences for vacation and other purposes (including sickness), or for absences in excess of the credit available for other kinds of leave.

Annual leave, as nearly as possible within the requirements of public service, business needs and staffing constraints, is allowed at the convenience of the employee. However, before taking annual leave the employee must have approval of his/her immediate supervisor and the Town Manager. For scheduled use of annual leave, a Request for Leave form must be submitted at least one work day in advance for each day of leave requested. For unscheduled use of annual leave, employee must contact their immediate supervisor as herein directed. Upon return to work from unscheduled use of annual leave, employee must document used leave on appropriate pay-period leave report.

Upon termination of employment, employees will be paid for unused annual leave through the last day of work.



Town of Berryville

Employee Handbook

305 Holidays

Effective Date: 10/23/2018

Revision Date: 9/27/2019

The Town of Berryville will grant holiday time off to all employees on the holidays listed below:

- New Year's Day* (January 1)
- Lee-Jackson Day (second Friday in January)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas* (December 25)

* Denotes an exception, see Holiday Compensation Schedule below.

Holiday Compensation Schedule					
			What happens when...		
Department	Accrue Holiday	Amount	Holiday is worked.	Holiday is not worked.	Exception
Administrative	No	N/A	Paid regular hourly rate for hours worked and paid for 8 hours holiday time.	Paid for 8 hrs holiday time.	Christmas and New Year's Day: In the event of an emergency, if worked, paid double hourly rate for hours worked, does not accrue holiday time.
Public Works	No	N/A			
Utilities	Yes	8 Hrs.	Paid regular hourly rate for hours worked and accrue 8 hours holiday time.	Nothing, regular scheduled day off.	
Police Department	Yes	8 Hrs.			

In addition, any other day so declared by the President, Governor of Virginia, or the Town Council provided that, any declaration made by the President or Governor within 15 days of the holiday to be observed must be approved by either the Town Council or the Town Manager.

The Town of Berryville will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):



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- Introductory employees
- Regular full-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

If the nature of services of a department requires that department operate on a holiday, alternative plans for providing an equal number of holidays (i.e. holiday time) to employees of the department may be authorized by the Town Manager.

Eligible non-exempt employees who, due to a work schedule of a continuous operation, are unable to observe any of the above scheduled holidays and holiday time is not granted, are eligible for pay for overtime work at a rate of twice their regular hourly or equivalent hourly rate. This provision for holiday overtime pay shall apply to employees who, due to the nature of services of the employee's department, are requested to work on a schedule holiday by the department head and holiday time is not granted; with approval of the Town Manager.

Exempt employees may accrue compensatory time for holidays worked at the direction of the Town Manager.

A recognized holiday that falls on a Saturday will be observed the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

Holiday time must be used within the twelve-month period in which holiday time was earned, not to exceed the holiday leave cap of 96 hours. However, when deemed necessary and authorized by the Town Manager, an exception to the holiday leave cap may be allowed and must be reported to Town Council.



Town of Berryville

Employee Handbook

306 Workers' Compensation Insurance

Effective Date: 10/23/2018

Revision Date: 10/23/2018

The Town of Berryville provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee incapacitated by injury or illness as defined by the Workers' Compensation Act shall be entitled to the leave and benefits provided by that Act.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

An employee has the right to elect continued health insurance coverage, for himself or herself and his or her dependents, during periods of leave due to any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. For periods of up to 30 days, the employer can require the person to pay only the normal employee share, if any, of the cost of such coverage. For longer leave, the employer is permitted to charge the person up to 100 percent of the entire premium for the employee.

Neither the Town of Berryville nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Town of Berryville.



Town of Berryville

Employee Handbook

309 Bereavement Leave

Effective Date: 10/23/2018

Revision Date: 10/23/2018

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Bereavement leave will be granted as follows:

Spouse, Children, Parents: 32 hours

Brothers or Sisters: 16 hours

Mother-in-law or Father-in-law: 16 hours

Grandparents, grandchildren, uncles, aunts, nephews, nieces (only when blood relative): 8 hours

Fiance or Fiancee: 8 hours

Special consideration may also be given to any other person whose association with the employee was similar to any of the above relationships.



Town of Berryville

Employee Handbook

322 Compensatory Leave

Effective Date: 10/23/2018

Revision Date: 10/23/2018

As of January 1, 1986, compensatory leave may be granted to exempt employees on the basis of one and one-half hour for each hour worked in addition to the regular work period. Such time will be credited only if the work is requested and authorized by the Town Manager.

Compensatory leave records will be maintained by the Assistant Town Manager for Finance and Administration. In no case shall an employee keep his/her compensatory time record. Such record shall be maintained on the basis of first earned - first used.

Compensatory leave credits may at no time exceed 30 days (240 hours) and must be used within 12 months following the date on which the leave was earned. Employees will be compensated for compensatory time over 240 hours at their regular pay rate. Upon termination of employment compensatory time is paid at the regular pay rate.

Compensatory leave in excess of 240 hours will be paid out annually on December 1st.



Town of Berryville

Employee Handbook

603 Personal Leave

Effective Date: 1/1/2014

Revision Date: 10/23/2018

The Town of Berryville provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- Regular full-time employees

As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor. Final approval of any Personal Leave is at the sole discretion of the Town Manager.

Personal leave may be granted for a period of up to 30 calendar days every 5 years. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 14 calendar days. Employee will be required to first use any accrued paid leave time before taking unpaid personal leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the Town of Berryville for the first 30 calendar days after the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by the Town of Berryville according to the applicable plans an employee has the right to elect continued health insurance coverage, for himself and his or her dependents. For periods of up to 30 days, the employer can require the person to pay only the normal employee share, if any, of the cost of such coverage. For leave more than 30 days, the employer will charge the person up to 100 percent of the entire premium.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Town of Berryville cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the Town of Berryville will assume the employee has resigned.



Town of Berryville

Employee Handbook

605 Military Leave

Effective Date: 1/1/2014

Revision Date: 10/23/2018

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. An employee has the right to elect continued health insurance, for himself or herself and his or her dependents. For periods of up to 30 days, the employer will require the person to pay only the normal employee share, if any, of the cost of such coverage. For longer leave, the employer will charge the person up to 100 percent of the entire premium.

Annual leave and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Assistant Town Manager for Finance and Administration for more information or questions about military leave.

For policies related to National Guard Service, please refer to Section 311 Civil Leave.

**Town Council Agenda Item Report Summary
October 8, 2019**

Item Title

John Rixey Moore Playground / Rose Hill Park Improvements

Prepared By

Keith Dalton, Town Manager

Background/History/General Information

The John Rixey Moore Playground, as it is currently constituted, was constructed in 1998. The playground consists of two Saddle-Mates spring riders, four-seat Buck-A-Bout, three diggers, a two-bay swing set, and playset. All equipment (except the diggers) is located within a required fall zone consisting of Engineered Wood Fiber Surfacing (EWF).

The equipment manufacturer has inspected the playground equipment and stated that is in good repair and has been well maintained. With that said, the expected life of a playset is around 20 years.

In November 2017 the Town Manager wrote a memorandum to the Community Improvements Committee in which it was suggested that the playground be updated and modified in the following manner:

*Proposed project****3rd Party Inspection of all equipment***

This work is expected to occur in or before the spring of 2018. Results of this inspection will inform the final proposal for the playground.

Saddle-Mates spring riders

Paint the spring riders.

Four-seat Buck-A-Bout

Paint the Buck-A-Bout to match the new playset.

Diggers

Replace the diggers. It is expected that replacement diggers can be acquired that will permit use of the existing mounting posts that were installed 10 years ago. Pea gravel would be added as needed.

Swing set

Paint the swing set to match the new playset.

Chains, fasteners, and swing seats would be replaced. Two swings would utilize belt seats (older children) and two would utilize enclosed tot seats (younger children).

Playset

Town Public Works personnel would remove and dispose of the existing playset. Contractor would install new playset and replace EWF.

Expanded Fall Zone

Town Public Works personnel would excavate the area for an expanded the fall zone.

New Equipment (2-5 year olds)

Contractor would install new equipment in the expanded fall zone.

Contractor would install EWF in newly expanded fall zone.

The new equipment under review (see attached descriptions):

- *Discovery Cave with Primary Grips*
- *Beat Club*

Annual Inspections

Staff proposes that the Town contract with firm to complete annual inspections of the playground equipment and track Town's monthly inspections. The cost of this service has been requested but has not been received.

The estimated budget at that time was \$41,855

The Committee discussed this matter during budget deliberations and placed this project before the Town Council as a project for which they requested funding in the FY20 Budget. The discussions included changes in the equipment (from staff proposal) and inclusion of a shade structure near the playground. The Town Council budgeted \$60,000 for the project.

The Committee reviewed staff proposals and provided input regarding the specifics of the project.

Staff prepared a revised proposal / cost estimate in response to Committee input. The new estimate excludes Discovery Cave with Primary Grips (equipment in original proposal) but includes GT Stock Car and Toss N' Score – Basketball Graphics. The estimated cost of the shade structure is provided as well.

At its September 23 meeting the Committee agreed to forward the attached proposal to the Town Council for consideration.

Findings / Current Activity

Staff is working to secure final playground equipment pricing from contractors but that information has not yet arrived.

Staff is also working to secure estimates for work on the basketball court and gazebo.

Financial Considerations

The budget for this work is \$60,000.

The current estimate for work on the playground is \$47,000.

It is estimated that the shade structure being considered at this point would cost \$3,700.

No estimates for the work on the basketball court or gazebo have been developed,

Schedule/Deadlines

We are now heading into a slow time for equipment installers but that same time period will likely also include inclement weather that may delay work.

The contractor estimates that installation could occur within 10 to 12 weeks of the Town making the order. Certain work, like painting of existing equipment would have to occur during warm weather.

Other Considerations

Inclement weather could interfere with planned Staff participation in project.

It would be preferable for work not to occur prior to Christmas.

Attachments

- Memorandum – Keith Dalton to Community Improvements Committee (11/19/17)
- Updated Park Work Cost Estimates (includes current equipment recommendations) (9/17/19)
- Equipment information
- Shade structure information
- Rose Hill Park Plan sections (solid pink – approximate location of fall zone expansion, pink lines – approximate location of playset, black lines – staging area, green – walk to be replaced, blue – approximate location of shade structure (provider will provide guidance regarding optimal siting), yellow – gazebo (undetermined repairs), and orange – basketball court (surface sealing and painting as well as fence repairs).

Recommendation

Review the matter and authorize Town staff to proceed with the playground project.

Sample Motion

It is hoped that final pricing can be received prior to the meeting. A sample motion will be provided at that time.

Memorandum

Date: 19 November 2017

To: Community Improvements Committee

From: Keith R. Dalton, Town Manager

Cc: Town Council
Christy Dunkle, Assistant Town Manager
Neal White, Chief of Police
Rick Boor, Public Works Director

Subject: John Rixey Moore Playground

At its last meeting on 6 November, the Committee discussed development of a plan for replacement of the playset in the John Rixey Moore Playground located in Rose Hill Park. The discussion included an examination of the target age group as well as identification of specific elements that would be desirable in an updated playground.

Staff stated that they intended to propose that this project be funded in either the FY2019 or FY2020 budget.

The Committee directed staff to develop a proposal for equipment replacement. Staff was asked to post the proposal on the Town's website and invite the public to comment either in writing or in person at the next Community Improvement Committee meeting on 4 December 2017 at 7:00 pm.

Research has revealed that it may be possible to refurbish the playset. While information on this option has been sought, specifics have not been received. Such refurbishing would be expected to extend the life of the playset for several years. This option will be presented as a part of the discussion before the Committee.

A representative from GameTime (GT), the company that provided all of the equipment in the playground (except the diggers), met with staff and evaluated the equipment and fall zones.

Equipment Inventory and Condition

The John Rixey Moore Playground, as currently constituted, was constructed in 1998. The playground consists of two Saddle-Mates spring riders, four-seat Buck-A-Bout, three diggers, swing set, and playset. All equipment is located within a required fall zone consisting of Engineered Wood Fiber Surfacing (EWF).

Saddle-Mates spring riders

GT noted that the spring riders, which are generally used by younger children, are in very good condition.

Four-seat Buck-A-Bout

GT noted that the Buck-A-Bout, which is generally used by younger children, is in very good condition.

Diggers

The diggers were replaced 10 years ago.

Swing set

GT noted that the swing set, which has two bays with four swings, is in very good condition.

Playset

GT noted that the playset has been well-maintained but the life of these sets is generally around 20 years.

Initial Proposal for John Rixey Moore Playground

Goals

- Provide a safe playground
- Provide equipment designed children ages 2 to 12
- Provide an accessible playground
- Provide a playground that is an esthetically pleasing component of Rose Hill Park

Approach

GT indicated that a playset designed for children 2-5 would be quite limiting. They recommend that the playset remain a set that is designed for children between 5 -12 (there are 2-12 sets available but staff does not see that as the best option).

Staff recommends the following:

- provide the playset and two swings for older children
- provide the spring riders, Buck-A-Bout, two swings, and that two new pieces of equipment for younger children. Note - new equipment would require some expansion of the fall zone

Proposed project

3rd Party Inspection of all equipment

This work is expected to occur in or before the spring of 2018. Results of this inspection will inform the final proposal for the playground.

Saddle-Mates spring riders

Paint the spring riders.

Four-seat Buck-A-Bout

Paint the Buck-A-Bout to match the new playset.

Diggers

Replace the diggers. It is expected that replacement diggers can be acquired that will permit use of the existing mounting posts that were installed 10 years ago. Pea gravel would be added as needed.

Swing set

Paint the swing set to match the new playset.

Chains, fasteners, and swing seats would be replaced. Two swings would utilize belt seats (older children) and two would utilize enclosed tot seats (younger children).

Playset

Town Public Works personnel would remove and dispose of the existing playset. Contractor would install new playset and replace EWF.

Expanded Fall Zone

Town Public Works personnel would excavate the area for an expanded the fall zone.

New Equipment (2-5 year olds)

Contractor would install new equipment in the expanded fall zone.

Contractor would install EWF in newly expanded fall zone.

The new equipment under review (see attached descriptions):

- Discovery Cave with Primary Grips
- Beat Club

Budget

Inspection	TBD
Cleaning and Painting existing equipment	TBD
Playground signage	TBD
Swings and accessories	1,100
Diggers	900
Playset (installed + freight)	25,500
EWB (installed)	2,000
2-5 age group equipment (installed + freight)	7,500
Expanded fall zone	750
Sub-total	38,050
Contingency (10%)	3,805
Total Estimated Cost	\$ 41,855

Staff proposes that the Town apply for a matching grant (for equipment) through GameTime. The next grant application deadline will be in November 2018 (equipment installed in the winter). This grant could save the Town a considerable amount of money. It is also important to note that clearance playsets are available at discounted prices. These models should be considered.

Annual Inspections

Staff proposes that the Town contract with firm to complete annual inspections of the playground equipment and track Town's monthly inspections. The cost of this service has been requested but has not been received.

This examination of the playground project is at its inception. Staff will continue to develop the proposal and refine both its scope and budget.

Updated Park Work Cost Estimates
9/17/19

John Rixey Moore Playground

Annual Inspection (remainder of FY20 and FY21)		1,800
Rehabilitation of existing equipment (Except playset and diggers)		6,000
Playground signage (est.)		400
Digger Area		1,500
Replace Diggers	1,000	
Gravel and gravel containment area work	500	
Playset (not including install or freight)		13,300
EWf (installed)		1,000
2-5 age group equipment (not including install or freight)		3,800
Beat Club	1,800	
GT Stock car	1,300	
Toss N' Score – Basketball Graphics	700	
Excavate expanded fall zone (in-house/est.)		1,000
Sidewalk extension into playground (demo and install)		1,000
New trash cans (est.)		700

Sub-total		30,500
Freight (est.)		2,200
Installation (est.)		10,000
Sub-total		42,700
Contingency (10%)		4,270
Total Estimated Cost		\$ 46,970

Other improvements to Rose Hill Park

Shade Structure		3,700
Structure and Fabric (est.)	2,000	
Installation (est.)	1,700*	
* Same mobilization as playset		
Basketball Court		
Surface seal and paint		
Fence repair		
Gazebo repairs		
Materials (est.)		
Labor (in house/est.)		

Mullin's Cove

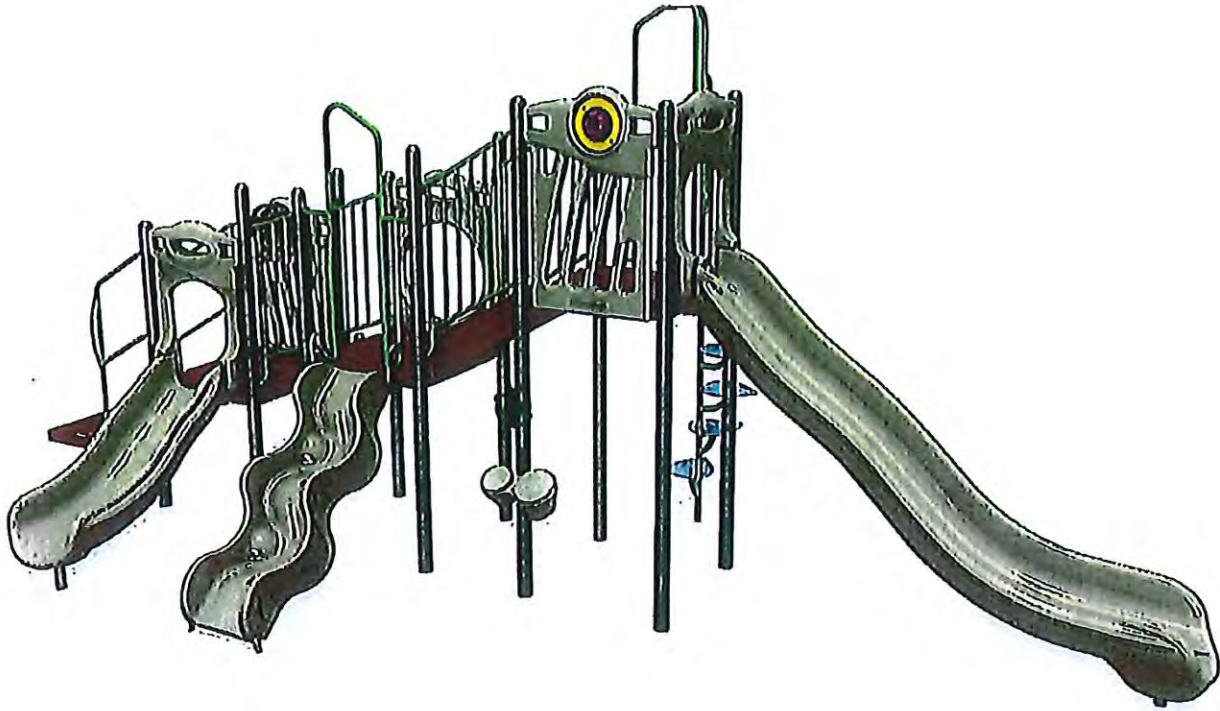
This triple deck play system includes a wide array of play activities in a linear design. Includes three interactive panels above deck and three musical and auditory play activities below deck for ground level play. With two Zip Slides and two climbers, including our Spiral Step Climber, there is plenty of play for active children!

GameTime has been designing, manufacturing, and delivering playgrounds since 1929. [We offer the industry's best warranty](https://www.gametime.com/warranty) [https://www.gametime.com/warranty] , including a lifetime limited warranty on PowerScape®, PrimeTime® and Xscape® uprights. We hold ISO 9001 and ISO 14001 certifications, validating our high manufacturing standards and commitment to environmental sustainability, respectively. We believe in play.

Model Number: 11893

~~\$20,459~~ \$13,298

[Request a Quote](#)



FEATURES

Benefits:

- Loads of fun, active and imaginative play activities in a linear, compact design
- Features musical and auditory activities and interactive panels that encourage social and imaginative play
- Constructed of durable and recyclable materials and backed by the industry's leading warranty

Features:

- Two different sliding and climbing experiences offer a developmental continuum as children master one event and move on to a more challenging one.
- ThunderRing, Whistle and Bongos offer fun, auditory events while also teaching cause and effect.
- Driver's Panel and Bubble panel encourage imaginative play.

[Product Flyer](/pdf/Mullins-Cove-11893) [/pdf/Mullins-Cove-11893]

[Top View PDF](/uploads/media/11893.pdf) [/uploads/media/11893.pdf]

[CAD File](/uploads/media/11893.zip) [/uploads/media/11893.zip]

SHARE



SPECIFICATIONS

Model:	11893
Age:	5 to 12 Years
Use Zone:	39' x 23'
Fall Height:	6'
Number of Children:	25-30

ADA ACCESSIBILITY

Accessible	7
Elevated	7
Ground Level	3
Types	3

MORE DETAILS

[Warranty](/warranty) [/warranty]

Beat Club

Add a lot of sound in a small space with Beat Club - a six-instrument collection of GT Jams instruments that includes Bongos, Ashiko and Djembe for inclusive, percussive fun. Includes the GT Jams Playbook curriculum.

Model Number: 81748

\$2,133

[Request a Quote](#)



- Accessible design creates an inclusive, musical play environment for children of all abilities
- Durable plastic and steel construction is weather resistant and backed by the industry's leading warranty
- Includes the GT Jams Playbook curriculum that meets national standards for music and physical education
- All necessary installation hardware included

DOWNLOADS

[Product Flyer](#) [/pdf/Beat-Club-81748]

SHARE



SPECIFICATIONS

Model:	81748
Age:	2 to 5 Years 5 to 12 Years
Use Zone:	9' 9in x 7' 8in

ADA ACCESSIBILITY

Accessible

Elevated

Ground Level

Tynes

GT Stock Car Cruisin' Mate

Model Number: 8658

\$1,261

[Request a Quote](#)



SHARE



Model:	8658
Age:	2 to 5 Years 5 to 12 Years
Use Zone:	18' 0in x 15' 1in
Fall Height:	4'

MORE DETAILS

[Warranty](#) [/warranty]

[Services](#) [/services]

[Programs and Resources](#) [/resources]



Designing award-winning
playgrounds since 1929.



Complies with ASTM standards
before it leaves the factory.



Certified Installer Network -
GameTime trained for GameTime
playgrounds.

Model Number: 8658

[Request a Quote](#)

[Find a Rep](#) [/find-a-rep]

Toss N' Score - Basketball Graphics

Model Number: 9816

\$687

[Request a Quote](#)



FEATURES

- 3'2" (97cm) square top goal opening.

• 1" (2.5cm) thick powder-coated galvanized steel pipe upright

DOWNLOADS

SHARE



SPECIFICATIONS

Model: 9816

Age:

MORE DETAILS

[Warranty](/warranty) [/warranty]

[Services](/services) [/services]

[Programs and Resources](/resources) [/resources]



Designing award-winning playgrounds since 1929.



Complies with ASTM standards before it leaves the factory.



Certified Installer Network -
GameTime trained for GameTime
playgrounds.

STEEL FRAME WATERPROOF umbrella options



Fixed Waterproof Cantilever Umbrella *a cantilever umbrella unlike any other*

- Combines our Glide Elbow™ convenience with waterproof fabric
- No view obstruction from center post

SHAPES AND SIZES



Square
10', 13', 16'



Hexagon
16', 18'

OPTIONS, FEATURES, AND FABRIC

Surface or In-Ground Mount
8' or 10' Eave Height
Fixed Position
Glide Elbow™
Wind Rated to 90 MPH
Waterproof Fabric



Waterproof Hypar Umbrella *a low-profile canopy*

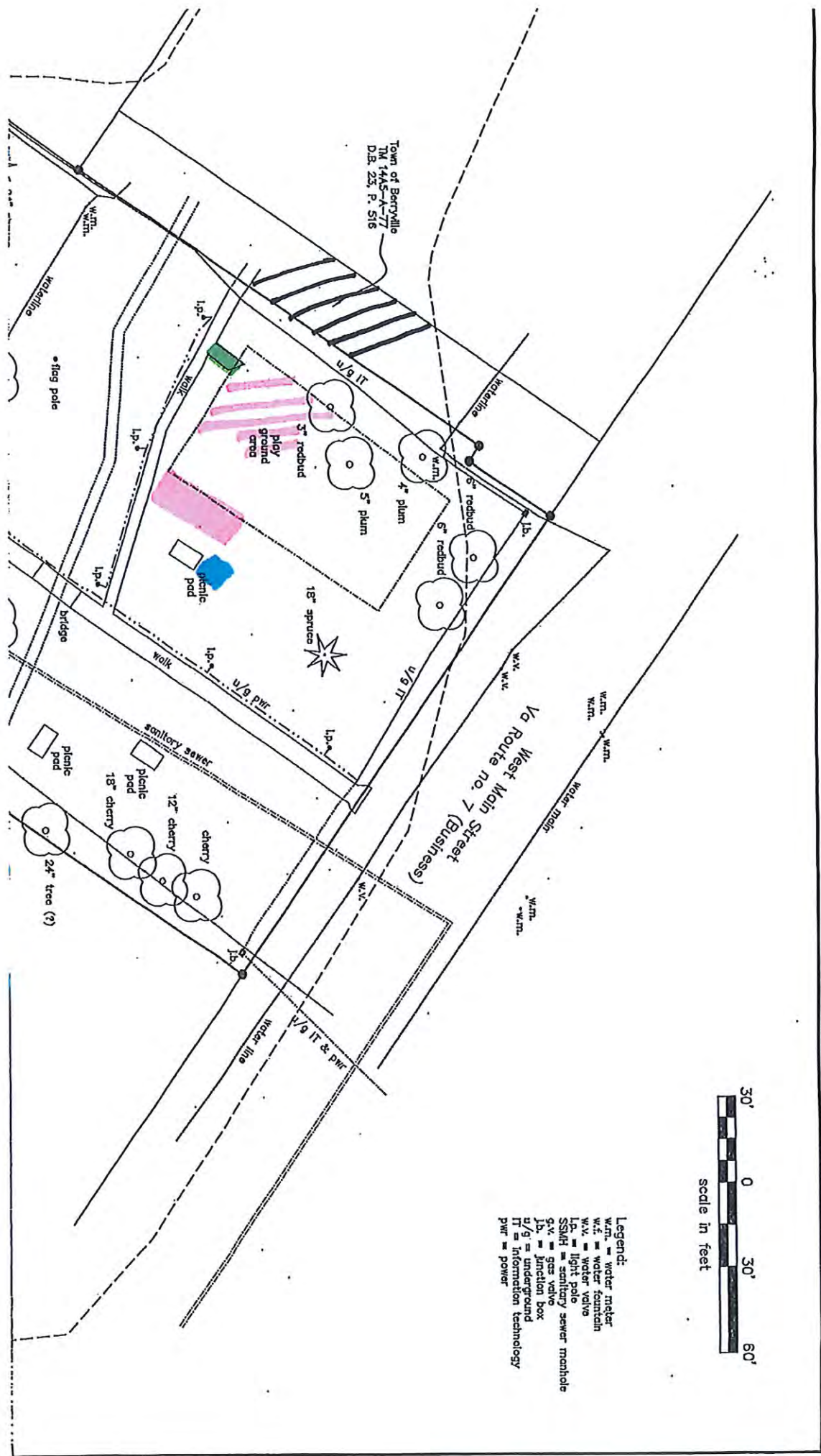
- Ideal for shading pools and guest areas
- Unique look
- Features a low-profile canopy that will not obstruct your view

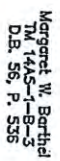
SIZE

10'-16'

FEATURES AND FABRIC

Fixed Position
7' Eave Height
Waterproof Fabric





**Town Council Agenda Item Report Summary
October 8, 2019**

Item Title

Award of contracts for concrete work

Prepared By

Keith Dalton, Town Manager

Background/History/General Information

At its meeting on July 9, 2019, the Council authorized the issuance of an invitation to bid (IFB) for provision of concrete construction, repair, and demolition services to the Town.

The Town received three bids.

Findings / Current Activity

Staff has reviewed the bids and recommends that the Council award contracts in this matter to all three bidders. If this is done, then the Town will be able to work with all three firms to complete concrete projects.

Financial Considerations

Prices were sought on various tasks to provide the Town with the most competitive prices available.

Schedule/Deadlines

Staff recommends that this approval occur at this meeting.

Other Considerations

None

Attachments

- IFB #03-19
- Bid Tabulation
- Bid details

Recommendation

Approve the bids from all three bidders.

Sample Motion

I move that the Council of the Town of Berryville approve the award of contracts for concrete new installation and repair work, to the first, second, and third bidders and that the Town Manager is hereby authorized to execute contract documents related to this matter.

Town of Berryville
 Berryville-Clarke County
 Government Center
 101 Chalmers Court Suite A
 Berryville, VA 22611



[T] 540/955-1099
 [F] 540/955-4524
 [E] financeclerk@berryvilleva.gov

www.berryvilleva.gov

ISSUE DATE: July 16, 2019	INVITATION FOR BID: #03-19	TITLE: Concrete: New Installation and Repair
DEPARTMENT: Public Works	DUE DATE/TIME: September 3, 2019 @ 2:00 PM	CONTRACT SPECIALIST: Heather Halterman

Bids - In accordance with the following and in compliance with all terms and conditions, unless noted, the undersigned offers and agrees, if the bid is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by the Town of Berryville the items or services offered and accompanying attachments shall constitute a contract.

Note: Town of Berryville does not discriminate against faith-based organizations in accordance with the Code of Virginia, §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

NAME AND ADDRESS OF FIRM:

 Name

 Authorized Representative

 Address 1

 Telephone

 Address 2

 Fax

 City State Zip

 E-Mail Address

By signing this bid, Bidder certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in the Special Provisions, Technical Specifications, General Terms and Conditions, and Pricing Schedule.

 Authorized Representative Signature

 Date

 Print Name

 Title

Sealed bids subject to terms and conditions of this invitation will be received by the Town of Berryville at 101 Chalmers Court, Suite A, Berryville, Virginia 22611 on the due date and time specified, and then publicly opened and read.

**INVITATION FOR BID
TOWN OF BERRYVILLE
CONCRETE: NEW INSTALLATION AND REPAIR**

SPECIAL PROVISIONS

SCOPE: The purpose of this solicitation is to establish a term contract(s) with a qualified contractor(s) to Repair, Replace and Install New Concrete Surfaces including, but not limited to sidewalks, curbs, gutters, steps, ramps, curb cuts, footings, retaining walls and miscellaneous concrete related work for the requirements listed in this solicitation.

RECEIPT AND OPENING OF BIDS: Sealed bids will be received until **Tuesday, September 3, 2019 at 2:00 PM**. All bids are to be addressed, labeled, and delivered by the date and time specified.

Concrete: New Installation and Repair Closing 09/03/19 @ 2PM

Town of Berryville
Berryville-Clarke County Government Center
101 Chalmers Court, Suite A, First Floor
Berryville, Virginia 22611

The bidder assumes full responsibility for the timely delivery of a bid to the designated location. Bids delivered to any other office or location will not be considered.

All bids will be publicly opened ten (10) minutes after the time set for receipt of bids and read aloud in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, at the same address. No responsibility will be attached to any officer or agent for the premature opening of a bid not properly addressed and identified.

PRE-BID CONFERENCE, QUESTIONS, ADDENDUM: A pre-bid conference is scheduled at the following time and location.

Tuesday, August 13, 2019 at 2:00 PM

Berryville-Clarke County Government Center
Main Meeting Room, Second Floor
101 Chalmers Court
Berryville, VA 22611

While attendance at this conference will not be a prerequisite to submitting a proposal, bidders who intend to submit a bid are encouraged to attend. It is recommended to bring a copy of the solicitation with you.

All questions pertaining to this IFB should be submitted in writing to the contract specialist, Heather Halterman, Finance Clerk at financeclerk@berryvilleva.gov **prior** to the pre-bid conference, no later than **Monday, July 29, 2019 by 2:00 PM**. Any answers to questions relative to interpretation of specifications or the proposal process will not be binding on the Town, unless issued by an addendum to this solicitation.

Attendees requiring special services are asked to provide their requirements to the contract specialist at (540) 955-1099. Please allow seven (7) working days in advance of the event to make the necessary arrangements.

Special Provisions

Any changes resulting from this conference will be issued in a written addendum to the solicitation. All questions and responses, in the form of an addendum, will be posted on the Town website and eVA no later than **Friday, August 16, 2019 by 5:00 PM.**

Town Website - <http://www.berryvilleva.gov/2211/Bid-Procurement-Opportunities>

eVA - <https://eva.virginia.gov>

Please note, that it is the Bidders' responsibility to check these sites frequently for addenda, which may impact pricing, this document's requirements, terms and/or conditions. Failure to sign and return all addenda with Bidder's response may result in disqualification of award.

PERIOD OF CONTRACT: The period of this contract shall be from the date of the award through June 30, 2020.

Automatic contract renewals are prohibited. Contract renewals must be authorized by and coordinated through the Finance and Administration department. The Town reserves the right to renew the contract for three (3) additional one (1) year periods. This contract may be renewed at the expiration of its term by agreement of both parties.

The obligation of the Town to pay compensation due the Contractor under the contract or any other payment obligations under any contract awarded pursuant to this Invitation for Bid is subject to appropriations by the Town of Berryville Town Council to satisfy payment of such obligations. The Town's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the Town will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The Town will provide the Contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Town Council. However, the Town's failure to provide such notice will not extend the contract into a fiscal year in which sufficient funds have not been appropriated.

PRICES AND PRICE ADJUSTMENT: All prices shall be F.O.B. Destination and shall include all charges that may be imposed in fulfilling the terms of this contract.

Labor rates specified by the Bidder shall include all direct and indirect overhead costs including but not limited to transportation of workers, material acquisition, handling and delivery, movement of contractor owned or rental equipment, project supervision, and general and administrative cost, etc. and must be included in the labor rates of the bid. Labor rates will be paid on the basis of time at the site.

The successful Bidder may be required to provide materials, equipment rental, and subcontractors to fulfill the requirements of the contract. If the successful Bidder provides materials, equipment rental or subcontractors, the Contractor will invoice all materials, equipment rental, and/or subcontractors based on the actual cost. No additional costs of any kind will be allowed.

The Contractor shall make every attempt to obtain the lowest prices for materials, rental equipment, and subcontractors.

The Contractor agrees that for unit price contracts, prices shall remain firm for 365 days. If the price is increased after 365 days, the unit price may be increased only upon approval of a written request to the Finance and Administration Department. Upon receipt of the Contractor's request, the Town shall make determination to approve or adjust the requested price increase based upon its investigations

Special Provisions

and the information provided by the Contractor. Any price adjustment agreed to shall take place only in accordance with the schedule defined above.

The request for a change in the unit price shall include as a minimum,

1. The cause for the adjustment;
2. Proposed effective date; and,
3. The amount of the change requested with documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics index, change in manufacturer's price, etc.).

The request must be received at least (thirty) 30 days prior to the effective date and shall become effective only upon approval by the Town Manager. The increased contract unit price shall not apply to orders received by the Contractor prior to the effective date of the approved increased contract unit price. Orders placed via Town Purchase Order, shall be considered to have been received by the Contractor after the fifth (5th) calendar day following the date of issuance. The Town Manager may cancel, without liability to either party, any portion of the contract affected by the requested increase and any materials, supplies or services undelivered at the time of such cancellation.

PROJECTED REQUIREMENTS/ESTIMATED QUANTITIES: Authorized individuals will place orders for specific quantities of items covered in the resultant contract, as requirements arise. Please refer to the paragraph entitled, METHOD OF ORDERING.

The quantities specified in this solicitation are *estimates only*, and are given for the information of Bidders and for the purpose of bid evaluation. They do not indicate the actual quantity that will be ordered since the actual volume will depend upon requirements that develop during the contract period.

RESPONSE TIME OF PERFORMANCE: The time necessary to perform each work job ordered will be mutually agreed upon after carefully reviewing the work location, amount of work involved, etc.

The Town requires that all routine work be scheduled and started no later than ten (10) calendar days from the date of notification by Town personnel, unless otherwise agreed upon at the time of notification to proceed. Response time for emergency work is required within two (2) calendar days after notification. Bidder will indicate their Response Times on Pricing Schedule **IF** different than ten (10) days for routine work and two (2) days for emergencies. Where no response times are entered, it is understood that routine work will be scheduled and started no later than ten (10) days after the notification to proceed, and two (2) days after notification for emergency work.

The date(s) and place(s) of the required work under this contract shall be agreed upon between the Director of Public Works (Director) and the Contractor at the time the order is placed, if other than the required time indicated on the Pricing Schedule. The Contractor shall advise the Director a minimum of **seven (7)** working days in advance of the date work is to commence.

Estimates, when requested, are to be returned within three (3) working days, unless a different time of return is mutually agreed to by the requesting agency. Estimates shall be furnished by the Contractor at no charge and are to be considered an overhead cost to be included in the bid amounts.

Bidders shall indicate, on the Pricing Schedule, a contact person's name and telephone number for normal Town working hours, 7:00 a.m. – 6:00 p.m., Monday through Friday. Answering machines are unacceptable as a point of contact. For emergency calls, outside normal Town working hours, nights and weekends, the bidder shall list on the Pricing Schedule a contact person and telephone number or have a voicemail paging system or answering service. Bidder using a voicemail system or answering service, in lieu of a contact person, shall be required to initiate a call back to the sender within 15-25 minutes.

Special Provisions

No work will be permitted on Saturday, Sundays or holidays unless approved in advance by the Director.

QUOTATION LIMITATION: Bidders shall offer only ONE ITEM AND PRICE for each line item bid.

SUBMISSION OF BIDS: Each Bidder must use the attached Pricing Schedule to submit their bid. Bidders must enter unit price for all line items within each Part in order to be considered for an award. **All Bidders must return two (2) copies of the Cover Sheet, duly signed, two (2) copies of Appendix B, and two (2) copies of any issued Addendums, keeping all remaining pages for your files.** By executing the Cover Sheet, the Bidder acknowledges they have read this solicitation, understand it, and agree to be bound by its terms and conditions. Bids may be mailed or hand delivered to the following location:

Town of Berryville
101 Chalmers Ct., Ste. A
Berryville, VA 22611

All bids shall be submitted in a sealed envelope or package with the bid number, title, and the Bidder's name and address on the outside of such envelope or package.

BIDS RECEIVED AFTER THE DUE DATE/TIME WILL NOT BE CONSIDERED FOR CONTRACT AWARD AND SHALL BE RETURNED TO THE BIDDER, unopened.

Bidders are reminded that changes to the bid, in the form of addenda, are often issued between the issue date and within three (3) days before the due date. All addenda **MUST** be signed and accompany the bid. Notice of addenda will be posted on eVA and the Town website Bid Opportunities webpage. Bidders are responsible to monitor the webpage for the most current addenda at <http://www.berryvilleva.gov/2211/Bid-Procurement-Opportunities>.

BID EVALUATION/CONTRACT AWARD: In order to be considered for an award, Bidders must bid on **ALL** line items on the Pricing Schedule. Bids will be evaluated on the basis of a firm fixed price. Contract(s) will be awarded in the aggregate to the Bidder(s) meeting the requirements listed in this Invitation for Bid.

The Town also reserves the right to make Primary, Secondary and Tertiary awards to fulfill the anticipated requirements.

Award(s) is/are contingent upon Town Council approval, scheduled to be voted on at the September Town Council meeting, **Tuesday, September 10, 2019 at 7:30 PM.**

The Town reserves the right, with twenty-four hours' notice, to inspect the Bidder's premises to evaluate equipment and support facilities.

CONTRACT FOR ADMINISTRATION: In the event a contract is executed with your firm as a result of this solicitation please indicate the person(s) we may contact for prompt contract administration, in the space provided on Appendix B.

VENDOR REGISTRATION: Bidders must submit with their bids a W-9: Identification Number and Certification and the Town's Vendor Registration/Update form.

BID BOND: A bid bond in the amount of 5% of the total bid amount must be submitted with the bid.

Special Provisions

PERFORMANCE & PAYMENT BONDS: The successful bidder will be required to submit Performance and Payment Bonds in the amount of 100% of the awarded contract amount.

NEGOTIATION WITH THE LOWEST BIDDER: Unless all bids are cancelled or rejected, the Town reserves the right granted by § 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds allocated to the Town whenever such low bid exceeds the Town's allocated funds. For the purpose of determining when such negotiations may take place, the term "allocated funds" shall mean those funds which were budgeted by the Town for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The Town may initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the allocated funds and that the Town wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the Town and the lowest responsive, responsible bidder.

METHOD OF ORDERING: The Town may use two (2) different methods of placing orders from the final contract: Purchase Orders (PO's) and approved Town procurement cards (P-Cards).

A Purchase Order (PO) may be issued to the Contractor for the items/services covered under this contract. An issued PO will become part of the resulting contract. The PO indicates that sufficient funds have been obligated as required by Title 15.2-1238 of the Code of the Commonwealth of Virginia.

Procurement Card orders and payments may also be made by the use of Town Procurement Cards. The Procurement Card is currently a VISA. Contractors are encouraged to accept this method of receiving orders.

Regardless of the method of ordering used, solely the contract and any modification determine performance time and date.

Performance under this contract is not to begin until receipt of the purchase order, Procurement Card order, or other notification to proceed by the Director.

CORRESPONDENCE: All communications between the parties relating to material contractual issues shall be through the Finance and Administration Department.

ADDITIONS/DELETIONS: The Town reserves the right to add similar items/services or delete items/services specified in the resultant contract as requirements change during the period of the contract. The Town and Contractor will mutually agree to prices for items/services to be added to the contract. Contract amendments will be issued for all additions or deletions.

CANCELLATION OF ORDERS: Purchases made under this contract are for readily available supplies. Time is of the essence in furnishing the items ordered. The Town reserves the right to cancel the order and/or to refuse delivery if the items ordered are not furnished within the period of time specified in this contract.

EMERGENCY PURCHASES: Should the Contractor be unable to furnish the required item within the period of time specified in the contract; the Town reserves the right to make emergency purchases from other sources.

Special Provisions

RECORD OF SERVICE/WORK TICKETS: Work performed, under this contract, shall be supported by the Contractor's service/work ticket. Work tickets shall be on the Contractor's format as approved by the Finance Clerk.

Each job ticket shall reflect the daily work activity to include time of arrival and departure. If the work is performed at the Town site, the work ticket shall be authenticated daily by a Town employee, at the job site, and a copy provided to the authenticating employee. The Contractor's work ticket shall contain the following information:

1. Contractor's Name
2. Purchase Order Number
3. Date of Service
4. Time of arrival and departure/start and stop times
5. Detailed description of work done
6. Itemized list of materials-and rental equipment furnished at the job site
7. Quantity, unit price and extension of each item, and total, in accordance with the contract
8. Name of authorized representative ordering the service
9. Name of Town representative receiving the service
10. Contract Number

In all instances, the Contractor will prepare a Service/Work Ticket, whether delivery is made by the Contractor or pick up is made by a Town representative at the Contractor's place of business. The Contractor's Work Ticket will be signed, by the Town representative, with a copy being retained by the Contractor.

INVOICING PROCEDURE: The Contractor shall submit a Summary Invoice once each month, listing the Service/Work Ticket numbers covering work performed during the monthly billing period and submitted to the BILL TO address shown on the Purchase Order. The invoice must be accompanied by one copy of each signed Work Ticket.

The Contractor will invoice all materials, specialized rental equipment and subcontractors based on the actual cost of the materials, equipment rental or subcontractors.

The Contractor will invoice all materials based on the actual cost. Invoices which include material charges shall be accompanied by supplier's invoices to substantiate costs to Contractor.

The invoice shall contain the applicable Purchase Order number.

PERMITS AND LICENSES: The Contractor is responsible for obtaining any necessary licenses and permits, and for complying with any applicable Federal, State, and municipal laws, codes, and regulations, in connection with the prosecution of the work without additional expense to the Town. The Contractor is similarly responsible for all damages to persons or property that occurs as a result of their fault or negligence. The Contractor shall take proper safety and health precautions to protect the work, the worker, the public, and the property of others. The Contractor is also responsible for all material delivered and work performed until completion and acceptance of the entire construction work, except for any completed unit of construction previously accepted.

The Contractor shall obtain a Town Business License as required by Town Code.

The Contractor shall request all applicable inspections as required by local, state and/or federal codes and regulations.

Special Provisions

CONTRACTOR REGISTRATION: If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is \$750,000 or more, the bidder/offeror is required under Title 54.1- 1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors as a "CLASS A CONTRACTOR".

If such a contract is for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is \$150,000 or more, but less than \$750,000 or more, the bidder is required to be licensed as a "CLASS B CONTRACTOR".

If such a contract is over \$1,000 but less than \$10,000, or if the contractor does less than \$150,000 in business in a 12-month period, the bidder is required to be licensed as a "CLASS C CONTRACTOR".

The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The bidder/offeror shall place on the outside of the envelope containing the bid/proposal and shall place in the bid/proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. _____ Specialty _____
 Licensed Class B Virginia Contractor No. _____ Specialty _____
 Licensed Class C Virginia Contractor No. _____ Specialty _____

CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT: By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: _____

License # _____ Type _____

Subcontractor Name: _____

License # _____ Type _____

REPRESENTATIONS OF CONTRACTOR: The Contractor represents and warrants:

1. The firm is financially solvent and that the manager is experienced in and competent to perform the type of work, or to furnish the plans, materials, supplies or equipment to be so performed or furnished; and
2. That Contractor is familiar with all Federal, State, municipal and department laws, ordinances and regulations, which may in any way affect the work of those employed, including but not limited to any special acts relating to the work or to the project of which it is a part; and
3. That such temporary and permanent work required by the contract documents as is to be done by the Contractor can be satisfactorily constructed and used for the purpose of which it is intended and that such construction will not injure any person, or damage any property; and
4. That Contractor has carefully examined the plans, the specifications and the site of the work and that from the Contractor's own investigations, he/she has satisfied themselves as to the nature and location of the work, the character, quality, quantity of surface and subsurface materials likely to be encountered, and the character of equipment and other facilities needed for the performance of the work, the general and local conditions and all other materials which may in any way affect the work or its performance.

Special Provisions

GENERAL REQUIREMENTS: At the work site, the Contractor shall employ a construction superintendent or foreman who shall have full authority to act for the Contractor. It is understood that the representative shall be acceptable to the Director and shall be one who can be continued in that capacity for the particular job involved, unless he/she ceases to be on the Contractor's payroll.

The Contractor shall not act on requests or take direction from anyone except the Director or designated representative.

The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he/she may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

The Contractor is responsible for notifying "Miss Utility" forty-eight (48) hours prior to digging and must provide a copy of the ticket to the Director. Site conditions may dictate the need for marking of any Town of Berryville "Locally Owned" utilities or irrigation systems. It is the responsibility of the Contractor to notify the Director or designated representative, ahead of any work performed, that this coordination and locating service is necessary.

Contractor shall provide all necessary parts, labor, tools, materials, equipment and resources as may be required in accordance with the most current editions of the Virginia Department of Highways and Transportation (VDOT) Road and Bridge specifications. Visit <http://www.virginiadot.org/business/const/spec-default.asp> for Road and Bridge Specifications and Revisions.

Contractor shall provide all necessary parts, labor, tools, materials, equipment and resources as may be required in accordance with the most current edition of the Town of Berryville Construction Standards and Specifications, and Material Specifications. A copy can be obtained at the Town Business Office or requested from the contract specialist.

In the event there is contradiction between VDOT and Town specs referenced above, the more stringent specifications shall govern, unless otherwise deemed by the Director.

The Contractor must provide all necessary labor and equipment to meet certified VDOT work zone requirements when working in but not limited to VDOT Right of Way, Town Right of Way, and Town owned parking lots, and roadways to safely direct traffic (both vehicular and pedestrian) around the work areas.

The Contractor shall maintain an adequate supply of manpower and equipment to complete the project in a safe and timely manner. If subcontractors are to be utilized, they must meet the same qualifications and adhere to the same standards as the Contractor and will remain the Contractor's responsibility.

Contractor shall make the areas safe at the end of each work shift.

The Contractor shall perform all specified work using properly trained, skilled, bonded, and licensed individuals supervised by the contractor. The Contractor shall be licensed and bonded in the Commonwealth of Virginia and shall have a minimum of five (5) years' experience.

Special Provisions

Off-street parking control, the Contractor will provide and post "No Parking" signs in appropriate locations as approved by the Director and deliver notices to individual residences regarding parking restrictions forty-eight (48) hours prior to commencement of work. The content of notices delivered to residences will be approved by the Director. The manner of delivery and placement of notices at residences will be approved by the Director.

Contractor shall coordinate work so that there is not a conflict for Town trash removal. If such work should be in progress on a regularly scheduled trash removal day, Contractor will provide the trash removal contractor access to regular route and trash toters.

Should Contractor require water to complete the project, Contractor is responsible for acquisition of their own water source, unless otherwise directed by Director.

PROTECTION OF WORK AND PROPERTY: The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with this contract. All necessary precautions shall be taken: to prevent injury to the Contractor's employees and other persons who may be affected by the project; to prevent damage to or loss of materials or equipment incorporated into the project; and to protect this and other property at or adjacent to the site.

Prior to any construction activities, it is the Contractor's responsibility to document any existing damage or substandard conditions and report in writing, to the Director any damages found prior to any work at the site.

The Contractor shall provide adequate protection for all structures at the site. Any damage to Town owned facilities by the Contractor shall be repaired or replaced at the Contractor's expense and to the complete satisfaction of the Town.

After the completion of the project, all property including but not limited to, roads, drives, paths, parking lots, easements and lawns damaged by the Contractor's actions shall be restored to the same condition or better at the time of the *Notice to Proceed*.

The Contractor shall keep the premises and adjacent areas free from accumulations of waste material or rubbish at all times. At the completion of the work, all rubbish, tools used for work and surplus materials shall be removed from and about the premises and adjacent areas, and the area shall be "broom cleaned" and ready for use. In case of a dispute, the Town may remove rubbish or otherwise clean up, and may charge the Contractor either by deduction from amounts unpaid to the Contractor, or by other means with such cost as the Director shall determine to be fair and equitable.

STANDARD PRODUCTS: All materials, supplies, and articles furnished shall be the standard products of recognized reputable manufacturers, as specified and otherwise practicable. The standard products of manufacturers other than those specified, will be accepted when it is proved to be the satisfaction of the Director, that they are equal in strength, durability, usefulness and convenience for the purpose intended. Any changes required in the detail and dimensions indicated on the drawings, for the substitution of standard products other than those provided for, shall be made as approved by the Director and at the expense of the Contractor.

ALL WORK SUBJECT TO CONTROL OF DIRECTOR: In the performance of the work, the Contractor shall abide by all orders, directions and requirements of the Director and shall perform to the satisfaction of the Director and at such times and places, by such methods and in such manner and sequence as he may require. The Director shall determine the amount, quality, acceptability and fitness of all parts of the work, shall interpret the plans, specifications, Contract Documents, and any extra

Special Provisions

work orders and shall decide all other questions in connection with the work. The Contractor shall employ no plans, equipment, materials, methods or person to which the Director objects and shall remove no plant, material, equipment or other facilities from the site of the work without the Director's permission. The Director shall confirm in writing, or oral order, direction, requirement or determination.

DIRECTOR CONTROL NOT LIMITED: The Town's Director will control the work under the contract. The Contractor must perform all the work to the complete satisfaction of the Director. Examples given or statements made in the Special Provisions and the Contract Documents pertaining to the method of work performance are examples, only. The Contractor should not assume that the Director's direction is limited to those items only but applies to all work performed under the contract.

INCOMPETENT OR DISORDERLY EMPLOYEES: If any person employed on the work by the Contractor shall appear to the Director to be incompetent or to act in a disorderly or improper manner, such person shall be removed immediately on the requisition of the Director, and shall not again be reemployed (on subject project) except on written consent of the Director.

WORKMANSHIP: Only first-class work shall be performed, and all materials furnished in carrying out this contract and shall be of character and quality required by the specifications. Such work or materials shall be the best of their respective kinds, where no standard is specified. Any unsatisfactory work done, or materials furnished shall be immediately removed by whatever time the inferior work or materials may be discovered.

If the Contractor neglects or refuses to remove such unsatisfactory work or materials within forty-eight hours after the receipt of notice, or satisfactory progress is not made in doing so, the Director may effect removal of the inferior work or materials and the expense shall be charged to the Contractor. Such expense shall be deducted from any monies due or to become due the Contractor under the contract. Upon completion of the contract the entire work shall be delivered to the Town perfect and complete in satisfactory working condition.

CHANGES AND ALTERATIONS: The Town reserves the right to make alterations in the installation of items of work shown on the plans, as may be necessitated by conditions found during construction that in the judgement of the Director appear advisable. The Contractor shall not claim forfeiture of contract by reasons of such changes by the Town.

NECESSARY DETAILS NOT SPECIFICALLY MENTIONED: Any and all work that may be called for in the specifications and not shown on the plans or shown on the plans and not called for in the specifications, shall be furnished and executed by the Contractor as if designated. The Contractor shall furnish all required work or material which is not denoted in the plans and specifications either directly or indirectly, but which is necessary for the project.

WEATHER CONDITIONS: In the event of temporary suspension of work or during inclement weather, or whenever the Director shall direct, the Contractor will require any subcontractors to protect carefully all materials and work against damage or injury from the weather. If, in the opinion of the Director, any work or materials have been damaged or injured by reason of failure on the part of the Contractor or any subcontractors to protect his/her work and materials, it shall be removed and replaced at the expense of the Contractor.

EXAMINATION OF DEFECTIVE WORK: If required by the Director under execution of this contract, the Contractor shall at any time pull down or undo any part of the work and make such openings as may be required and enable the Director to make proper inspection and Contractor shall make good again the work so pulled down, undone or opened to the Director's satisfaction. If the work is found

Special Provisions

faulty, in any respect the whole of the expenses incurred shall be incurred by the Contractor, but if the work be found not faulty by the Director, the expenses thereby incurred shall be incurred by the Town.

REJECTION OF INFERIOR MATERIAL: An inspection and approval of the materials by the Director shall not in any way subject the Town to pay for any portion of the materials, even if said materials, incorporated in the work, turn out to be unfit. Such inspection shall not be considered as any waiver of objection to the work on account of the unsoundness of the material used.

WARRANTY: All work provided under this contract shall have, as a minimum, one (1) year warranty from the date of final acceptance thereof against any latent defects, design, materials, workmanship, installation, fraud, or such gross mistakes as may amount to fraud.

INDEMNIFICATION: The Contractor agrees to indemnify, defend and hold harmless the Town of Berryville, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor, any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the Town or to failure of the Town to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.

CANCELLATION OF CONTRACT: The Town reserves the right to cancel and terminate any resulting contract, in part or in whole without penalty, upon 30 days written notice to the contractor. 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 cancellation.

The Town reserves the right to waive any informality in or to reject any or all bids, or to delete portions of bids, which in its sole and absolute judgment are responsive to the bid documents and will under all circumstances best serve the Town's interest.

Technical Specifications

Work performed under this contract shall include repair, replacement and installation of new concrete surfaces including, but not limited to sidewalks, curbs, gutters, ramps, curb cuts, footings, retaining walls and miscellaneous concrete related work in accordance with the specifications shown below.

1. CONCRETE MATERIALS:

- A. Provide concrete to the following criteria:
 - a. Compressive Strength – 28 days, minimum 3,000 psi
 - b. Slump – 1 to 5 inches
 - c. Air Content (%): 6 ± 2
- B. Concrete Mix
 - a. Non-exposed aggregate – VDOT Class A-3 (General Use Concrete)
 - b. Exposed aggregate – approved VDOT concrete mix design meeting ADA requirements
 - 1. Water Repellant: Exposed aggregate to receive one application of CHEMTRETE BSM 40 VOC, or equal.
- C. Admixtures – as approved by the Director of Public Works (Director)
 - a. Use accelerating admixtures in cold weather, only when approved by the Director. Use of admixtures will not relax cold weather placement requirements.
 - b. Use set retarding admixtures during hot weather only when approved by the Director.
- D. Use calcium chloride only when approved by the Director.

2. ACCESSORIES, JOINT DEVICES & FILLER MATERIAL:

- A. Vapor barrier – clear polyethylene film, 6 ml, below grade application.
- B. Joint filler – asphalt impregnated fiberboard or felt, ½ inch thick, ASTM D1751 or ASTM D994
- C. Sealant and Primer – as directed by the Director.

3. WORKMANSHIP: All work shall be performed in accordance with American Concrete Institute (ACI) 301 and current VDOT Road and Bridge Specifications. Work performed which does not conform to the required lines, details, dimensions, tolerances or specifications included in this contract will be determined defective and will be required to be removed and replaced at no additional cost to the Town.

4. EXAMINATION:

- A. Contractor must verify work site conditions.
- B. Contractor must verify the requirements for concrete cover over any reinforcements.
- C. Contractor must verify that anchors, seats, plates, reinforcements and other items to be cast into the concrete are accurately placed, positioned securely, and will not cause hardship in placing concrete.

5. PROJECT RECORDS:

- A. Contractor shall accurately record actual locations of embedded utilities and components which are concealed from view. Note: It is the Contractor's responsibility to notify "Miss Utility" forty-eight (48) hours prior to digging.
- B. Contractor shall call in a private utility locating company when deemed necessary by the Director to locate Town owned utilities in affected work area. The private utility locating contractor will be billed as subcontractor to the Town with all terms of a subcontractor being met such as: pre-approval of the subcontractor's price prior to work and a copy of the subcontractor's invoice to accompany the contractor's invoice a backup documentation.

Technical Specifications

6. PREPARATION:

- A. Coordinate the placement of joint devices with the erection of concrete form work and the placement of the form accessories.
- B. Prepare previously placed concrete by cleaning with a steel brush and applying a bonding agent in accordance with the manufacturer's instructions.
- C. In locations where new concrete is doweled to existing work, drill holes in existing concrete, insert steel dowels and pack solid with non-shrink grout.

7. PLACING OF CONCRETE:

- A. Notify the Director a minimum of twenty-four (24) hours prior to commencement of operations.
- B. Before the concrete is placed:
 - a. Subgrade shall be graded level and compacted with a pneumatic hand tamper.
 - b. A four (4) inch layer of base stone (VDOT – type 21 A) shall be placed and compacted with a pneumatic hand tamper.
- C. When suitable material is present, the Contractor shall notify the Director before proceeding. Any additional removal (undercutting) of material will be paid as outlined in the Pricing Schedule.
- D. Ensure that reinforcements, inserts, embedded parts, formed joint fillers and joint devices are not disturbed during concrete placement.
- E. Repair vapor barrier damaged during placement of concrete reinforcing. Lap over damaged areas a minimum of 6 inches and seal watertight.
- F. Install joint devices, fillers, primers and sealants in accordance with the manufacturer's instructions.
- G. Separate slabs on grade from vertical surfaces with ½ inch thick joint filler.
- H. Extend joint filler from bottom of slab to within ¼ inch of finished slab surface.
- I. Maintain records of concrete placement. Record date, location, quantity, air temperature, and test samples taken.
- J. Place concrete continuously between predetermined expansion, control and construction joints.
- K. Do not interrupt successive placement; do not permit cold joints to occur.
- L. Saw cut joints where required and 24 hours after placing. Using a 3/16-inch blade, cut joint to ¼ inch depth.
- M. Screen floors and slabs on grade level maintaining a maximum ¼ inch in 1-foot cross slope.
- N. Steel trowel and broom finish surfaces.

8. CURING:

- A. Immediately after placement, protect concrete from premature drying, excessive hot or cold temperatures, and mechanical damage. Method of curing to be coordinated with the Director.
- B. Maintain the concrete with minimal moisture loss at a relatively constant temperature for a period necessary for proper hydration of cement and hardening of concrete.
- C. Proper protection must be taken when temperatures will dip below freezing during the curing process such as but not limited to blankets, polyethylene and straw.
- D. Curing compounds shall be used on all concrete pours with the exception of curbs that are slated to be painted such as curbs in fire lanes.

9. PROTECTION:

- A. The Contractor shall take the necessary precautions and shall provide any necessary notification to prevent damage to property caused by execution of this contract.
- B. The Contractor shall protect the public from any damage due to his operations. Excavated

Technical Specifications

concrete, stone or dust shall be removed as work progresses.

- C. The Contractor shall provide all necessary barriers, guards, etc. to protect **pedestrians** from work areas.

10. REMOVAL OF FORMS & PATCHING:

- A. Form removal shall be in accordance with the current VDOT Road and Bridge Specifications, or as directed by the Director.
- B. Allow Director to inspect concrete surfaces immediately upon removal of forms.
- C. Excessive honeycomb or embedded debris in concrete is not acceptable. Notify the Director upon discovery.
- D. After the concrete has set sufficiently, all edges around the concrete, sidewalks, curb & gutter, ramping, etc., shall be backfilled, or as directed by the Director.
- E. Contractor is not to patch, fill, touch-up, repair or replace exposed concrete except upon written direction from the Director.

11. SITE CLEANUP AND RESTORATION:

- A. All waste and foreign materials shall be removed and properly disposed of by the Contractor. The entire work area is to be left in a neat and presentable condition.
- B. Where asphalt has been removed for construction, the Contractor shall be responsible to make repairs using an approved "hot mix" asphalt or as directed by the Director.
- C. All areas requiring backfill are to be fully compacted and graded to facilitate runoff of storm water. Seed or sod is to be applied to all excavated areas at the direction of the Director. The method of payment for areas requiring unusual access, grading and or equipment requirements is indicated in the Pricing Schedule.

Town of Berryville

General Terms and Conditions – Invitations for Bids

These General Terms and Conditions are required for use in written solicitations issued by the Town for procurements.

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

ANTI-DISCRIMINATION: By submitting their bids, bidders certify to the Town of Berryville that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA).

Employment discrimination by contractor prohibited; required contract provisions. All public bodies shall include in every contract of more than \$10,000 the following provisions:

During the performance of this contract, the contractor agrees as follows:

- A) 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.
- B) 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.
- C) 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.

The contractor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

EMPLOYMENT DISCRIMINATION PROHIBITED: Employment discrimination by contractor prohibited; required contract provisions. All public bodies shall include in every contract of more than \$10,000 the following provisions:

During the performance of this contract, the contractor agrees as follows:

- A) 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.
- B) 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.

- C) 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.

The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

ETHICS IN PUBLIC CONTRACTING: By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their bids, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their bids, bidders certify that they are not currently debarred by the Town of Berryville from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

MANDATORY USE OF TOWN TERMS AND CONDITIONS FOR IFBs: Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Town reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Town may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

BILL PAYMENT POLICY: The Town Treasurer shall make payment in full (unless an alternate payment plan has been agreed upon) for all goods delivered or services rendered within thirty days of receipt of the bill.

No goods or services shall be deemed received until such goods are completely delivered and found acceptable by the Department Head. For purposes of determining whether or not payment was made in accordance with this policy, payment in full shall be considered to be made on the date the check for payment was mailed or otherwise transmitted.

When a bill submitted to the Town of Berryville is incorrect or when there is a defect or impropriety in a bill submitted, the respective Department Head shall notify the creditor in writing prior to the date on which payment in full is due. The notice shall contain a description of the defect or impropriety and any other additional information to enable the creditor to correct the bill. Upon receiving a corrected bill, the Town of Berryville shall make payment in full on or before the thirtieth calendar day after receipt of the corrected bill.

SUBCONTRACTORS: All Offerors shall include a list of all subcontractors with their proposal. The Town reserves the right to reject the successful Offeror's selection of subcontractors for good cause. If a subcontractor is rejected, the Offeror may replace that subcontractor with another subcontractor subject to the approval of the Town. Any such replacement shall be at no additional expense to the Town nor shall it result in an extension of time without the Town's approval.

A contractor awarded a contract under this solicitation is hereby obligated:

- A) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Town for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- B) To notify the Town and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

PRECEDENCE OF TERMS: In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS OF BIDDERS: The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Town further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION: The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

- A) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- B) The Town may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Said compensation shall be determined by one of the following methods:
 - 1) By mutual agreement between the parties in writing; or
 - 2) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Town's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - 3) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Town with all vouchers and records of expenses incurred and savings realized. The Town shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Town within thirty (30) days from the date of receipt of the written order from the Town. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided

by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Town or with the performance of the contract generally.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

TAXES: Sales to the Town are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. (NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, unless otherwise provided in the Invitation for Bid, the name of a certain brand does not restrict bidders to a specific brand, make or manufacturer's name, but conveys the general style, type, character and quality of the article desired. Any article that the Town, 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 acceptable. (NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

TRANSPORTATION AND PACKAGING: By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. (NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER: 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 allocated funds, the town may negotiate with the apparent low bidder to obtain a contract price within allocated funds.

- A) Procedures for negotiations. If the town wishes to negotiate with the apparent low bidder to obtain a contract price within allocated funds, negotiations shall be conducted in accordance with the following procedures:
 - 1) The using agency shall provide the director of public works, in the case of construction projects, and the procurement officer, in all other matters, with a written determination that the apparent low bid exceeds allocated funds. Said determination shall be confirmed in writing by the treasurer or his/her designee. The using agency may also provide the appropriate officer/director with a suggested reduction in scope for the proposed purchase.
 - 2) The appropriate officer/director shall advise the lowest responsible bidder, in writing, that the proposed purchase exceeds allocated funds. He may further suggest a reduction in scope for the proposed purchase, and invite the lowest responsible bidder to amend its bid proposal based upon the proposed reduction in scope.
 - 3) Repetitive informal discussions with the lowest responsible bidder for purposes of obtaining a contract within allocated funds shall be permissible.
 - 4) The lowest responsible bidder shall submit an addendum to its bid, which addendum shall include any change in scope for the proposed purchase, the reduction in price and the new contract value.
 - 5) If the proposed addendum is acceptable to the town, the town may award a contract within funds allocated to the lowest responsible bidder based upon the amended bid proposal.

- 6) If the town and the lowest responsible bidder cannot negotiate a contract within allocated funds, all bids shall be rejected.

INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded as well as any other insurance requirements laid out in the request for bid or proposal. The Town requires minimum insurance amounts as recommended by the Virginia Municipal League. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. The Town Manager is authorized to amend coverages and limits as required. Such amendments shall be provided in writing and specifically state that established coverages and limits differ from those provided in the Town's General Terms and Conditions.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

General services contracts or leases:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$2 million General Aggregate that applies on a per project basis
- \$2 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Workers Compensation Insurance -\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit (unless sole proprietor)

Excess Liability-\$1,000,000 each (CGL/AL/EL) occurrence/\$2,000,000 Annual Policy Aggregate

Minor Construction Contracts (\$99,999.99 or less):

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$2 million General Aggregate that applies on a per project basis
- \$2 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employers Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one-three year extended reporting period (only if consulting or designing is involved).

Excess Liability-\$3,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

Major Construction (more than \$100,000) or Hazardous contracts:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$2 million General Aggregate that applies on a per project basis
- \$2 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employers Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-Refer to Risk Manager-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one-three year extended reporting period. Important if designing or consulting is performed).

Excess Liability- Refer to Risk Manager-\$5,000,000 each (CGL/AL/EL) occurrence/\$5,000,000 Annual Policy Aggregate

Professional services contracts:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$2 million General Aggregate that applies on a per project basis
- \$2 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employers Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one-three year extended reporting period.

Cyber or Identity Breach liability-\$1,000,000 each identity breach

Excess Liability-\$2,000,000 each (CGL/AL/EL) occurrence/\$2,000,000 Annual Policy Aggregate

Design Professional Services and Surveyors contracts:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$2 million General Aggregate that applies on a per project basis
- \$2 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employers Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one-three year extended reporting period.

Excess Liability-\$2,000,000 each (CGL/AL/EL) occurrence/\$2,000,000 Annual Policy Aggregate

The Town shall be a named as an additional insured on any policy obtained by Contractor/ Subcontractor/Vendor/Lessee pursuant to this paragraph. Contractor shall furnish the Town with all Certificates of Insurance that indicate(s) adequate insurance coverage has been obtained. Contractor shall furnish the Town with an additional insured endorsement.

HOLD HARMLESS AGREEMENT: Contractor shall attach to each liability insurance policy, with the exception of Worker's Compensation, the following endorsement: "Contractor and all subcontractors shall save Town harmless from any and all claims, damages, liabilities, expenses of litigation, including attorney's fees, and losses arising out of injury to, or death of, any of Contractor's employees or any other person while on or about Town's premises or job site in connection with any matters relating to or arising out of the performance of this Contract. It is understood and agreed that the Contractor is at all times acting as an independent contractor."

ADDITIONAL REQUIREMENTS: During the performance of the Work described in the Contract Documents, the Contractor agrees to:

- A) Employment discrimination by contractor prohibited; required contract provisions (see § 2.2-4311 of the Code of Virginia)
- B) Compliance with federal, state, and local laws and federal immigration law; required contract provisions (see § 2.2-4311.1 of the Code of Virginia)

TOB General Terms and Conditions – Invitations for Bid

- C) Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth (see § 2.2-4311.2 of the Code of Virginia)
- D) Drug-free workplace to be maintained by contractor; required contract provisions (see § 2.2-4312 of the Code of Virginia)
- E) 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
- F) 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.

The following documents which are included in this Solicitation shall be incorporated by reference in the resulting contract and become a part of said contract.

- A. Town of Berryville Cover Sheet
- B. Special Provisions & Technical Specifications
- C. Appendix A (General Terms and Conditions)
- D. Appendix B (Pricing Schedule)

CONTACT FOR ADMINISTRATION

NAME: _____

ADDRESS: (Office) _____

TELEPHONE/FAX: (Office) _____

E-MAIL: _____

PAY TO ADDRESS: (If different from Firm address on Cover Sheet)

PRICING SCHEDULE

CONCRETE: REPAIR, REPLACE, AND NEW INSTALLATIONS

PRE-INSTALLATION: Concrete shall be placed on a properly prepared sub-grade with 4 inches of compacted 21A base stone. **Where existing 21-A sub-base is utilized, there will be a 15% reduction to the cost of the pour for that area.**

Unit quantities shall be cumulative per job address unless waived in writing by the applicable department.

The following is a schedule of the units used in the Pricing Schedule of this solicitation:

SY = Square Yard
EA = Each
TN = Ton

LF = Linear Feet
CY = Cubic Yard
HR = Hour

Prices quoted for each line item shall include overhead, profit, taxes, insurance and all other applicable fees and costs. **Bidders MUST bid on all line items to be considered for award.**

NOTE: The Contractor will invoice all materials, specialized equipment rental or subcontractors, based on the actual cost of the material, equipment or subcontractors. No additional costs of any kind will be allowed. Invoices shall be accompanied by service/work tickets.

The quantities specified in this solicitation are estimates only, and are given for the purpose of bid evaluation. They do not indicate the actual quantity that will be ordered since the actual volume will depend upon requirements that develop during the contract period.

PART 1: CONCRETE, REPLACEMENT**Section A. LINE ITEMS 1-33, REPLACEMENT OF EXISTING CONCRETE**

Prices quoted in this Section shall include cost for labor, backfilling, grading, seeding, and mulching of disturbed areas that are adjacent to the concrete work area. This includes the entire perimeter of the concrete work areas.

Remove and Replace Concrete Walk, 4 inch thick					
LINE ITEM	DESCRIPTION	EST QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	Project size: 1 - 25 square yards	100	SY	\$	\$
2	Project size: 26 - 50 square yards	100	SY	\$	\$
3	Project size: 51 - 100 square yards	100	SY	\$	\$
4	Project size: 101 + square yards	100	SY	\$	\$
Remove and Replace Concrete Walk, 4 inch thick, Exposed Aggregate Finish					
5	Project size: 1 - 25 square yards	100	SY	\$	\$
6	Project size: 26 - 50 square yards	100	SY	\$	\$
7	Project size: 51 - 100 square yards	100	SY	\$	\$
8	Project size: 101 + square yards	100	SY	\$	\$

PRICING SCHEDULE

Section A. LINE ITEMS 1-33, REPLACEMENT OF EXISTING CONCRETE, continued

Prices quoted in this Section shall include cost for labor, backfilling, grading, seeding, and mulching of disturbed areas that are adjacent to the concrete work area. This includes the entire perimeter of the concrete work areas.

Remove and Replace Curb and Gutter, 4 inch thick, (VDOT standard GC-7, latest revision)

LINE ITEM	DESCRIPTION	EST QTY	UOM	UNIT PRICE	EXTENDED PRICE
9	Project size: 1 - 25 linear feet	100	LF	\$	\$
10	Project size: 26 - 50 linear feet	100	LF	\$	\$
11	Project size: 51 - 100 linear feet	100	LF	\$	\$
12	Project size: 101 + linear feet	100	LF	\$	\$

Remove and Replace Curb and Gutter, 6 inch thick, (VDOT standard GC-6, latest revision)

13	Project size: 1 - 25 linear feet	100	LF	\$	\$
14	Project size: 26 - 50 linear feet	100	LF	\$	\$
15	Project size: 51 - 100 linear feet	100	LF	\$	\$
16	Project size: 101 + linear feet	100	LF	\$	\$

Remove and Replace Curb and Gutter, 4 inch thick, (VDOT standard GC-3, latest revision)

17	Project size: 1 - 25 linear feet	100	LF	\$	\$
18	Project size: 26 - 50 linear feet	100	LF	\$	\$
19	Project size: 51 - 100 linear feet	100	LF	\$	\$
20	Project size: 101 + linear feet	100	LF	\$	\$

Remove and Replace Curb, Standard 6 inch, (VDOT standard GC-2, latest revision)

21	Project size: 1 - 25 linear feet	100	LF	\$	\$
22	Project size: 26 - 50 linear feet	100	LF	\$	\$
23	Project size: 51 - 100 linear feet	100	LF	\$	\$
24	Project size: 101 + linear feet	100	LF	\$	\$

PRICING SCHEDULE

Section A. LINE ITEMS 1-33, REPLACEMENT OF EXISTING CONCRETE, continued

Prices quoted in this Section shall include cost for labor, backfilling, grading, seeding, and mulching of disturbed areas that are adjacent to the concrete work area. This includes the entire perimeter of the concrete work areas.

LINE ITEM	DESCRIPTION	EST QTY	UOM	UNIT PRICE	EXTENDED PRICE
25	Remove and Replace Concrete Steps (Poured in place per CY)	100	CY	\$	\$
26	Remove and Replace Handicap Curb Cut, 4 inch (CW-1), with Broom Finish	100	EA	\$	\$
27	Remove and Replace Handicap Curb Cut, 4 inch (CW-1), with Exposed Aggregate Finish	100	EA	\$	\$
28	Remove and Replace Handicap Curb Cut, 4 inch with Truncated Domes, (VDOT standard CG-12, latest revision)	100	EA	\$	\$
29	Removal of Ramp	100	SY	\$	\$
30	Remove and Replace Concrete Drive Apron (Town of Berryville Construction Standards)	100	SY	\$	\$
31	Remove and Replace Concrete Slab, 6 inch (Class A-3)	100	SY	\$	\$
32	Remove and Replace Concrete Driveway Slab, 6 inch (Class A-3/High-Early Mix)	100	SY	\$	\$
33	Remove and Replace Concrete Driveway Slab, 8 inch (Class A-3/High-Early Mix)	100	SY	\$	\$
TOTAL AMOUNT OF LINE ITEMS 1-33				\$	\$

Section B: LINE ITEMS 34-40, Miscellaneous

34	Saw Cutting (concrete)	100	LF	\$	\$
35	Wire Mesh Reinforcement (any gauge as per project requirement)	100	SF	\$	\$
36	Angle Iron Reinforcement, 4" X 4"	100	LF	\$	\$
37	Asphalt Repair - 5 SY or less up to 6 inch thick compacted in lifts <u>per site visit</u>	100	EA	\$	\$
38	Asphalt Repair - requiring more than 5 SY less up to 6 inch thick compacted in lifts <u>per site visit</u>	100	SY	\$	\$
39	Base Stone, 21A, Compacted in Place - for locations needing depths greater than 4 inches	100	TN	\$	\$
40	Excavation per cubic yard - for locations where Director has directed additional depths below 4 inches	100	CY	\$	\$
TOTAL AMOUNT OF LINE ITEMS 34-40				\$	\$
TOTAL AMOUNT OF PART 1:				\$	\$

PRICING SCHEDULE

PART 2: CONCRETE, NEW INSTALLATIONS**Section A: LINE ITEMS 41-73, CONCRETE WALK, CURBS AND GUTTERS**

Prices quoted in this Section shall include cost for labor, backfilling, grading, seeding, and mulching of disturbed areas that are adjacent to the concrete work area. This includes the entire perimeter of the concrete work areas.

LINE ITEM	DESCRIPTION	EST QTY	UOM	UNIT PRICE	EXTENDED PRICE
Install Concrete Walk, 4 inches, with Broom Finish					
41	Project size: 1 - 25 square yards	100	SY	\$	\$
42	Project size: 26 - 50 square yards	100	SY	\$	\$
43	Project size: 51 - 100 square yards	100	SY	\$	\$
44	Project size: 101 + square yards	100	SY	\$	\$
Install Concrete Walk, 4 inch, with Exposed Aggregate Finish					
45	Project size: 1 - 25 square yards	100	SY	\$	\$
46	Project size: 26 - 50 square yards	100	SY	\$	\$
47	Project size: 51 - 100 square yards	100	SY	\$	\$
48	Project size: 101 + square yards	100	SY	\$	\$
Install Curb and Gutter, 4 inch (VDOT standard GC-6, latest revision)					
49	Project size: 1 - 25 linear feet	100	LF	\$	\$
50	Project size: 26 - 50 linear feet	100	LF	\$	\$
51	Project size: 51 - 100 linear feet	100	LF	\$	\$
52	Project size: 101 + linear feet	100	LF	\$	\$
Install Curb and Gutter, 6 inch (VDOT standard GC-7, latest revision)					
49	Project size: 1 - 25 linear feet	100	LF	\$	\$
50	Project size: 26 - 50 linear feet	100	LF	\$	\$
51	Project size: 51 - 100 linear feet	100	LF	\$	\$
52	Project size: 101 + linear feet	100	LF	\$	\$

PRICING SCHEDULE

Section A: LINE ITEMS 41-73, CONCRETE WALK, CURBS AND GUTTERS, continued

Prices quoted in this Section shall include cost for labor, backfilling, grading, seeding, and mulching of disturbed areas that are adjacent to the concrete work area. This includes the entire perimeter of the concrete work areas.

LINE ITEM	DESCRIPTION	EST QTY	UOM	UNIT PRICE	EXTENDED PRICE
Install standard 4 inch curb (VDOT standard GC-2, latest revision)					
57	Project size: 1 - 25 linear feet	100	LF	\$	\$
58	Project size: 26 - 50 linear feet	100	LF	\$	\$
59	Project size: 51 - 100 linear feet	100	LF	\$	\$
60	Project size: 101 + linear feet	100	LF	\$	\$
Install 6 inch standard curb (VDOT standard GC-3, latest revision)					
61	Project size: 1 - 25 square yards	100	LF	\$	\$
62	Project size: 26 - 50 square yards	100	LF	\$	\$
63	Project size: 51 - 100 square yards	100	LF	\$	\$
64	Project size: 101 + square yards	100	LF	\$	\$
65	Handicap Curb Cut, (CW-1), with broom finish and associated curb work	100	EA	\$	\$
66	Handicap Curb Cut, (CW-1), with exposed aggregate finish	100	EA	\$	\$
67	Handicap Curb Cut, with truncated domes (VDOT Standard CG-12, latest revision)	100	LF	\$	\$
68	Ramp, 4 inches, with metal railing sleeves	100	SY	\$	\$
69	Ramp, 4 inches, with a vertical concrete lip/curb, 2 inches high by 6 inches wide on both running edges (Metal railing sleeves to be included)	100	SY	\$	\$
70	Concrete drive apron, 6 inches thick (Town of Berryville Construction Standards)	100	SY	\$	\$
71	Concrete slab 6 inches thick (Class A-3)	100	SY	\$	\$
72	Concrete driveway slab 6 inches thick (Class A-3/High-Early Mix)	100	SY	\$	\$
73	Concrete driveway slab 8 inches thick (Class A-3/High-Early Mix)	100	SY	\$	\$
TOTAL AMOUNT OF SECTION A (Line Items 41-73)				\$	\$

PRICING SCHEDULE**Section B: LINE ITEMS 74-86, MISCELLANEOUS**

Prices quoted in this Section shall include all imposed costs for fulfilling the requirement.

LINE ITEM	DESCRIPTION	EST QTY	UOM	UNIT PRICE	EXTENDED PRICE
Install standard 4 inch curb (VDOT standard GC-2, latest revision)					
74	Extra charge for aggregate finish	100	SF	\$	\$
75	Clean fill material	100	CY	\$	\$
76	Reseeding of disturbed lawn areas - to include areas damaged by equipment	100	SF	\$	\$
77	Sod of disturbed lawn areas - to include areas damaged by equipment	100	SF	\$	\$
78	Footing trench excavation	100	CY		
79	Footing A-3 concrete poured in place	100	CY		
80	Retaining walls, concrete gravity, R-W-2 (VDOT Specification)	100	CY	\$	\$
81	Retaining walls, concrete gravity, R-W-3 (VDOT Specification)	100	CY	\$	\$
82	New concrete steps poured in place on a properly prepared sub-grade with 4 inches of compacted 21A base stone	100	CY	\$	\$
83	Miscellaneous Class A-3 concrete, including formwork, poured in place	100	CY	\$	\$
84	Miscellaneous reinforcing steel per VDOT Section 406	100	TN	\$	\$
85	Caulking (material & Installation)	100	LF	\$	\$
86	Truncated domes (furnished & installed)	100	EA	\$	\$
	TOTAL AMOUNT OF SECTION B (Line Items 74-86)			\$	\$
	TOTAL AMOUNT OF PART 2:			\$	\$

PRICING SCHEDULE**PART 3, LABOR RATES: LINE ITEMS 87-91**

Indicate your firm's labor rates. Labor rates shall be paid on the basis of time on the job site. Regular time is 7:00 AM to 6:00 PM, Monday through Friday. Overtime is Monday through Friday 6:00 PM to 7:00 AM, Weekends and Holidays. Overtime hours shall not exceed 1 1/2 times the contractor's regular rate. Labor rates shall include all direct and indirect costs such as transportation, travel, project supervision, general administrative costs and profit, etc.

LINE ITEM	DESCRIPTION	EST QTY	UOM	UNIT PRICE
87	Labor Rate, Regular Hours, Brick Pavers Installer	1	HR	\$
88	Labor Rate, Regular Hours, Footing Formwork	1	HR	\$
89	Labor Rate, Regular Hours, Fabrication and Installation	1	HR	\$
90	Labor Rate, Regular Hours, Metal Work Fabrication	1	HR	\$
91	Labor Rate, Regular Hours, Metal Work Installation	1	HR	\$
TOTAL AMOUNT OF PART 3 (Line Items 87-91)				\$

GRAND TOTAL OF BID:

\$

TIME OF PERFORMANCE:

The Town requires that all routine work be scheduled and started no later than ten (10) calendar days from the date of notification by Town personnel, unless otherwise agreed upon at the time of notification to proceed. Response time for emergency work is required to be within two (2) calendar days after notification. Indicate Response Times **IF** different than ten (10) days for routine work and two (2) days for emergencies.

_____ Days after notification for routine work

_____ Days after notification for emergency work

CONTRACTOR'S LICENSE:

Indicate the license number and classification for which your company has been issued a contractor's license by the Board of Contractors of the Commonwealth of Virginia as defined in section 54.1-1100 of Code of Virginia.

License Number: _____ Class: _____

CONTACT PERSON(S):

List a contact person's name and telephone number for normal Town working hours, 7:00 AM - 6:00 PM, Monday through Friday. Answering machines are unacceptable as a point of contact. For emergency calls, outside normal Town working hours (nights and/or weekends), list a contact person's name and telephone number, or have a voicemail paging system or answering service. Bidders using a voicemail paging system or answering service, in lieu of a contact person, shall be required to initiate a call back to the sender within 15-25 minutes.

Type of answering system used by your firm:

_____ Voicemail Paging _____ Answering Service

Normal Working Hours

Name(s): _____

Telephone: _____

Emergency Hours (outside normal Town hours, nights and/or weekends)

Name(s): _____

Telephone: _____

REFERENCES: List below three (3) references for whom you have provided similar work during the past two (2) years. Include the contact person's name, address and telephone number for each of the contracts.

1) Name: _____

Address: _____

Contact: _____

Telephone: _____

2) Name: _____

Address: _____

Contact: _____

Telephone: _____

3) Name: _____

Address: _____

Contact: _____

Telephone: _____



Town of Berryville

Vendor Registration/Update

Please fill out the information below and the attached W-9 form to be registered as a vendor with the Town of Berryville.

Your company's legal name: _____

Business Type: _____

What kind of products/services does your company offer?

Company Website: _____

Company Address: _____

City _____

State _____ ZIP Code _____

Name of person representing the company: _____

Phone: _____ Fax: _____

Email: _____

Payment Method: _____ Check _____ P-card

***If you accept VISA, you are required to accept P-card payments.**

For Town Office Use Only

Certificate of Insurance Required: _____ Yes _____ No

Contractor's License Required: _____ Yes _____ No

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ▶ ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
- -	
or	
Employer identification number	
-	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

BID TABULATION
Concrete: New Installation and Repair
September 3, 2019 2:00 PM

Company		Grand Total
Structural Engineering Group, Inc.	\$	1,981,067.00
Finely Asphalt & Concrete	\$	1,818,005.00
Arthur Construction Co. Inc.	\$	2,258,050.00

Bidder			Structural Engineering Group, Inc.		Finely Asphalt & Concrete		Arthur Construction Co. Inc.	
LINE ITEM	EST QTY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	100	SY	276.00	27,600.00	136.37	13,637.00	135.00	13,500.00
2	100	SY	174.00	17,400.00	90.09	9,009.00	108.00	10,800.00
3	100	SY	141.00	14,100.00	82.72	8,272.00	81.00	8,100.00
4	100	SY	141.00	14,100.00	82.72	8,272.00	63.00	6,300.00
5	100	SY	250.00	25,000.00	204.56	20,456.00	198.00	19,800.00
6	100	SY	196.00	19,600.00	135.14	13,514.00	153.00	15,300.00
7	100	SY	154.00	15,400.00	124.08	12,408.00	117.00	11,700.00
8	100	SY	154.00	15,400.00	124.08	12,408.00	90.00	9,000.00
9	100	LF	280.00	28,000.00	50.00	5,000.00	65.00	6,500.00
10	100	LF	185.00	18,500.00	50.00	5,000.00	55.00	5,500.00
11	100	LF	130.00	13,000.00	50.00	5,000.00	45.00	4,500.00
12	100	LF	130.00	13,000.00	50.00	5,000.00	40.00	4,000.00
13	100	LF	280.00	28,000.00	50.00	5,000.00	65.00	6,500.00
14	100	LF	186.00	18,600.00	50.00	5,000.00	55.00	5,500.00
15	100	LF	130.00	13,000.00	50.00	5,000.00	45.00	4,500.00
16	100	LF	130.00	13,000.00	50.00	5,000.00	40.00	4,000.00
17	100	LF	251.00	25,100.00	50.00	5,000.00	65.00	6,500.00
18	100	LF	166.00	16,600.00	50.00	5,000.00	55.00	5,500.00
19	100	LF	119.00	11,900.00	50.00	5,000.00	45.00	4,500.00
20	100	LF	119.00	11,900.00	50.00	5,000.00	40.00	4,000.00
21	100	LF	251.00	25,100.00	50.00	5,000.00	65.00	6,500.00
22	100	LF	166.00	16,600.00	50.00	5,000.00	55.00	5,500.00
23	100	LF	119.00	11,900.00	50.00	5,000.00	45.00	4,500.00
24	100	LF	119.00	11,900.00	50.00	5,000.00	40.00	4,000.00
25	100	CY	1,075.00	107,500.00	750.00	75,000.00	500.00	50,000.00
26	100	EA	186.00	18,600.00	1,000.00	100,000.00	1,500.00	150,000.00
27	100	EA	208.00	20,800.00	1,250.00	125,000.00	2,750.00	275,000.00
28	100	EA	244.00	24,400.00	1,250.00	125,000.00	3,000.00	300,000.00
29	100	SY	225.00	22,500.00	27.00	2,700.00	27.00	2,700.00
30	100	SY	174.00	17,400.00	116.46	11,646.00	135.00	13,500.00
31	100	SY	294.00	29,400.00	116.46	11,646.00	72.00	7,200.00
32	100	SY	296.00	29,600.00	116.46	11,646.00	81.00	8,100.00
33	100	SY	303.00	30,300.00	141.66	14,166.00	99.00	9,900.00
TOTAL AMOUNT OF LINE ITEMS 1-33				725,200.00		654,780.00		992,900.00
Section B: LINE ITEMS 34-40, Miscellaneous								
34	100	LF	15.00	1,500.00	5.00	500.00	10.00	1,000.00
35	100	SF	3.00	300.00	1.00	100.00	0.50	50.00
36	100	LF	15.00	1,500.00	20.00	2,000.00	25.00	2,500.00
37	100	EA	350.00	35,000.00	500.00	50,000.00	325.00	32,500.00
38	100	SY	300.00	30,000.00	100.00	10,000.00	54.00	5,400.00
39	100	TN	245.00	24,500.00	75.00	7,500.00	35.00	3,500.00
40	100	CY	105.00	10,500.00	100.00	10,000.00	100.00	10,000.00
TOTAL AMOUNT OF LINE ITEMS 34-40				103,300.00		80,100.00		54,950.00
TOTAL AMOUNT OF PART 1:				828,500.00		734,880.00		1,047,850.00
LINE ITEM	EST QTY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
41	100	SY	143.00	14,300.00	136.37	13,637.00	100.00	10,000.00
42	100	SY	126.00	12,600.00	90.09	9,009.00	90.00	9,000.00
43	100	SY	105.00	10,500.00	82.72	8,272.00	72.00	7,200.00
44	100	SY	105.00	10,500.00	82.72	8,272.00	54.00	5,400.00
45	100	SY	268.00	26,800.00	204.56	20,456.00	180.00	18,000.00
46	100	SY	160.00	16,000.00	135.14	13,514.00	135.00	13,500.00
47	100	SY	127.00	12,700.00	124.08	12,408.00	90.00	9,000.00
48	100	SY	127.00	12,700.00	124.08	12,408.00	72.00	7,200.00
49	100	LF	207.00	20,700.00	50.00	5,000.00	50.00	5,000.00
50	100	LF	137.00	13,700.00	50.00	5,000.00	45.00	4,500.00
51	100	LF	95.00	9,500.00	50.00	5,000.00	35.00	3,500.00
52	100	LF	95.00	9,500.00	50.00	5,000.00	30.00	3,000.00
49	100	LF	207.00	20,700.00	50.00	5,000.00	50.00	5,000.00
50	100	LF	137.00	13,700.00	50.00	5,000.00	45.00	4,500.00
51	100	LF	95.00	9,500.00	50.00	5,000.00	35.00	3,500.00
52	100	LF	95.00	9,500.00	50.00	5,000.00	30.00	3,000.00
57	100	LF	197.00	19,700.00	50.00	5,000.00	50.00	5,000.00
58	100	LF	137.00	13,700.00	50.00	5,000.00	45.00	4,500.00

Bidder			Structural Engineering Group, Inc.		Finely Asphalt & Concrete		Arthur Construction Co. Inc.	
59	100	LF	105.00	10,500.00	50.00	5,000.00	35.00	3,500.00
60	100	LF	105.00	10,500.00	50.00	5,000.00	30.00	3,000.00
61	100	LF	197.00	19,700.00	50.00	5,000.00	50.00	5,000.00
62	100	LF	137.00	13,700.00	50.00	5,000.00	45.00	4,500.00
63	100	LF	105.00	10,500.00	50.00	5,000.00	35.00	3,500.00
64	100	LF	105.00	10,500.00	50.00	5,000.00	30.00	3,000.00
65	100	EA	185.00	18,500.00	50.00	5,000.00	1,350.00	135,000.00
66	100	EA	207.00	20,700.00	50.00	5,000.00	2,250.00	225,000.00
67	100	LF	243.00	24,300.00	50.00	5,000.00	2,750.00	275,000.00
68	100	SY	126.00	12,600.00	135.00	13,500.00	90.00	9,000.00
69	100	SY	142.00	14,200.00	180.00	18,000.00	180.00	18,000.00
70	100	SY	243.00	24,300.00	116.46	11,646.00	120.00	12,000.00
71	100	SY	243.00	24,300.00	116.46	11,646.00	63.00	6,300.00
72	100	SY	245.00	24,500.00	116.46	11,646.00	72.00	7,200.00
73	100	SY	250.00	25,000.00	141.66	14,166.00	90.00	9,000.00
TOTAL AMOUNT OF SECTION A (Line Items 41-73)			520,100.00		273,580.00		839,800.00	
LINE ITEM	EST QTY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
74	100	SF	44.00	4,400.00	5.00	500.00	5.00	500.00
75	100	CY	85.00	8,500.00	75.00	7,500.00	50.00	5,000.00
76	100	SF	12.00	1,200.00	0.60	60.00	1.00	100.00
77	100	SF	18.00	1,800.00	1.10	110.00	18.00	1,800.00
78	100	CY	220.00	22,000.00	50.00	5,000.00	65.00	6,500.00
79	100	CY	180.00	18,000.00	500.00	50,000.00	325.00	32,500.00
80	100	CY	950.00	95,000.00	800.00	80,000.00	850.00	85,000.00
81	100	CY	970.00	97,000.00	800.00	80,000.00	1,000.00	100,000.00
82	100	CY	1,025.00	102,500.00	750.00	75,000.00	350.00	35,000.00
83	100	CY	950.00	95,000.00	750.00	75,000.00	500.00	50,000.00
84	100	TN	250.00	25,000.00	4,000.00	400,000.00	25.00	2,500.00
85	100	LF	18.00	1,800.00	10.00	1,000.00	10.00	1,000.00
86	100	EA	1,600.00	160,000.00	350.00	35,000.00	500.00	50,000.00
TOTAL AMOUNT OF SECTION B (Line Items 74-86)			632,200.00		809,170.00		369,900.00	
TOTAL AMOUNT OF PART 2:			1,152,300.00		1,082,750.00		1,209,700.00	
LINE ITEM	EST QTY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
87	1	HR	48.00	48.00	75.00	75.00	100.00	100.00
88	1	HR	41.00	41.00	50.00	50.00	100.00	100.00
89	1	HR	48.00	48.00	50.00	50.00	100.00	100.00
90	1	HR	65.00	65.00	100.00	100.00	100.00	100.00
91	1	HR	65.00	65.00	100.00	100.00	100.00	100.00
TOTAL AMOUNT OF PART 3 (Line Items 87-91)			267.00		375.00		500.00	
GRAND TOTAL OF BID:			\$ 1,981,067.00		\$ 1,818,005.00		\$ 2,258,050.00	
TIME OF PERFORMANCE:								
The Town requires that all routine work be scheduled and started no later than ten (10) calendar days from the date of notification by Town personnel, unless otherwise agreed upon at the time of notification to proceed. Response time for emergency work is required to be within two (2) calendar days after notification. Indicate Response Times IF different than ten (10) days for routine work and two (2) days for emergencies.								
Days after notification for routine work.			10		10		9	
Days after notification for emergency work			2		2		3	

**Town Council Agenda Item Report Summary
October 8, 2019**

Item Title

On-line payments

Prepared By

Keith Dalton, Town Manager

Background/History/General Information

In late summer of 2018 the Budget and Finance Committee began discussing options for providing the opportunity for customers to make on-line payments to the Town.

The Committee discussed the matter on several occasions and directed staff to provide additional information for review. The Assistant Town Manager for Administration / Treasurer and the Finance Clerk were tasked with providing a report to the committee in this regard.

At its September 26 meeting the Committee reviewed the additional information provided by staff. The Committee agreed to forward that matter to the Town Council for consideration.

Findings / Current Activity

The Budget and Finance Committee and staff have reviewed this matter thoroughly and are confident that the proposal being forwarded to the Council will enhance service to the Town's customers.

Financial Considerations

The proposed on-line payment option would come at no cost to the Town. With that said, it is important to note that the cost of the service would be paid by the customers that benefit.

Schedule/Deadlines

No schedule has been set for finalizing this matter.

Other Considerations

The Budget and Finance Committee noted that the agreement in this matter should be reviewed by legal counsel.

Attachments

- Memorandum from Heather to Desiree Moreland (8/23/19)

Recommendation

Approve the Budget and Finance Committee's recommended action in this matter and authorize the Town Manager to execute any documents associated with the service.

Sample Motion

I move that the Council of the Town of Berryville agree to enter into a one-year agreement for on-line services provided by Payment Service Network, Inc. (PSN) with an option to renew the contact annually; provided that the contact is reviewed and approved by the Town's legal counsel. Further, the Town Manager is authorized to execute contract documents in this matter.

INTEROFFICE MEMORANDUM

TO: DESIREE MORELAND, TREASURER/ASSISTANT TOWN MANAGER
 FROM: HEATHER HALTERMAN, FINANCE CLERK
 SUBJECT: ONLINE PAYMENTS
 DATE: 8/23/2019
 CC:

I recommend Payment Service Network, Inc. (PSN) to be the vendor of choice for providing online and phone payment solution.

PSN has a confirmed track record with Southern Software (FMS), providing superior customer service.

Fees paid by Town:

- Early Termination fee of \$550. I could not get PSN to waive the fee, but they did agree to change the initial term from three years to one year.
- One-time Setup fee \$199
- Web Customization \$50
- Annual Security Compliance fee of \$89 due each December
- Chargeback fee of \$15 if a credit card charge is disputed

No other fees will be absorbed by the Town. All other fees will be paid by the Town customers as a convenience fee.

Fees paid by Customer:

- eChecking or eSavings Payment per transaction, \$1.25
- Credit Card per transaction \$100 or greater, 2.95%
- Credit Card per transaction less than \$100, 2.95% plus \$0.75
- Insufficient Funds, \$35

PSN will train and support the Town staff, PSN will support Town customers with transactions and questions.

PSN has several services the Town may later opt to offer Town customers, for an additional cost. Such as:

- Gateway eBill Solutions, \$69.95 monthly (if 117 customers opted for eBills, would pay for option)
 Note: cost for invoice paper per sheet \$0.05 +/-, per envelope \$0.05, prepaid postage per piece \$0.50, cost for toner per print \$0.03865.

I have included the following for reference:

1. Email from Ruth Ponder, National Sales Representative for Payment Service Network, Inc. (PSN), providing clarification to questions posed after review of Agreement for Services.
2. Email from Marci Lewandowski, Technical Marketing Manager (formally support) for Southern Software (FMS), confirming PSN was still the preferable partner of choice integrating with FMS.

- This email was a follow up from a conversation, at the Users Conference for FMS, between Heather Halterman and Marci Lewandowski, regarding preferred partners for online payments having the best overall experience/rating.
- 3. Southern Software & PSN Service Summary
- 4. PSN Pricing Proposal for Town of Berryville
- 5. PSN Service Agreement
- 6. PSN Verification of Deposit Form
- 7. Merchant Services Agreement for Sub-Merchants
- 8. PSN Contact Information Form for Credit Card Processing
- 9. PSN American Express Addendum
- 10. "Bank Bill Pay" Information for PSN
- 11. PSN Credit Card Terminals Info Sheet
- 12. PSN Auto-Post Check Scans Info Sheet
- 13. PSN Check 21 Addendum

Recommendations:

- An account will need to be provided to PSN for fee deduction, as discussed in item 4 of email with Ruth.
- Not offer or permit the use of American Express online or by phone, see item 6 of email with Ruth.
- Accept and agree to terms as modified by email dated July 31, 2019.
- Send mail inserts with water/sewer bills due 11/15 and 12/15 to campaign.
- Notices posted at the Town office and Town drive through.
- Notices posted on the Town website.
- Effective 1/1/2020 offering online or phone payments for water/sewer bills only.
- Effective May 1st offer online or phone payments for taxes.
- As the Town, Southern Software, and PSN evolve in their partnership, I would recommend further evaluation of additional services offered by PSN.

Heather Halterman

From: Ruth Ponder <rponder@paymentservicenetwork.com>
Sent: Wednesday, July 31, 2019 11:43 AM
To: Finance Clerk
Subject: RE: PSN Agreement for Services for Town of Berryville

Heather,

See responses below. I think we are making progress!
 Ruth

From: Finance Clerk [mailto:FinanceClerk@berryvilleva.gov]
Sent: Wednesday, July 31, 2019 9:41 AM
To: Ruth Ponder <rponder@paymentservicenetwork.com>
Subject: RE: PSN Agreement for Services for Town of Berryville

Ruth,

Please see reply below.

From: Ruth Ponder <rponder@paymentservicenetwork.com>
Sent: Tuesday, July 30, 2019 1:16 PM
To: Finance Clerk <FinanceClerk@berryvilleva.gov>
Subject: FW: PSN Agreement for Services for Town of Berryville

Heather,

Please see answers below. We can schedule a phone call to review in more detail.
 Thank you,
 Ruth

Good morning,

I apologize it has taken me so long to get back to this matter.

I have read through everything and have questions and/or comments. Please see below.

1) I would like more information on Paper Check Scanning.

a. The process of acceptance

PSN offers auto post check scanning using RemitPlus software that is included with the PSN Auto-Post Check Scanning. The Town would purchase a Canon or Panini Check Scanner. Canon CR 120 (recommended) \$995 to purchase through PSN, plus 25¢ per check scanned. Check scanner will scan checks and coupons. Payments go through PSN and electronically posted to Southern Software. Funds are deposited into your bank with daily batch deposit.

Thank you for the information. I will pass this along. I doubt we would opt for this function, but it is good to have available.

b. Regulations and agreements necessary
 Check 21 Addendum- See Attached

Will need to add Check Scanning cost and per Item fee to "Schedule B" of PSN agreement for services

- 2) Service agreement: Item 5 – Strikeout "and payment of Five Hundred Fifty Dollars (\$550.00) to PSN as an early termination fee". If services are provided as promises in the agreement, termination will not be necessary. PSN customers do stay for a long period of time, and it is very rare that we charge an early termination fee. PSN does have up-front costs to provide software integration with Southern Software and training for you and your staff, so we like to maintain the early termination fee. Our standard initial agreement is for three (3) years. If you prefer, I can change the initial term to one (1) year. *If we are not able to remove the early termination fee, then changing the initial term to one (1) year may help the governing body to agree.*

- 3) Service agreement: Item 14 – I will have to send the insurance coverage to our Agent to be certain we currently meet the requirements. If not, we will need to address in some mutually beneficial fashion. Let me know if your insurance agent has any questions about coverage that PSN has. PSN provides the following coverage from Section 14:

14. PSN agrees to procure and maintain the following insurance policies and bond in no less than the following minimum amounts (or such other minimum amounts, if higher, as required by law), with such reasonable deductibles as PSN shall determine:

Errors and Omissions Professional Liability Coverage

\$2,000,000 Each Claim; \$2,000,000 Aggregate; \$100,000 Deductible

Commercial Umbrella Liability Coverage

\$2,000,000 Each Occurrence; \$2,000,000 Aggregate; \$10,000 Retained Limit

Commercial Crime Coverage

\$250,000 Form A – Blanket Employee Dishonesty; \$250,000 Form B – Forgery or Alteration; \$10,000 Form C – Money and Securities; \$250,000 Business Service Bond; \$2,500 Deductible

Commercial General Liability Coverage

\$2,000,000 General Aggregate; \$1,000,000 Each Occurrence; \$100,000 Fire Damage; \$5,000 Medical Expense

Workers Compensation and Employers Liability Coverage

\$100,000 Accident; \$500,000 Policy Limit; \$100,000 Each Employee.

My apologies. I read that Item incorrectly. No issue regarding PSN's insurance coverage.

- 4) Service agreement: Schedule A – Item III – Fees should be deducted from Account Holder's Customer at point of sale and not passed on to Account Holder. Only exception would be a chargeback, in which the fee of \$50 should be charged back to Customer. PSN fees are paid by customer at the time of payment. The fee comes directly to PSN and not deposited into your bank account. See Schedule B for "net" deposit. Customers pay all transaction fees.

Understood. The issue to be addressed here is PSN debiting fees from the Town's bank account.

I will review with the Treasurer if this practice is acceptable. Currently, we receive and invoice and pay by purchasing card or check. No funds are "taken" from the Town's account.

Okay, I understand the issue of PSN removing funds from your bank account for a chargeback or a returned check, or in the rare case, a disputed credit card payment that is charged back to the customer's credit card. Other municipalities have placed a limit through their bank of the amount that PSN can remove, or they have set up another bank account that PSN can access to withdraw funds.

- 5) Service agreement: Schedule B

a. Would like info for Integrated Swipe Credit Card Setup

If you choose to purchase a credit card swipe machine, the purchase price is \$250.00. PSN will program the machine so utility payments are integrated with your Southern Software. There is no cost to the Town for PSN to set up the integration. The credit card swipe machine can also be used for other Town payments, i.e. Permits, Licenses, Fines, Fees, etc.

Interesting. So I am to understand that if we swipe/chip read a credit card at the point of sale in the Town office, that the payment will be immediately applied to the Customer's account, thereby reducing or eliminating a balance due? We would not need to wait until after the transaction "batched out"?

Currently, PSN works with Southern Software to provide a daily batch payment file to electronically post to your billing system. You will not see the payment instantly in Southern, but the credit card swipe payments will post with the daily payment file. PSN offers a "real time" payment report that you can see all payments made immediately. The report will show you the exact time the customer paid and how they paid; online, mobile app, phone or credit card swipe in your office.

b. Would like info for Check Scanning Equipment

Canon CR 120 is the recommended model to work with PSN and RemitPlus software. The purchase price through PSN is \$995. You can also choose to purchase any Canon or Panini check scanner from your bank or anyplace that sells check scanning equipment.

c. Would like info for Credit Card Swipe Machine

PSN works with VeriFone vx520 Credit Card Swipe machine. The purchase price is \$250.00. Customers pay 2.95% (plus 75¢ for payments less than \$100)

d. Gateway including eBill Solution fee of \$69.95, can this be absorbed by Customer through processing fee to Customer? All fees should be passed on to Customer as this is a convenience.

PSN would not be able to pass on a fee to the customer for eBilling. This is an optional service that allows customers to pay and view their bill online or with the PSN payment mobile app. All of your customers would have access to view their bill online, even if they choose to pay a different way. Customers can choose to opt out of receiving a paper bill, saving the Town money on printing and postage. There would be no monthly "gateway" fee if you do not choose to offer eBilling through PSN.

What would the process look like for the Customer if the Town did not opt for eBilling?
The eBilling tab will not appear on the customer's online profile or with the PSN mobile app. Customers can still make a one-time payment, set up auto pay or group accounts together, but they will not be able to view their bill, see usage charts or opt out of paper bills.

e. Please remove Bank Bill Pay eSolution (bank-issued checks). Possibly later, but not at this time. Okay.

f. Annual Security Compliance fee of \$89, can this be absorbed by Customer through processing fee to Customer? All fees should be passed on to Customer as this is a convenience. PSN would not be able to charge the customer for the \$89 annual security compliance fee that is invoiced each December. PSN maintains PCI Level One Security compliance. The \$89 annual fee helps offset the very high cost of the security that is provided.

g. Service agreement: Schedule B - Strikeout "Account Holder agrees to pay Monthly Fees set forth in this Schedule B on or about the first day of each month." and "and Monthly" The "account holder" or Town of Berryville would be required to pay PSN any fees that would be listed on "Schedule B" as "Paid by Account Holder." Currently, there is a monthly fee for Electronic Billing of \$69.95. This can be removed if the Town does not want to offer eBilling for customers. The \$89 annual security compliance fee is charged each December.

The one-time setup and web customization, can it be paid by check or credit card instead of a bank draft?

Yes. The Town can pay the one-time set up and web customization by check or credit card. PSN will send you an email invoice for these fees once your PSN account is set up and active. The annual \$20 that is charged in December will be deducted from your bank account between December 1 to 5.

- h. Collectively, Schedule B needs to be reworded that Account Holder agrees to pay Setup/Equipment, but not to include Gateway including eBill Solution. The Town does not have to offer eBilling option for utility customers. There is no monthly gateway fee if you choose not to offer eBilling.
- i. Depositing of Customer payment needs to be reviewed. Currently, we have payments available next business day via PayPal processing. How can they turn around funds so much faster than PSN?

PSN offers several payment channels (online, IVR automated phone, PSN call center, Mobile App, Text, Credit Card Swipe in the office, bank bill pay and check scanning). You choose which payment channels you want to accept through PSN. PSN offers credit cards, debit cards and electronic checks. All funds are deposited into your bank account with a daily batch deposit. We have found a three day delay works the best for being able to receive most check returns before we deposit the funds into your bank account. A bank has up to five business days to return an electronic check. We are able to get most returns by day 3. If you prefer your funds to be deposited quicker than the three business days, we can offer a two day delay at no additional cost.

- 6) PSN American Express Addendum: Recital 2 - This section would require our governing board to review, but it would be best and easiest if removed. Or other option would be to not accept American Express altogether. PSN is unable to change language in the American Express Addendum, so I will remove American Express from Schedule B. No need to complete the AX addendum.

I understand a phone call may be easier to address, however, I will need a written reply in order to move forward. Thank you for reviewing. I look forward to your reply.

Best regards,

Heather Halterman, VCA
Finance Clerk
Town of Berryville, Virginia
101 Chalmers Court, Suite A
Phone 540-955-1099
Fax 540-955-4524

Confidentiality Notice:

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From: Ruth Ponder <rponder@paymentservicenetwork.com>

Sent: Tuesday, April 30, 2019 10:02 AM

To: Finance Clerk <FinanceClerk@berryvilleva.gov>

Subject: PSN Agreement for Services for Town of Berryville

Heather,

Attached is the PSN agreement for services plus other documents needed to set up your PSN account/s. I understand that you will need to review the PSN agreement with the board members. At this time, I have only included "utility" payments on Schedule A and the Merchant Contact Information Form. If the Town of Berryville would like to add more payments types, please list them on both Schedule A (page 8) and Page 2 of the Merchant Contact Information Form. We can easily change the Schedule B (pages 9 & 10) to add or delete services as needed.

You should find a total of seven attachments. Here is a description of each of the attachments:

1. PSN Agreement for Service – This is our standard agreement, It labels out responsibilities with the pricing we discussed labeled out in "Schedule B" on the last two pages. You can easily add or change services in the future, simply by updating the "Schedule B." There are signature pages on 7 & 10. There is also Schedule "A" to be completed on page 8. The main purpose of Schedule "A" is to give PSN instructions about your bank account/s, and to provide PSN with your Tax ID#. Please complete Sections I, II and III.
2. Verification of Deposit Form to submit to your bank to verify the bank deposit account. Please complete the top portion only. PSN will fax to your bank to complete the bottom.
3. Sub Merchant Form to set up the merchant accounts for VISA, MasterCard and Discover. Please sign and date on Page 2.
4. Merchant Contact Information Form – This will be use to set up your merchant account for VISA, MasterCard and Discover. The main purpose of this form is to provide your total estimated monthly revenue, estimated credit card processing of 10% of total monthly revenue, and average payment amounts. This form also asks for the month, day and year that the Village was established.
5. American Express Form. Please sign page 2.
6. Bank Bill Pay set up forms – 2 pages. On page one list how your utility account numbers are formatted, Village of Forsyth name and address variables. On page two print the letter on Town of Berryville letterhead and complete the bottom portion. PSN will complete the top portion and submit the letter.
7. W9 Form.

Here is the paperwork I will need you to return to me by fax at 608-442-5116. Fax is more secure than sending via email

- ☐ Entire PSN Agreement for Service with Schedule A & B (Attached) Schedule A is on page 8. Schedule B is pages 9-10. Signature pages on 7 & 10.
- ☐ Verification of Deposit Form (Attached)
- ☐ Sub Merchant Form (Attached). Please complete the bottom of page 2.
- ☐ Merchant Contact Information Form (Attached).
- ☐ American Express Form
- ☐ Bank Bill Pay set up forms – 2 pages
- ☐ W9 Form
- ☐ Voided check for your deposit account.

The implementation process takes about 6 weeks. Once I receive the paperwork, you will be assigned a PSN implementation team to guide you through the process. Let me know if you need any assistance completing the attached documents. Thank you!

RUTH PONDER
 National Sales Representative
 Payment Service Network, Inc.
 866-917-7368 x 5058 (Toll Free)
 608-442-5058 (Voice)
 608-442-5116 (Fax)
www.PaymentServiceNetwork.com



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COMMUNICATIONS**
Solution Provider

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Heather Halterman

From: Marci Lewandowski <mlewandowski@southernsoftware.com>
Sent: Thursday, August 22, 2019 2:44 PM
To: Finance Clerk
Subject: Re: PSN

About a year I think. They are great to work with.

On Thu, Aug 22, 2019 at 2:43 PM Finance Clerk <FinanceClerk@berryvilleva.gov> wrote:

How long has PSN been a partner of Southern?

Best regards,

Heather Halterman, VCA

Finance Clerk

Town of Berryville, Virginia

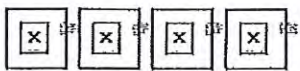
101 Chalmers Court, Suite A

Phone 540-955-1099

Fax 540-955-4524

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Heather Halterman

From: Marci Lewandowski <mlewandowski@southernsoftware.com>
Sent: Tuesday, July 30, 2019 7:34 AM
To: Finance Clerk
Subject: Re: Online Payment Options

Yes indeed.

How are you? Miss talking to all of you.

On Tue, Jul 30, 2019, 7:26 AM Finance Clerk <FinanceClerk@berryvilleva.gov> wrote:

Good morning Marci,

I wanted to check in and see if PSN was still the preferable choice.

Best regards,

Heather Halterman, VCA

Finance Clerk

Town of Berryville, Virginia

101 Chalmers Court, Suite A

Phone 540-955-1099

Fax 540-955-4524

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Partnered to provide comprehensive tailored solutions for ePayments, eBills and eCommunications

Southern Software partnered with Payment Service Network to provide the broadest array of payment options for customers while streamlining the remittance and billing process for business. Together, we maintain the goal of...
Simplifying your customer's life and your business day.



Consolidation 1 Deposit ■ 1 Look up ■ 1 Posting ■ 1 Reconciliation



No matter how your customer pays or where they pay, PSN consolidates all payments into one deposit.
Speed cash flow | Save staff time | Reduce administrative overhead | Eliminate input errors

Customized for You Tell us what you want; we turn on the features

PSN's system flexibility lets you select the options that are best for your business and your customers.

- Payment methods accepted ■ Where customers pay ■ Who pays transaction fees
- Recurring payments ■ Non-registered Quick Pay ■ Full-balance auto-pay
- Minimum/maximum payments ■ Paper bill opt outs

Payment Portals Options for the generations



Online



IVR



Call Center



Mobile App



Text



Counter & EMV



Check 21



Staff Field App



Cash Locations



Kiosks



Bank Bill Pay



Lockbox

Beyond Payments eBills | Auto-Call Messaging | Email Messaging

We understand that remittance processing is about more than customers making payments. Customers want easily accessible information, delivered quickly. And they want information to land in their inbox. If what customers want can also help you reduce costs, it is a win-win.

Integration Exchange data to help customers and staff

We have integrated our Southern Software with PSN's web-based solutions. No matter which PSN service your customers use to pay, the payment automatically posts to your software. Up-to-date payment information is also available to your customers online, on the mobile app or in the automated phone payment system.

data

Support

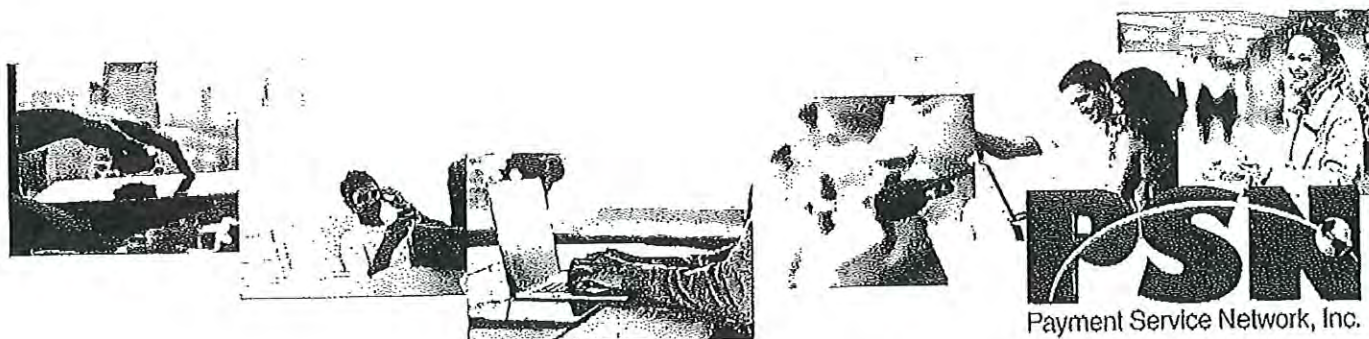
PSN prides itself on serving both you and your customers. It starts when they first contact you. Their National Account Representative will walk you through a needs analysis to make sure that your goals will be met. From there, they create a team to serve your needs through implementation and ongoing support.

Reach out 800-842-8190

www.SouthernSoftware.com

Find out more about PSN and its services at www.PaymentServiceNetwork.com





Simplifying your customer's life and your business day

Pricing Proposal for Town of Berryville

Payment Service Network, Inc.
2901 International Lane
Madison Wisconsin 53704

www.PaymentServiceNetwork.com

VOICE 866.917.7368

FAX 608.442.5116

Ruth Ponder

DIRECT 608-442-5058

rponder@PaymentServiceNetwork.com



April 26, 2019

Thank you for allowing me to submit this proposal. Payment Service Network (PSN) provides a vast range of eServices for payment processing, billing and customer communication. After discussing your needs, I have developed the following proposal of services. Please let me know if there is any additional information you require. The staff at PSN looks forward to providing you with personalized service.

This proposal quotes costs for the services that are marked below. If you would like quotes on any additional services, please let me know.

PAYMENT METHODS

Included	Not Included	
✓		Credit and Debit Card Payments
✓		Checking and Savings Payments

PAYMENT CHANNELS

Included	Not Included	
✓		Online
✓		Customer Mobile App*
✓		Virtual Terminal (any Internet-connected device)*
✓		Automated Phone (IVR) and PSN Call Center
✓		Text
	✓	Credit Card Terminal
	✓	Backoffice Auto-Pay (recurring set up by staff)
✓		Customers' Banks' Bill Payment System
	✓	Cash Payment Locations Arranged by PSN
	✓	Paper Check Scanning (Check 21)

**Come standard with Online payment services*

ADDITIONAL SERVICES

Included	Not Included	
✓		Web Customization
✓		Data Sharing (System Integration with Southern)
✓		eBills
✓		Outbound Auto-Call Messaging

April 26, 2019

Implementation and Service Fees

Following are non-transactional fees which are either one-time, monthly or annual costs. If you need additional information on these costs, please let me know.

Service Implementation Fee Includes, as applicable: Implementation Team • Training • Online Portal Setup • Standard Customer & Field Payment App Setups • Text Payment Setup • IVR Setup • PSN Call Center Training Specific to Your Account • Merchant Application Processing • eBill Design • Marketing Support Data Sharing/Integration Includes, as applicable: Integration Specialist • Creating Specifications • Developing Interface • Coordination with Your Software Supplier • Testing • Training NOTE: Check with your software provider for their fees, if any Website Customization Fee Includes: Development of Web Portal with Your Logo	One-time fee	\$199
	One-time fee	Waived
	One-time fee	\$50
Support; Maintenance Fee Includes, as applicable: Online Portal, Standard Customer Mobile App, Field Payment App, IVR System Upgrades and Maintenance • Call Center Support for Your Customers • Email Notifications to Payers and Staff • Service Account Manager for Your Staff • Interface/Integration Support (Storage and Maintenance of Customer Data) • Reports • Online Account Management Center • System and Account Monitoring (24/7) • And More	Monthly	Waived
	Monthly fee	\$69.95 Optional Upgrade
eBill Fee Includes: Creation of PDF eBills • Posting Online • Archiving for 24 Months • Email Notifications (Includes "Ready to View," "Coming Due" and "Past Due," as Applicable)	Monthly fee	
PCI Security Compliance Fee Includes: Required PCI Certification • Compliance with Credit Card Security Requirements • Auditing	Annual fee (one fee regardless of number of accounts)	\$89

April 26, 2019

Transaction Fees

To cover costs of processing payments through the network of financial institutions, the following fees will apply to each transaction. The fees are based on the type of payment (check, credit card, cash) and/or how the payment is made.

Fees Paid by Your Customers

<i>Payment Channel</i>	<i>Check/Savings</i>	<i>Credit/Debit Card</i>
Online • Mobile • Virtual • Text • Automated Phone (IVR) • PSN Call Center	\$1.25	2.95% (+75¢ If under \$100)*

*Credit cards include your choice of VISA, MasterCard, Discover and American Express

*NOTE: A \$15 fee is charged to you for any disputed credit/debit card.
Your customers will be charged a \$35 NSF fee.*

Other Optional Services

You can also convert time-consuming traditional payments to ePayments through PSN. These payments will automatically post to your Southern Software. You would pay the fee.

<i>Conversion Methods</i>	<i>Fee</i>
Bank Bill Payment Paper Checks to ePayments	50¢

PSN can also provide ancillary services.

<i>Services</i>	<i>Fee</i>
Outbound Auto-Call Messaging	15¢ per minute/2 minute minimum/only charged for answered calls

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

THIS AGREEMENT FOR SERVICE ("Agreement") is made as of 4-30-2019 (the "Effective Date") between Town of Berryville, VA ("Account Holder") and Payment Service Network, Inc. ("PSN").

RECITALS

Account Holder wishes to register its business with PSN so that Account Holder's customers ("Customers") can make payments to Account Holder through the PSN Web site, www.PaymentServiceNetwork.com (the "Site") and/or via such other payment methods as are specified on Schedules A and B attached hereto or otherwise authorized in writing from time to time.

Account Holder and PSN desire to formalize their agreement as set forth below.

NOW THEREFORE, in consideration of the Account Holder's registration for the Services, the foregoing recitals, the mutual promises herein contained and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, Account Holder and PSN, intending to be legally bound, hereby agree as follows:

1. Account Holder hereby appoints PSN as its agent solely for purposes of receiving and processing payments from Customers on Account Holder's behalf, and hereby authorizes PSN to collect payments from Customers to the extent such Customers have agreed to the terms and conditions of the Site. PSN shall collect the "Fees" (as shown on Schedule B) in the manner, amounts and pursuant to the terms set forth on Schedule B. Schedule B specifies those Fees payable by the Customer and those Fees payable by the Account Holder. As Account Holder's agent for receipt and processing of payments from Customers, Account Holder acknowledges and agrees that, as between Account Holder and its Customers only, PSN's receipt of payments from Customers shall constitute receipt by Account Holder.
2. The Services to be provided by PSN (the "Services") are as follows:
 - a. PSN agrees to accept payments from the Customers by checking/savings account or credit/debit card through the Site, or otherwise (phone in or fax in). Customers who utilize PSN's payment network will also be required to register on the Site and will be bound by the terms and conditions set forth on the Site.
 - b. Account Holder is given real-time access to all account information via PSN's administrative logon. Such access will be provided to all Account Holder representatives designated in writing by Account Holder. The account information available will include transaction totals, specification by account, and specification by transaction/account type (e.g. utilities, taxes). PSN and Account Holder will jointly work to develop compatibility of the reporting and accounting information with the Account Holder's management and account software. Said access to all account information will be provided by PSN to Account Holder under the following conditions.
 1. Said compatibility does not adversely affect, alter or change PSN's established service;
 2. Said compatibility is a joint effort between PSN and Account Holder with the Account Holder providing all the needed information to PSN regarding current and/or future management and accounting software.
 - c. PSN will provide, for each Customer who sets up a profile within the PSN system, real-time access to such Customer's account information (but not the information of any other Customer) through the Site. If applicable, PSN will inform each Customer of the charge and amount of any subscription and/or fees or charges for the Services that will be charged to the Customer for the Services. PSN agrees to indemnify and hold harmless Account Holder from all claims and liabilities arising out of a dispute based on non-disclosure of PSN Fees to Customers.

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

- d. PSN will provide Account Holder with Check 21 services as described in, and on the terms and conditions set forth in, the Check 21 Addendum if Account Holder provides PSN with a written request for such services. Account Holder agrees to be bound by the terms of such Addendum if it elects to receive such services.
 - e. PSN will provide Account Holder with V Post services as described in, and on the terms and conditions set forth in, the V Post Addendum if Account Holder provides PSN with a written request for such services. Account Holder agrees to be bound by the terms of such Addendum if it elects to receive such services.
 - f. PSN will provide Cash Distribution services as described in, and on the terms and conditions set forth in, the Cash Distribution Addendum if Account Holder provides PSN with a written request for such services. Account Holder agrees to be bound by the terms of such Addendum if it elects to receive such services.
 - g. PSN will provide a non-exclusive license to use a Customized Mobile App as described in, and on the terms and conditions set forth in, the Mobile Application Addendum if Account Holder provides PSN with a written request for such services. Account Holder agrees to be bound by the terms of such Addendum if it elects to receive such services.
 - h. PSN will maintain a Payment Card Industry ("PCI") Level 1 security certification (or other succeeding security standard required of PSN by PCI) to ensure security of Customer and Account Holder data.
3. PSN reserves the right to modify the Services and Fees and service charges chargeable to Account Holder or its Customers in its sole discretion from time to time. PSN will notify Account Holder of material modifications to the Services or Fees and service charges by electronic means to a designated representative of Account Holder or by written notice at least thirty (30) days prior to the effective date of any such modifications. Account Holder also consents to receiving from PSN any Federal tax statements or other notices required by Federal, State or Local law in an electronic format.
4. Account Holder agrees to cooperate with PSN in resolving any disputes between Account Holder and Customers in a timely manner, reaffirming that PSN is only a payment intermediary and does not own the property or business or represent the Account Holder or Customer in such disputes. Disputed transactions and chargeback's will be handled in the following manner:
- a. Credit Card Transactions:
 - 1. PSN will notify Account Holder via electronic mail of any disputed credit card payments or chargebacks from Account Holder's Customers. Account Holder agrees to follow its standard operating procedures to resolve such disputed or charge-backed credit card payments and work with PSN, the credit card company, or its agents to investigate any such cases and assist in resolving any such claims.
 - 2. Account Holder will be charged a fee of Fifteen Dollars (\$15.00) for each chargeback that is ultimately allowed, at which time, Account Holder gives PSN the authorization to automatically debit Account Holder's account for the total of the original transaction plus the Fifteen Dollars (\$15.00) chargeback fee for the purpose of charging it back to the Customer.
 - b. ACH - Checking and Savings Account Transactions, Bank Bill Pay and Check 21 Transactions:
 - 1. Problem transactions: NSF, Invalid Account, Receiver's Account Closed, No Account, Stopped Payment, Account Frozen, Customer Does Not Authorize Payment, RDFI Not ACH Member and/or any other Return Reason Codes as labeled in NACHA Processing Guidelines will be resolved in the following manner:
 - a. PSN will notify Account Holder and Customer of said problem;

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

- b. PSN will stop payment if funds have not already been deposited or, if directed by Customer, process another transaction for Customer.
 - c. In the event that PSN, within one (1) business day, cannot collect the appropriate information from Customer in order to complete the reprocessing of the Customer's transaction and funds from said transaction have been deposited into Account Holder's account, PSN will debit Account Holder's account for a total sum of the original deposit for said transaction.
- 5. The initial term of this Agreement shall be for a period of three (3) years commencing on the date that the first payment transaction is processed by PSN for any Customers under this Agreement (the "Initial Term"), and shall automatically extend for additional periods of one (1) year (each, an "Extension Term") unless one of the parties provides the other party with written notice of termination of this Agreement at least sixty (60) days prior to the end of the Initial Term or any Extension Term. Notwithstanding the foregoing, Account Holder may terminate this Agreement upon ninety (90) days' prior written notice and payment of Five Hundred Fifty Dollars (\$550.00) to PSN as an early termination fee, *provided however*, that no early termination fee shall be due or payable by Account Holder if it terminates this Agreement under this Section within thirty (30) days of the date on which PSN delivers notice of material modifications to the Services, Fees or service charges under Section 3 of this Agreement other than increases of fees and service charges that are attributable to direct pass through increases from PSN's merchant bank. PSN will process all payments received prior to the date of termination and forward them to Account Holder's account. No Payments will be accepted from Customers after the date of termination. All obligations of Account Holder arising from transactions prior to termination shall survive termination of this Agreement. PSN will notify all Customers registered on the Site as to the termination of this Agreement and inform such Customers that future payments are to be made directly to Account Holder. Notwithstanding any termination of this Agreement, for a period of one hundred eighty (180) days after such termination, Account Holder acknowledges and agrees that PSN shall have the right to automatically withdraw any amounts from Account Holder's depository account that PSN would otherwise have the right to withdraw during the term of this Agreement, including without limitation, credit card chargebacks, the reversal of any Customer payments deposited by PSN into Account Holder's account for which there are insufficient funds, and other disputed charges and problem transactions specified in paragraph 4 of this Agreement.
- 6. This Agreement may not be assigned by Account Holder without PSN's prior written consent. If PSN gives consent to assignment of this Agreement by Account Holder as set forth above, PSN reserves the right to charge the assignee the Setup Fees shown in Schedule B. PSN may assign this Agreement.
- 7. This Agreement and the Services to be provided by PSN hereunder in no way alters or modifies the obligations contained in the agreements, if any, between Account Holder and Customers.
- 8. Account Holder represents, warrants and covenants to PSN that PSN is authorized to collect payments from the Customers for which Account Holder provides PSN the required information. Account Holder further represents, warrants and covenants to PSN: (a) Account Holder has the authority to enter into this Agreement and perform its obligations set forth therein; (b) Account Holder will provide all reasonable assistance to PSN and its subcontractors in providing the Services set forth herein; (c) Account Holder and its authorized users will only use the Services for lawful purposes and in compliance with the rules and regulations of the applicable payment processors (including, without limitation, MasterCard, Visa, Discover and American Express), credit card issuers, and depository account institutions (collectively, the "Rules and Regulations"), and in accordance with PSN's account documentation, policies, specifications, and operating procedures, and will not violate any law of any country or the intellectual property rights of any party; (d) Account Holder shall timely provide all required disclosures to its Customers and obtain any required authorizations pursuant to the Rules and Regulations; (e) Account Holder shall maintain or destroy, as applicable, checks, receipts, and/or payer authorizations in accordance with applicable law and/or retention periods; and (f) Account Holder and its authorized users will

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

not (i) sell, lease, distribute, license or sublicense PSN's Site, technology or Services, (ii) engage in spamming, mail-bombing, spoofing or any other fraudulent, illegal or unauthorized use of the Services; (iii) introduce or transmit through the Site, technology or Services, without limitation, via any portion of the Account Holder's computer system that interfaces with the Site, technology or Services, or otherwise, any virus, worm, software lock, drop dead device, trojan-horse routine, trap door, back door, timer, time bomb, clock, counter or other limiting routine, instruction or design or any other codes or instructions that may be used to access, modify, delete, damage, disable or prevent the use of the Site, technology, or services or other computer systems of PSN or its subcontractors; and (iv) should Account Holder receive notice of any claim regarding the Site or Services, Account Holder shall promptly provide PSN with a written notice of such claim.

9. a. Account Holder agrees to defend, indemnify, and hold PSN harmless from and against any third-party claims and/or Customer claims, including any damages, costs, expenses and attorneys' fees to the extent arising, in whole or in part, out of (a) any inaccuracy in or breach of Account Holder's representations and warranties contained in this Agreement; (b) Account Holder's breach of any covenant or obligation contained in this Agreement; (c) any claims or disputes arising under any agreement between Account Holder and a Customer (or any third party) or otherwise relating to the relationship between Account Holder and a Customer (or any third party) including, without limitation, any dispute over the amount owed by a Customer to Account Holder (other than claims relating to PSN fees); and (d) any claims or disputes caused in whole or in part by the information or directions provided to PSN by Account Holder or its agents.
- b. PSN agrees to defend, indemnify, and hold Account Holder harmless from and against any third-party claims and/or Customer claims, including any damages, costs, expenses and attorney's fees to the extent arising, in whole or in part, out of (a) any inaccuracy in or breach of PSN's representations and warranties contained in this Agreement; (b) PSN's breach of any covenant or obligation contained in this Agreement; and (c) any claims or disputes arising under any agreement between PSN and a Customer (or any third party) or otherwise relating to the relationship between PSN and a Customer (or any third party). PSN's obligations under this paragraph do not apply to any of the foregoing causes to the extent resulting from acts or omissions of Account Holder.
10. PSN and Account Holder are independent contractors and this Agreement does not establish any relationship of partnership, joint venture, employment, franchise or agency between PSN and Account Holder. Neither PSN nor Account Holder will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent, except as otherwise expressly provided herein. Notwithstanding the foregoing, Account Holder acknowledges that PSN shall be Account Holder's agent solely for purposes of receiving and processing payments from Account Holder's Customers as provided in this Agreement.
11. PSN represents that it owns and will retain during the term of this Agreement all proprietary rights in and to all development tools, routines, subroutines, applications, software and other materials that PSN may use in connection with implementation and operation of the Site, and has the right to license and otherwise permit Account Holder's and Customers' usage of such Site and other materials in accordance with the terms of the Agreement. This Agreement does not transfer to Account Holder any ownership or proprietary rights in PSN's Site, technology or any work or any part thereof, and all right, title and interest in and to PSN's Site and technology will remain solely with PSN. PSN agrees to indemnify and hold Account Holder harmless from any liabilities or charges, including attorney's fees, arising out of any claim that PSN or Account Holder has infringed the proprietary rights of others in performing the Services under this Agreement or in operating the Site.
 - a. PSN shall notify Account Holder if PSN changes or adds any functionality of the Services as implemented on the Site. Under no circumstance shall PSN offer Customers of Account Holder any community features (such as mail, chat, message boards, or the ability to create home pages) from the Site. PSN shall not, in conjunction with the Site or the Services, use any interstitials Web pages, pop-up windows, other intermediate steps or any other content which acts as a barrier to the transition of a Customer from Account Holder's Web site to the Site.

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

- b. PSN shall be responsible for providing all customer support regarding the Services or the Site and Account Holder may redirect to PSN any associated customer support inquiries.
 - c. PSN's privacy policy shall make any disclosures, or obtain any Customer consent necessary, to make the disclosures about Customers back to Account Holder required by this Agreement.
 - d. Account Holder hereby grants to PSN a non-exclusive, worldwide, revocable right to use Account Holder's domain names, trademarks and logos reasonably necessary for PSN to perform under this Agreement (collectively, the "Marks"). Account Holder may terminate the foregoing right to use the Marks if, in Account Holder's sole discretion, PSN's use of the Marks is not related to PSN's performance under this Agreement or PSN's use of the Marks tarnishes, blurs, diminishes, or dilutes the quality associated with the Marks or the associated goodwill and such inappropriate use is not cured within thirty (30) days of notice of such inappropriate use. Title to and ownership of the Marks shall remain with Account Holder, and PSN shall have no ownership interest in the Marks. PSN shall not take any action inconsistent with Account Holder's ownership of the Marks, and any benefits accruing from the use of such Marks shall automatically vest in Account Holder.
12. PSN WARRANTS THAT IT WILL PERFORM THE SERVICES IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT. EXCEPT AS SET FORTH IN THE PREVIOUS SENTENCE AND PARAGRAPH 11 ABOVE, PSN AND ITS SUBCONTRACTORS MAKE NO REPRESENTATIONS OR WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY REGARDING OR RELATING TO ANY OF THE SITE, TECHNOLOGY OR SERVICES AND/OR ACCESS TO OR USE OF THE SITE SERVICES OR TECHNOLOGY PROVIDED TO ACCOUNT HOLDER AND/OR ITS CUSTOMERS HEREUNDER. PSN AND ITS SUBCONTRACTORS SPECIFICALLY DISCLAIM ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. PSN AND ITS SUBCONTRACTORS ALSO DO NOT GUARANTEE THAT ACCOUNT HOLDER'S AND/OR ITS CUSTOMERS' ACCESS TO THE SITE OR SERVICES PROVIDED UNDER THIS AGREEMENT WILL BE UNINTERRUPTED, ERROR FREE OR SECURE. PSN AND ITS SUBCONTRACTORS DO NOT GUARANTEE THE ACCURACY OF, AND SPECIFICALLY DISCLAIM LIABILITY FOR, INFORMATION OR DATA THAT IS SUPPLIED OR KEY-ENTERED BY ACCOUNT HOLDER, ACCOUNT HOLDER'S CUSTOMERS OR ACCOUNT HOLDER'S EMPLOYEES OR AGENTS. PSN AND ITS SUBCONTRACTORS DO NOT WARRANT THE ACCURACY, RELIABILITY, COMPLETENESS OR TIMELINESS OF THE CONTENT OF INTERNET WEB SITES OR OTHER DATA RECEIVED BY ACCOUNT HOLDER OR ACCOUNT HOLDER'S CUSTOMERS VIA THE INTERNET.

NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, IN NO EVENT WILL PSN'S LIABILITY TO ACCOUNT HOLDER, CUSTOMERS, OR ANY THIRD PARTY FOR ANY DAMAGES OF ANY KIND, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED AN AMOUNT EQUAL TO THE FEES PAID BY ACCOUNT HOLDER AND ITS CUSTOMERS TO PSN FOR THE SERVICES DURING THE SIX (6) MONTHS PRECEDING THE DATE ON WHICH THE CLAIM FIRST ACCRUED (THE "LIABILITY CAP"). PSN SHALL NOT BE LIABLE TO ACCOUNT HOLDER, CUSTOMERS OR ANY OTHER PERSON FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOSS OF BUSINESS PROFITS) OR PUNITIVE DAMAGES FOR ANY MATTER ARISING OUT OF OR RELATING TO THE SITE, THE SERVICES, THIS AGREEMENT OR ITS SUBJECT MATTER, EVEN IF PSN HAS BEEN APPRISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING.

13. PSN agrees that all information of Account Holder and Customers, including without limitation, Customers' names, addresses and account numbers, shall be treated as confidential by PSN, shall not be disclosed to any third party (other than to credit card issuers or PSN's processing bank in the performance of this Agreement) except as required by law.

PSN agrees not to exploit or use such information except as expressly permitted by this Agreement, and shall not sell, purchase, provide or exchange credit card account number

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

information without the written consent of the Customer. PSN will destroy any cardholder information that is no longer necessary in a manner that will render the data unreadable.

14. PSN agrees to procure and maintain the following insurance policies and bond in no less than the following minimum amounts (or such other minimum amounts, if higher, as required by law), with such reasonable deductibles as PSN shall determine:

Errors and Omissions Professional Liability Coverage

\$2,000,000 Each Claim; \$2,000,000 Aggregate; \$100,000 Deductible

Commercial Umbrella Liability Coverage

\$2,000,000 Each Occurrence; \$2,000,000 Aggregate; \$10,000 Retained Limit

Commercial Crime Coverage

\$250,000 Form A - Blanket Employee Dishonesty; \$250,000 Form B - Forgery or Alteration; \$10,000 Form C - Money and Securities; \$250,000 Business Service Bond; \$2,500 Deductible

Commercial General Liability Coverage

\$2,000,000 General Aggregate; \$1,000,000 Each Occurrence; \$100,000 Fire Damage; \$5,000 Medical Expense

Workers Compensation and Employers Liability Coverage

\$100,000 Accident; \$500,000 Policy Limit; \$100,000 Each Employee.

15. Account Holder understands that PSN is party to a Merchant Services Agreement pursuant to which PSN is being provided with certain payment processing services by a member (a "Provider") of Mastercard, Visa, Discover and/or similar entities (collectively, "Associations"), and that Account Holder is a sub-merchant under said Merchant Services Agreement. As a conditional precedent to PSN's obligations under this Agreement, Account Holder shall enter into a Sub-Merchant Agreement with the Provider (on Provider's current form) to satisfy the Associations' requirement that the Account Holder have a direct contractual relationship with a member of the Associations.
16. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, without application of its conflicts of law principles. For the purpose of any dispute arising under, or related in any way to, the subject matter of this Agreement, the parties agree that such dispute shall be heard exclusively by the federal or state courts situated in Dane County, Wisconsin. The parties hereby submit to the exclusive jurisdiction of the federal and state courts situated in Dane County, Wisconsin, and agree not to raise any objection to or defense based upon the venue of said courts.
- EACH PARTY HEREBY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A RIGHT OF TRIAL BY JURY WITH RESPECT TO ANY DISPUTE ARISING UNDER OR RELATED IN ANY WAY TO THE SUBJECT MATTER OF THIS AGREEMENT.
17. Account Holder will certify to PSN the identity of any person Account Holder has authorized to act as its agent with respect to the Services. Any such person is authorized to, without limitation, take any action on behalf of Account Holder as it relates to any Services. PSN shall be able to conclusively presume that such agency continues until PSN receives written notice to the contrary. PSN may rely on instructions received from such persons and need not make any inquiries to confirm that the instructions are within the scope of the agency.
18. The undersigned warrants and represents that he/she has all requisite authority to execute this Agreement on behalf of Account Holder, and that he/she is authorized to bind Account Holder to the terms of this Agreement.
19. This Agreement may be executed in counterparts. Each such counterpart shall be considered an original, and all of such counterparts shall constitute a single agreement binding the parties as if they had signed a single document. Faxed, photocopied and scanned signatures shall be acceptable to and legally binding on the parties to this Agreement. No party to this Agreement shall raise the use of a facsimile machine, email transmissions, or other electronic transmission to deliver a signature or the fact that any signature or this Agreement were transmitted or communicated through the use of facsimile

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

machine, by email, or other electronic transmission as a defense to the formation of a contract and each such party forever waives any such defense.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

ACCOUNT HOLDER

Company: _____

Signature: _____

Print Name: _____

Title: _____

PAYMENT SERVICE NETWORK, Inc.

By: _____

Name: _____

Title: _____

Payment Service Network, Inc.

2901 International Lane, Suite 101

Madison, WI 53704

608-442-5088 Direct; 877-390-7368 Toll Free; 608-442-5116 Fax

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

SCHEDULE "A" [Complete Sections I, II and III]

I. CORPORATE OFFICE INFORMATION

Contact Name:	Heather Halterman	Business Legal Name:	Town of Berryville, VA
Address:	101 Chalmers Court, Suite A	City, State, ZIP:	Berryville, VA 22611
Telephone:	540-955-1099	Fax:	
Email:	financeclerk@berryvilleva.gov	Website:	www.berryvilleva.org

II. LIST OF ADDITIONAL PROPERTIES, ACCOUNTS OR SERVICES: (Please use a separate sheet if needed or an Excel spreadsheet if possible.)

Total Number Potential Payers	Service Description or Property Name	Address (If different from Corporate above) (Include: Street Address, City, State, ZIP)	Tax ID REQUIRED	Last 4 Digits of Checking Account	Contact Person (for this account, if different from above)	Email (for this account, if different from above)	Phone Number (for this account, if different from above)
2,000	Utility Payments						

III. DEPOSITING AND INVOICING INSTRUCTIONS AND REQUEST FOR VOIDED CHECK(S):

- Check the box as to how you want PSN to debit its fees from your bank account(s).
 - ☒ PSN should invoice and take its fees from the same bank account(s) to which it is depositing funds.
 - ☐ PSN should invoice and take its fees from a different bank account than the one to which it is depositing funds.
 - Last 4 digits of bank account from which PSN takes fees: _____ (please provide voided check, no deposit slips allowed)
- Attach to this Agreement, an actual voided check(s) for the bank account that PSN will deposit funds into and, if applicable, a voided check of the account from which PSN will debit its fees. It must be a printed voided check and not a starter check, a deposit slip or other substitute. If it is not possible to attach a voided check(s), then you can attach a letter from your bank(s) on bank letterhead that is legally signed by a bank representative, verifying your checking/savings account number and the bank's routing number. NOTE: If using more than one bank account, mark each voided check to clearly identify which account it represents.
- In order to debit fees from your account(s), you may have to inform your bank(s) that Payment Service Network (PSN) is an approved vendor. Once you have signed and returned this Agreement, PSN will provide you with its official NACHA vendor number to provide to your bank(s).

Note: Bank interchange rates are subject to change; therefore, this quote is valid for 15 days from date of issue. 8
Payment Service Network, Inc. | 2901 International Lane, Madison WI 53704 | www.PaymentServiceNetwork.com

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

SCHEDULE "B" Fee Schedule for Town of Berryville, VA

The items marked with an "X" are applicable to this Agreement.

The items marked with an "X" are applicable to this Agreement.

SETUP/EQUIPMENT FEES						
☒	One-time Setup		\$199		Paid by Account Holder	
☒	Web Customization with Town Logo	Custom	\$50		Paid by Account Holder	
☒	Mobile App	Standard	\$		NA	
☒	Training		Included		NA	
☒	Software Integration		Included		NA	
☐	Custom Programming		\$		NA	
☐	Integrated Swipe Credit Card Setup		\$		NA	
☐	Check Scanning Equipment		\$		NA	
☐	Credit Card Swipe Machine		\$		NA	
MONTHLY FEES						
☒	Gateway including eBill Solution		\$69.95		Paid by Account Holder	
☐	Bank Bill Pay eSolution/eCash Solution		\$		NA	
☒	Mobile App		Included		NA	
☐	Outbound Auto-Call Messaging		\$		NA	
☐	Integrated Swiped Credit Card		\$		NA	
TRANSACTION FEES						
(all fees are per item; unless otherwise noted, only one fee will be charged per transaction)						
☒	eChecking or eSavings Payment	☒	Online/Mobile	Net Deposit	\$1.25	Paid by Customer
		☒	Automated Phone	Net Deposit	\$1.25	Paid by Customer
		☒	Text	Net Deposit	\$1.25	Paid by Customer
		☒	Live PSN Rep	Net Deposit	\$1.25	Paid by Customer
☒	Credit Card Payments ☒ MasterCard ☒ VISA ☒ Discover ☒ AMEX	☒	Online/Mobile	Net Deposit	2.95%*	Paid by Customer
		☒	Automated Phone	Net Deposit	2.95%*	Paid by Customer
		☒	Text	Net Deposit	2.95%*	Paid by Customer
		☒	Live PSN Rep	Net Deposit	2.95%*	Paid by Customer
		Rates for AMEX (above rates are for all other credit cards)			2.95%*	Paid by Customer
☒	Bank Bill Pay eSolution (bank-issued checks)		Gross Deposit	50¢		Paid by Account Holder
☐	Back Office Auto-Pay		NA	\$		NA
☐	eCash Solution		NA	\$		NA
☐	Auto-Post Check Scanning (Check 21 or RDC)		NA	\$		NA
☐	Advanced Integrated Credit Card Swipe		NA	\$		NA
OTHER FEES						
☒	Annual Security Compliance (billed annually)		Due each December	\$89.00		Paid by Account Holder
☐	Outbound Auto-Call Messaging		Only answered calls get assessed the fee; recording device pickups are considered answered.	15¢ per minute, 2-minute minimum		NA
☒	NSF (for online and phone check/savings transactions with insufficient funds)			\$35.00		Paid by Customer
☐	NSF (for scanned and VPOST checks)					NA
☒	Chargeback (for credit cards that are disputed)			\$15.00		Paid by Account Holder

*If payment is less than \$100, the Customer will be charged 2.95% plus 75¢.

Net Deposits are Customer payment deposits less Transaction Fees.

Gross Deposits are Customer payment deposits including Customer paid Transaction Fees, if any.

Note: Bank interchange rates are subject to change; therefore, this quote is valid for 15 days from date of issue. 9
Payment Service Network, Inc. | 2901 International Lane, Madison WI 53704 | www.PaymentServiceNetwork.com

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

SCHEDULE "B" continued FEE SCHEDULE for Town of Berryville, VA

Account Holder's designated depository account(s) shall mean any and all depository accounts which Account Holder has designated in a writing delivered to PSN for PSN to make deposits of payments made by Account Holder's Customers/Payees. Account Holder may only change designated depository account(s) upon not less than fifteen (15) days prior written notice to PSN, provided that Account Holder completes and timely delivers to PSN all forms required by PSN to complete the change in designated depository account(s).

Account Holder agrees to pay the Setup/Equipment Fees set forth in this Schedule B upon execution of this Agreement. Account Holder agrees to pay Monthly Fees set forth in this Schedule B on or about the first day of each month. All such Setup/Equipment and Monthly Fees are non-refundable and will be automatically withdrawn by PSN via auto debit from the Account Holder's designated depository account(s) as set up with PSN or, at PSN's option, deducted from Customer payments before such payments are deposited into Account Holder's designated depository account.

Account Holder agrees to pay Transaction Fees and Other Fees as designated in Schedule B. PSN shall, at PSN's option, (a) deduct Transaction Fees and Other Fees from Customer payments before such payments are deposited into Account Holder's designated depository account and/or (b) auto-debit from Account Holder's depository account(s) on or around the first of every month the total of all Transaction Fees and Other Fees incurred during the immediately preceding month which were deposited into the Account Holder's depository account.

PSN will endeavor to have Customer payments deposited into Account Holder's designated account or accounts within three (3) banking days of payment, however, Account Holder acknowledges that it may take up to five (5) banking days to complete such deposits due to bank notification times and different deposit frequencies from the credit card processors to PSN. A "banking day" is a day of the week on which a bank or financial institution is open to the public for carrying on all of its banking functions (i.e., Monday through Friday, excluding Saturday, Sunday and legal holidays).

PSN acknowledges and agrees that all amounts received from Customers less per Item Transaction Fees collected by PSN, and less any Monthly Fees and Other Fees (collectively, "Fees") owed by Account Holder, will be the property of the Account Holder and PSN will have no right to retain such amounts for any reason, including, without limitation, pursuant to any rules of bankruptcy or insolvency. PSN will function as a repository for the net funds and not as owner of the net funds at any time (other than the Fees owed to PSN). PSN's failure to deduct or auto-debit any Setup/Equipment Fees, Monthly Fees, Transaction Fees or Other Fees ("Unpaid Fees") does not forfeit PSN's right to collect such Unpaid Fees from Account Holder at a later date, and Account Holder agrees to pay such Unpaid Fees to PSN. PSN is hereby granted a security interest in amounts received from Customers to secure payment of the Unpaid Fees, and shall have a contractual right of offset against amounts received from Customers equal to the amount of Unpaid Fees.

ACCOUNT HOLDER:

Signature: _____ Date: _____

Print Name: _____ Title: _____


To be completed by client (PSN customer)

Bank Name: _____

Bank Address: _____

Bank Telephone Number: _____ Bank Fax Number: _____

Please provide us with a rating on the following account(s):

Name on Account: _____

Account Number(s): _____

I hereby authorize Payment Service Network to obtain account information from the bank indicated above.

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

To be completed by the financial institution

For your convenience, a space is provided for entry of the rating information.

Please return this form to Payment Service Network, Inc. at the fax number listed below.

Thank you for your prompt assistance.

Date opened:		Year to Date NSF's:	
Average Daily Balance:		Average Monthly Balance	
Rating: (Mark all that Apply)	☐ Questionable ☐ New Customer ☐ In Good Standing ☐ Good Customer ☐ Excellent Customer		
Additional Comments:			

 (Bank Representative Print Name)

 (Bank Representative Signature)

 Payment Service Network, Inc.
 2901 International Lane, Suite 100
 Madison, WI 53704
 866-917-7368
 608-442-5116 Fax

Bank Stamp

MERCHANT SERVICES AGREEMENT FOR SUB-MERCHANTS

This MERCHANT SERVICES AGREEMENT FOR SUB-MERCHANTS ("Agreement") is made among VANTIV, LLC, having its principal office at 8500 Governors Hill Drive, Symmes Township, OH 45249-1384 and its designated Member Bank (collectively "Acquirer") and Town of Berryville, VA ("Sub-merchant") in connection with the agreement between Sub-merchant and Payment Service Network, Inc. ("Provider"). Acquirer will provide Sub-merchant with certain payment processing services ("Services") in accordance with the terms of this Agreement. In consideration of Sub-merchant's receipt of credit or debit card funded payments, and participation in programs affiliated with MasterCard International Inc. ("MasterCard"), VISA U.S.A. Inc. ("VISA"), Discover ("Discover"), and certain similar entities (collectively, "Associations"), Sub-merchant is required to comply with the Operating Regulations (defined below) as they pertain to applicable credit and debit card payments. In addition, if Sub-merchant meets certain requirements under the Operating Regulations or an Association or the Operating Regulations otherwise require, Sub-merchant may be required to enter into a direct relationship with an entity that is a member of the Associations. By executing this Agreement, Sub-merchant has fulfilled such requirement. However, Acquirer understands that Sub-merchant may have contracted with Provider to obtain certain processing services and that Provider may have agreed to be responsible to Sub-merchant for all or part of Sub-merchant's obligations contained herein.

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual promises contained herein, the parties agree as follows:

1. **Certain Sub-merchant Responsibilities.** Sub-merchant agrees to comply, and to cause third parties acting as Sub-merchant's agent ("Agents") to comply, with the Association's and other payment network's by-laws, operating regulations and/or all other rules, policies and procedures, including but not limited to the Payment Card Industry Data Security Standard, the VISA Cardholder Information Security Program, the MasterCard Site Data Protection Program, and any other program or requirement that may be published and/or mandated by the Associations or payment networks (collectively "Operating Regulations"). Sub-merchant may review the VISA, MasterCard, and Discover websites for a copy of the Visa, MasterCard and Discover regulations. The websites are: <http://usa.visa.com/merchants/> and <http://www.mastercard.com/us/merchant/> and <http://www.discovernetwork.com/merchants/>. Sub-merchant also agrees to comply with all applicable state, federal, and local laws, rules, and regulations ("Laws"). Without limiting the foregoing, Sub-merchant agrees that it will fully comply with any and all anti-money laundering laws and regulations, including but not limited to the Bank Secrecy Act, the US Treasury's Office of Foreign Assets Control (OFAC) and USA Patriot Act (or similar law, rule or regulation) and the Federal Trade Commission. For purposes of this section, Agents include, but are not limited to, Sub-merchant's software providers and/or equipment providers.

If appropriately indicated in Sub-merchant's agreement with Provider, Sub-merchant may be a limited-acceptance merchant, which means that Sub-merchant has elected to accept only certain Visa and MasterCard card types (i.e., consumer credit, consumer debit, and commercial cards) and must display appropriate signage to indicate the same. Acquirer has no obligation other than those expressly provided under the Operating Regulations and applicable law as they may relate to limited acceptance. Sub-merchant, and not Acquirer, will be solely responsible for the implementation of its decision for limited acceptance, including but not limited to policing the card type(s) accepted at the point of sale.

Sub-merchant shall only complete sales transactions produced as the direct result of bona fide sales made by Sub-merchant to cardholders, and is expressly prohibited from processing, factoring, laundering, offering, and/or presenting sales transactions which are produced as a result of sales made by any person or entity other than Sub-merchant, or for purposes related to financing terrorist activities.

Sub-merchant may set a minimum transaction amount to accept a card that provides access to a credit account, under the following conditions: i) the minimum transaction amount does not differentiate between card issuers; ii) the minimum transaction amount does not differentiate between MasterCard, Visa, or any other acceptance brand; and iii) the minimum transaction amount does not exceed ten dollars (or any higher amount established by the Federal Reserve). Sub-merchant may set a maximum transaction amount to accept a card that provides access to a credit account, under the following conditions: Sub-merchant is a i) department, agency or instrumentality of the U.S. government; ii) corporation owned or controlled by the U.S. government; or iii) Sub-merchant whose primary business is reflected by one of the following MCCs: 8220, 8244, 8249 - Schools, Trade or Vocational; and the maximum transaction amount does not differentiate between MasterCard, Visa, or any other acceptance brand.

2. **Sub-merchant Prohibitions.** Sub-merchant must not i) require a cardholder to complete a postcard or similar device that includes the cardholder's account number, card expiration date, signature, or any other card account data in plain view when mailed, ii) add any tax to transactions, unless applicable law expressly requires that a Sub-merchant impose a tax (any tax amount, if allowed, must be included in the transaction amount and not collected separately), iii) request or use an account number for any purpose other than as payment for its goods or services, iv) disburse funds in the form of travelers checks if the sole purpose is to allow the cardholder to make a cash purchase of goods or services from Sub-merchant, v) disburse funds in the form of cash unless Sub-merchant is dispensing funds in the form of travelers checks, TravelMoney cards, or foreign currency (in such case, the transaction amount is limited to the value of the travelers checks, TravelMoney cards, or foreign currency, plus any commission or fee charged by the Sub-merchant), or Sub-merchant is participating in a cash back service, vi) submit any transaction receipt for a transaction that was previously charged back to the Acquirer and subsequently returned to Sub-merchant, irrespective of cardholder approval, vii) accept a Visa consumer credit card or commercial Visa product issued by a U.S. issuer to collect or refinance an existing debt, viii) accept a card to collect or refinance an existing debt that has been deemed uncollectable, or ix) submit a transaction that represents collection of a dishonored check. Sub-merchant further agrees that, under no circumstance, will Sub-merchant store cardholder data in violation of the Laws or the Operating Regulations including but not limited to the storage of track-2 data. Neither Sub-merchant nor its Agent shall retain or store magnetic-stripe data subsequent to the authorization of a sales transaction.

3. **Settlement.** Upon receipt of Sub-merchant's sales data for card transactions, Acquirer will process Sub-merchant's sales data to facilitate the funds transfer between the various Associations and Sub-merchant. After Acquirer receives credit for such sales data, subject to the terms set forth herein, Acquirer will fund Sub-merchant, either directly to the Sub-merchant-Owned Designated Account or through Provider to an account designated by Provider ("Provider Designated Account"), at Acquirer's discretion, for such card transactions. Sub-merchant agrees that the deposit of funds to the Provider Designated Account shall discharge Acquirer of its settlement obligation to Sub-merchant, and that any dispute regarding the receipt or amount of settlement shall be between Provider and Sub-merchant. Acquirer will debit the Provider Designated Account for funds owed to Acquirer as a result of the Services provided hereunder, provided that Acquirer may also debit Sub-merchant's designated demand deposit account ("Sub-merchant-Owned Designated Account") upon receipt of such account information from Sub-merchant or Provider, or if Acquirer deposits settlement funds into the Sub-merchant-Owned Designated Account. Further, if a cardholder disputes a transaction, if a transaction is charged back for any reason, or if Acquirer reasonably believes a transaction is unauthorized or otherwise unacceptable, the amount of such transaction may be charged back and debited from Sub-merchant or Provider.

4. **Term and Termination.** This Agreement shall be binding upon Sub-merchant upon Sub-merchant's execution. The term of this Agreement shall begin, and the terms of the Agreement shall be deemed accepted and binding upon Acquirer, on the date Acquirer accepts this Agreement by issuing a merchant identification number, and shall be coterminous with Provider's agreement with Sub-merchant.

Notwithstanding the foregoing, Acquirer may immediately cease providing Services and/or terminate this Agreement without notice if (i) Sub-merchant or Provider fails to pay any amount to Acquirer when due, (ii) in Acquirer's opinion, provision of a service to Sub-merchant or Provider may be a violation of the Operating Regulations or any Laws, (iii) Acquirer believes that Sub-merchant has violated or is likely to violate the Operating Regulations or the Laws, (iv) Acquirer determines Sub-merchant poses a financial or regulatory risk to Acquirer or an Association, (v) Acquirer's agreement with Provider terminates, (vi) any Association deregisters Provider, (vii) Acquirer ceases to be a member of the Associations or fails to have the required licenses, or (viii) Acquirer is required to do so by any of the Associations.

5. **Limits of Liability.** Sub-merchant agrees to provide Acquirer, via a communication with Provider, with written notice of any alleged breach by Acquirer of this Agreement, which notice will specifically detail such alleged breach, within thirty (30) days of the date on which the alleged breach first occurred. Failure to so provide notice shall be deemed an acceptance by Sub-merchant and a waiver of any and all rights to dispute such breach.

EXCEPT FOR THOSE EXPRESS WARRANTIES MADE IN THIS AGREEMENT, ACQUIRER DISCLAIMS ALL WARRANTIES, INCLUDING, WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Sub-merchant's sole and exclusive remedy for any and all claims against Acquirer arising out of or in any way related to the transactions contemplated herein shall be termination of this Agreement. In the event that Sub-merchant has any claim arising in connection with the Services, rights, and/or obligations defined in this Agreement, Sub-merchant shall proceed against Provider and not against Acquirer, unless otherwise specifically set forth in the Operating Regulations. In no event shall Acquirer have any liability to Sub-merchant with respect to this Agreement or the Services. Sub-merchant acknowledges Acquirer is only providing this Agreement to assist in Provider's processing relationship with Sub-merchant, that Acquirer is not liable for any action or failure to act by Provider, and that Acquirer shall have no liability whatsoever in connection with any products or services provided to Sub-merchant by Provider. If Provider is unable to provide its services to Sub-merchant in connection with this Agreement and Acquirer elects to provide those services directly, Sub-merchant acknowledges and agrees that the provisions of this Agreement will no longer apply and the terms of Acquirer's then current Bank Card Merchant Agreement, which would be provided to Sub-merchant, will govern Acquirer's relationship with Sub-merchant. If Provider subsequently provides its services to Sub-merchant in connection with this Agreement, Acquirer will cease to provide such services after receipt of notice from Provider and this Agreement will govern Acquirer's relationship with Sub-merchant.

6. **Miscellaneous.** This Agreement is entered into, governed by, and construed pursuant to the laws of the State of Ohio without regard to conflicts of law provisions. This Agreement may not be assigned by Sub-merchant without the prior written consent of Acquirer. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, transferees and assignees. This Agreement is for the benefit of, and may be enforced only by, Acquirer and Sub-merchant and is not for the benefit of, and may not be enforced by, any other party. Acquirer may amend this Agreement upon notice to Sub-merchant in accordance with Acquirer's standard operating procedure. If any provision of this Agreement is determined to be illegal or invalid, such illegality or invalidity of that provision will not affect any of the remaining provisions and this Agreement will be construed as if such provision is not contained in the Agreement. "Member Bank" as used in this Agreement shall mean a member of VISA, MasterCard and/or Discover, as applicable, that provides sponsorship services in connection with this Agreement. As of the commencement of this Agreement, Member Bank shall be Fifth Third Bank, an Ohio Banking Corporation, located in Cincinnati, OH 45263. The Member Bank is a party to this Agreement. The Member Bank may be changed, and its rights and obligations assigned to another party by Acquirer at any time without notice to Sub-merchant.

IN WITNESS WHEREOF, this Agreement has been executed by Sub-merchant's authorized officer as of the date set forth below.

SUB-MERCHANT: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Address: _____



PSN Contact Information Form for Credit Card Processing

Tax Filing Business Name:

Corporate Structure ☒ Government

Is this for utilities? ☒ Yes ☐ No

Is this for taxes? ☐ Yes ☐ No

Contact Name

Physical Street Address

City State ZIP

Business Phone Number (Must be a Land Line)

Month/Day/Year Established

Fed Tax ID

Contact Name (First/Last)

Contact Title

PLEASE ALSO INCLUDE

- Multiple account summary listing (See next page)
 - Include a separate line item for each bank deposit account or separate account you want created in PSN
- Copy of voided check(s) or bank letter(s) for each deposit account



Multiple Account Summary Listing

[illegible]

PSN AMERICAN EXPRESS ADDENDUM

This PSN American Express Addendum to the Payment Service Network, Inc. Agreement for Service ("Addendum") is executed by the undersigned Account Holder on the date first written below (the "Addendum Effective Date").

RECITALS

- A. Payment Service Network, Inc. ("PSN") and Account Holder are parties to an Agreement for Service (the "Agreement").
- B. Account Holder wishes to have PSN accept payments from Customers via the American Express Card through the Site, or otherwise (phone in or fax in) (the "Amex Services").
- C. Account Holder agrees that the Amex Services shall be added to the "Services" provided pursuant to the Agreement.
- D. American Express Travel Related Services, Inc. ("American Express") requires certain provisions to be included in the Agreement as a condition of PSN providing the Amex Services, and the parties wish to include such addition terms in the Agreement as provided in this Addendum.
- E. Capitalized terms which are not defined in this Addendum shall have the meaning assigned to such terms in the Agreement.

NOW, THEREFORE, in order to carry out the intent of the foregoing recitals, which are made a contractual part of this Addendum, the Account Holder agrees as follows:

1. **Addition of Amex Services.** The Amex Services are hereby added to the definition of "Services" being provided pursuant to the Agreement. Account Holder hereby authorizes PSN to accept payments made via the American Express Card and to submit American Express Card charges on behalf of the Account Holder and its Customers.
2. **Reserves Required by American Express.** The following reserve provisions are hereby added to the Agreement, as required by American Express. The following provisions shall only apply to governmental entities to the extent permitted by applicable law:

A. **Creating a Reserve.** In its agreement with PSN, American Express has the right, in its discretion, to determine that it is necessary to establish a reserve ("Reserve"). If American Express believes that its needs to create a Reserve, it may immediately establish a Reserve, increase any existing Reserve, or terminate this Addendum. American Express may establish a Reserve by (i) withholding amounts from payment American Express would otherwise make to Account Holder (or to PSN for the benefit of Account Holder) or (ii) requiring Account Holder to deposit funds or other collateral with American Express. Any collateral provided pursuant to this Section is subject to the prior written approval of American Express. American Express may increase the amount of the Reserve at any time so long as the amount of the Reserve does not exceed an amount sufficient, in American Express' reasonable judgment, to satisfy any financial exposure or risk to American Express (including charges submitted by Account Holder for goods or services not yet received by American Express card members and American Express' costs of handling disputed charges).

B. **Application of Reserve.** American Express may deduct and withhold from, and recoup and set-off against, the Reserve (i) any amounts owed to American Express or any of its affiliates; (ii) any costs incurred by American Express in connection with the administration of the Reserve, including attorneys' fees; and (iii) any costs incurred by American Express as a result of Account Holder's failure to fulfill any obligations to American Express, any of its affiliates, or to American Express card members, including attorneys' fees and American Express' costs of handling disputed charges.

C. Providing Information. Account Holder must provide American Express promptly, upon request, information about Account Holder's and its affiliates' finances, creditworthiness, and operations, including the most recent certified financial statements.

[D. Indemnification. If and to the extent that the acts or omissions of Account Holder and/or its Customers cause American Express to exercise its right to establish a Reserve, Account Holder shall indemnify and hold PSN harmless from and against all amounts reserved, costs, expenses, reasonable attorneys' fees and legal expenses, except to the extent that the loss resulted from PSN's own negligence or intentional misconduct. Without limiting the generality of the foregoing, PSN reserves the right to establish and apply a Reserve under the principles contained in this Section 2 in the event American Express reserves amounts owed to PSN based on the acts or omissions of Account Holder and/or its Customers.]

3. Additional Provisions Required by American Express.

A. American Express as Third Party Beneficiary. American Express is a third party beneficiary of the Agreement (and all applicable addenda) with full right authority to enforce the Agreement and applicable addenda against Account Holder. For avoidance of doubt, nothing contained herein shall impose any obligations on American Express under the Agreement or any addenda to the Agreement.

B. Merchant Regulations. Account Holder agrees to comply with and be bound by all Merchant Regulations published by American Express from time to time, as amended (the "Merchant Regulations") which are applicable to "Sponsored Merchants" including, without limitation, Section 13 of the Merchant Regulations. The applicable provisions of the Merchant Regulations are incorporated herein by this reference. Account Holder acknowledges that PSN has provided Account Holder with a copy of the Merchant Regulations as of Addendum Effective Date and that Account Holder is responsible for obtaining, and complying with, any amendments to the Merchant Regulations.

4. Term and Termination. The term of this Addendum shall commence on the Addendum Effective Date, and shall continue until the first to occur of expiration or termination of the Agreement, or the date on which PSN ceases providing Amex Services. Notwithstanding the previous sentence, PSN may terminate the Amex Services immediately upon notice to Account Holder if PSN determines in its sole discretion that Account Holder has breached this Addendum or violated the Merchant Regulations.

5. Fees. The per transaction and other fees charged for the Amex Services shall be those specified in Schedule B to the Agreement (the "Fee Schedule"), as such Fee Schedule may be amended from time to time. Account Holder acknowledges and agrees that the effectiveness of this Addendum is expressly contingent upon Account Holder's execution of a Fee Schedule (or amended Fee Schedule, if applicable) that includes transaction fees for the Amex Services.

6. Relationship to Agreement. This Addendum is made a part of the Agreement, and describes additional services that are being made a part of the Services under the Agreement. The terms of the Agreement shall apply to the Amex Services, and such Amex Services shall be considered part of the Services under the Agreement. In the event of a conflict between the Agreement and this Addendum, this Addendum shall control.

7. Facsimile and Scanned Signatures. Faxed, photocopied and scanned signatures shall be acceptable to PSN, and legally binding on Account Holder.

ACCOUNT HOLDER:

By: _____
 Name: _____ Date: _____
 Title: _____



"Bank Bill Pay" Information for PSN

Please provide the information requested below to assure that we capture as many bank-issued checks as possible. If you have questions, please contact your Service Account Manager.

Account Number Variables:

List all possible formats of the customer account number; please include current format, any older formats and any variation that your customers may write the account number.

Example: 1-xxx-xxxxxx-xx or 1xxxxxxxxxxx

AKA Name Variables:

List any variation of your business name that customers might write on a check.

Example: Payment Service Network or PSN

Address Variables:

List any address a customer may send their payment to; please include physical address, PO boxes, lockbox service, etc.

Example: 2901 International Lane or 2901 International Lane Suite 100 or PO Box 123 Main St

Remit Address:

Should a check have to be sent via mail, what address do you want it to go to?

Current Payment Providers:

Please include a list of any provider from which you are currently receiving electronic payments—any company you receive notice from that a payment has been made and deposited electronically.

IMPORTANT...

Please print page 2 on your company letterhead; complete only biller's section with authorized signature in the last row.

Upon completion, fax this form and the letter to 608-442-5116.

August 23, 2019

MasterCard International Incorporated
2200 MasterCard Boulevard
O'Fallon, MO 63368-7263

Attention: RPPS Business Implementations

Effective immediately, MasterCard is authorized by this letter to initiate ACH debit entries to be issued by the MasterCard Settlement Bank, currently JP Morgan Chase Bank, from time to time against the account noted below. We hereby confirm that all debits associated with such ACH debit entries will be honored and will be final when made, and no entry shall be reversed without written consent of both MasterCard and ourselves. Our signatures below represent that we are authorized to provide these instructions to you and you are authorized to rely on these instructions.

We understand that written notice of revocation of this authorization must be sent to MasterCard International Incorporated.

ICA Number:	
Routing and Transit Number:	
Account Number:	
Name of Financial Institution:	
Address Line #1:	
Address Line #2:	
City:	
State:	
ZIP Code:	

Sincerely,

Biller's Organization	
Biller's Contact Name:	
Biller's Address #1:	
Biller's Address #2:	
City:	
State:	
ZIP Code:	
Biller's Phone Number:	
Biller's Signature	



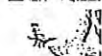
Credit Card Terminals

Automates Posts • Plug-n-Play • Integrated • Scan or Swipe
Whether in the office or out in the field, you can accept credit card payments over a secure network. The desktop model is ideal for counter payments, while the mobile unit is perfect for remote locations.

PAYMENT SOLUTIONS



Online



Mobile App



Text



IVR



Call Center



Virtual Terminal



Staff Field App



Check Scans



Bank Bill Pay



Kiosks



Cash Locations

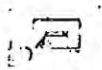
MORE SOLUTIONS



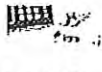
Integration



Consolidation



eBills



Auto-Call



Lockbox

THERE'S MORE

Check out our website,
download our brochure,
or give us a call!

HOW IT WORKS

ADVANCED Solution: PSN provides a terminal which is interfaced with the PSN system, which in turn is integrated with your software. Cards are scanned, data is uploaded for viewing and reporting in the PSN Account Management Center and then the payment is automatically posted to your software. **STANDARD Solution:** PSN provides a terminal which is interfaced with the PSN system. Cards are scanned and data is uploaded for viewing and reporting in the PSN Account Management Center. **MOBILE Solution:** PSN provides a reader which attaches to a smart phone or tablet along with an app that interfaces with PSN for customer data retrieval and recording of payments. *If volume does not warrant investment in a terminal, ask your PSN representative about credit card processing via PSN's Virtual Terminal.*

KEY FEATURES

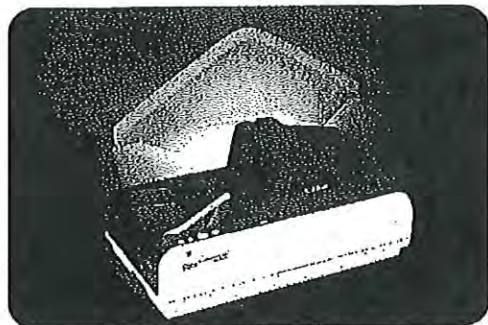
- Countertop terminal
 - Has ability to swipe or scan an EMV chip
 - Accommodates up to 10 different accounts/departments eliminating the need for multiple units
 - Displays balance due (available with data sharing)
 - Prints receipt
 - Large display screen
 - Internet connection required
- Mobile unit
 - Has ability to swipe and scan an EMV chip (optional)
 - Use with iPhones, iPads and Android phones and tablets
 - Integrated with a mobile payment app which displays customer's balance due, recent payments and more (available with data sharing)
- All readers are PCI certified

BENEFITS

- ✓ Payments made through the credit card readers flow into the PSN system so that you can view them in real time—just like an online payment
- ✓ Credit card payments are consolidated with all other PSN payments for one deposit and one reconciliation
- ✓ Payments are automatically posted to your software to reduce manual input and errors (available with data sharing)
- ✓ EMV chip scanning meets the latest PCI requirements, shifting certain liabilities from your organization to credit card companies



▪ 866.917.7368
▪ Sales@PaymentServiceNetwork.com
▪ www.PaymentServiceNetwork.com



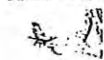
Auto-Post Check Scans

Integrated • Automated Posts • eDeposits • Plug-n-Play
Our check scanning solution will consolidate paper checks with all other ePayments and provide you access to images from anywhere at any time.

PAYMENT SOLUTIONS



Online



Mobile App



Text



IVR



Call Center



Terminal



Virtual Terminal



Staff Field App



Bank Bill Pay



Kiosks



Cash Locations

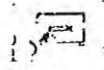
MORE SOLUTIONS



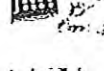
Integration



Consolidation



eBills



Auto-Call



Lockbox

THERE'S MORE

Check out our website,
download our brochure,
or give us a call!

HOW IT WORKS

PSN will provide a plug-and-play check scanner which has been integrated with the PSN system and hence, your software. When you scan a check, coupon or other item, an image is captured and stored in the online PSN Account Management Center for easy retrieval and lookup. The amount of the check is entered and flows into PSN and then is posted to your software. Once turned into an ePayment, funds are deposited without a trip to the bank.

KEY FEATURES

- High-quality Canon scanners (other scanners available)
- Scans and captures images of checks, payment vouchers, stubs, envelopes, correspondence or coupons
- Applies electronic endorsement
- Advanced character recognition (CAR/LAR) reads and stores the amount, endorses the checks and saves the selected identifiers from the coupons—whether free-form, handwritten, barcode or OCR. Scans match customer to database for automatic posting to your software
- Stores images in accordance with Check 21 rules
- Access and view images of checks, coupons and envelopes in the PSN Account Management Center

BENEFITS

- ✓ Significantly reduces errors generated through manual entry
- ✓ Deposits funds faster; helps to better predict cash flow; improves cash flow
- ✓ Greatly reduces time spent processing paper checks; also reduces risk with fewer people involved in the process
- ✓ Unlike bank truncation systems, posts payments to your software
- ✓ Archives images in an easy-to-retrieve online system
- ✓ Allows for viewing progress of payments in real time, once it is scanned
- ✓ Consolidates paper check transactions with other payment channels (e.g., mobile, online, phone, bank bill pay, cash) resulting in one deposit and one reconciliation
- ✓ Enhances the customer experience since they can continue to pay by paper check



- 866.917.7368
- Sales@PaymentServiceNetwork.com
- www.PaymentServiceNetwork.com

PSN CHECK 21 ADDENDUM

This PSN Check 21 Addendum to the Payment Service Network, Inc. Agreement for Service ("Addendum") is executed by the undersigned Account Holder on the date first written below (the "Addendum Effective Date").

RECITALS

- A. Payment Service Network, Inc. ("PSN") and Account Holder are parties to an Agreement for Service (the "Agreement").
- B. Account Holder wishes to have PSN provide cash letter services for domestic transactions, as more specifically defined below ("Check 21 Service").
- C. Account Holder agrees that the Check 21 Service shall be added to the "Services" provided pursuant to the Agreement.

Now therefore, in order to carry out the Intent of the foregoing recitals, which are made a contractual part of this Addendum, the Account Holder agrees as follows:

1. Service. PSN will provide Account Holder with image cash letter services for domestic transactions (the "Check 21 Service") in accordance with the provisions set forth in this Addendum. By using or continuing to use the Check 21 Service, the Account Holder agrees to the terms set forth below.

2. Definitions.

- 2.1 "Imaging and Electronic Transmission" means any method or device operated and controlled by the Account Holder that provides for the capture and formatting of magnetic ink character recognition ("MICR") information and quality images of the Checks for transmission from the Account Holder to PSN for further transmission by PSN through its clearing process.
- 2.2 "Check" shall mean a negotiable demand draft payable in U.S. currency only ("draft") drawn on or payable through or at an office of an authorized bank; a draft drawn on a Federal Reserve Bank or a Federal Home Loan Bank, a draft drawn on the Treasury of the United States, a demand draft drawn on a state government or unit of general local government that is not payable through or at a bank, a United States Postal Service money order, or a travelers check drawn on or payable through or at an authorized bank. "Check" does not include a non-cash item or an item payable in a medium other than United States money.
- 2.3 "Check 21" means the Check Clearing for the 21st Century Act, as well as Subpart D of Federal Reserve Board Regulation CC (Reg CC), and to the extent applicable, Subpart A of Reg CC.
- 2.4 "Substitute Check" shall have the meaning of substitute check as defined in Check 21.
- 2.5 "Electronic Image" means electronic images of original Checks and any source document or any other payment instrument from a payor to Account Holder that may be transmitted by the Account Holder to PSN as either data or image, and where applicable in the context, includes the electronic image of the front and back of a Check, in addition to other required information or formatting as specified in PSN's standards set forth on the Site. Notwithstanding the foregoing, and for the avoidance of doubt, it is understood that Account Holder will only be transmitting electronic images of the front and back of Checks and not delivering any paper Checks under this Check 21 Service.

- 2.6 "Rules and Regulations" shall mean, collectively, Check 21, Federal Reserve Board Regulations J and CC, clearing house rules, and the various states' Uniform Commercial Codes as applicable.
- 2.7 "Check 21 Service" means the specific service provided by PSN, including receipt of the Imaging and Electronic Transmission from Account Holder of the Electronic Images and captured information for the purpose of further clearing either via Substitute Check print or image exchange of the Electronic Images as part of the image cash letter service for domestic transactions.
- 2.8 "Site Standards" means the standards for Imaging and Electronic Transmission that are provided to Account Holder by PSN from time to time as posted on the Site, including the ANSI 9.37 standards for Check Imaging and transmission.
- 2.9 "Banking Day" means any business day on which authorized banks are generally open for business and performing substantially all of their banking services.
- 2.10 All other capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement.

3. Account Holder Obligations. Account Holder shall provide through its Imaging and Electronic Transmission, electronic images in the format and specifications required by PSN Site Standards and within the cut-off times provided below. Account Holder authorizes PSN to convert the electronic images that PSN receives from the Account Holder to either Substitute Checks or Electronic Images, as applicable, and further authorizes PSN or any other authorized bank, clearinghouse or Federal Reserve Bank to which a Substitute Check or Electronic Image is sent to handle the Substitute Check or Electronic Image for further processing. Account Holder agrees to, at its sole expense: a) provide connectivity between the Account Holder's Imaging and Electronic Transmission and PSN's technology and Site; b) provide that the Account Holder's Imaging and Electronic Transmission will transmit images as required by PSN through PSN's technology and the Site; c) if applicable, utilize Account Holder's software, or PSN software to load, balance, and close batches of Checks as needed for transmission to PSN prior to the communicated cut-off time; d) process return data and any remittance data delivered by PSN for the purpose of updating Account Holder's internal systems (which may include Substitute Checks or Electronic Images created by others in the clearing, collection or return process; e) provide training for Account Holder's personnel who will be using the Account Holder's Imaging and Electronic Transmissions; and f) implement and maintain security measures, including firewall protection, in compliance with its obligations under this Addendum for electronic transmission of the images and data, and to safeguard the original Checks after imaging and transmission.

4. Image Cash Letter File Deposit Time. The Image and Electronic Transmissions must be sent to PSN prior to the targeted deposit deadline. Any Image and Electronic Transmission will be considered as having been sent to PSN when the entire file has been transmitted and delivered to PSN. Transmission of the Image and Electronic Transmission will be considered received when the entire file has been written onto PSN's system and made available for PSN to validate. Based upon the size of the file, there may be a significant delay between the time Account Holder begins to send the file and the completion of the transmission as stated above. As a result, Account Holder will make every effort to send the file as early as possible. Files that are received after a deposit deadline will be considered deposited for the next deposit deadline. Processing fees and funds availability will be assessed based on the deposit deadline that is met for each Image and Electronic Transmission.

5. Payment Processing.

- 5.1 Substitute Checks. Electronic Images of Checks received through Account Holder's Imaging and Electronic Transmission by PSN may be received and transmitted to a printing facility for printing to a Substitute Check and will be cleared through traditional paper processing channels. The Substitute Checks will be created in accordance with Reg CC. Electronic Images that fail to satisfy the warranties made to PSN by Account Holder, that fail to meet the requirements of PSN, Check 21 or Reg CC, or that are

otherwise not able to be processed as Substitute Checks may be charged back to Account Holder's account or returned to Account Holder.

5.2 Image Exchange Clearing of Electronic Images. Electronic Images of Checks received through the Account Holder's Imaging and Electronic Transmission by PSN may be processed as an Electronic Image either directly with the paying bank or through a third party network.

5.3 Processing of Substitute Checks or Electronic Images. Substitute Checks or Electronic Images transmitted by the Account Holder and received by PSN or its subcontractors shall be credited to the Account Holder's applicable account pursuant to the availability schedule published by PSN.

6. Account Holder Liability. Account Holder shall be solely responsible if any Electronic Image or Substitute Check for which Account Holder has been given provisional credit is returned or reversed, and neither PSN nor its subcontractors shall be liable or responsible for same. Account Holder acknowledges that all credits received for deposit are provisional, subject to verification, final settlement or return. Information and data reported hereunder: (a) may be received prior to final posting and confirmation and is subject to correction and (b) is for information purposes only and may not be relied upon. Account Holder agrees that PSN shall have no liability for the content of payment-related information. Account Holder shall be solely responsible for the original Checks, including storage and retrieval. Account Holder agrees to provide a legible copy of an image or the original Check if requested by PSN and if Account Holder is unable to provide a legible copy or the original Check within five (5) business days of such request Account Holder shall be liable for any associated loss or claim involving the Check. Account Holder will not present the image file for a Check more than once to PSN and shall be responsible for any and all losses or claims resulting from the Account Holder presenting the image file more than once.

7. Term; Suspension/Cancellation of Service. The term of this Addendum shall commence on the Addendum Effective Date, and shall continue until the first to occur of expiration or termination of the Agreement, or the date on which PSN ceases providing Check 21 Services. Notwithstanding the previous sentence, PSN reserves the right to suspend or terminate the Check 21 Services, in whole or in part, if PSN believes Account Holder is in breach of this Addendum or the Agreement or is otherwise using or accessing the Check 21 Services in a manner inconsistent with the terms and conditions hereof and such breach is not cured within three (3) business days after notice to Account Holder. Further, these Services will automatically terminate if the Account Holder's designated depository account with PSN is closed for any reason.

8. Representations, Warranties and Covenants. Account Holder represents, warrants and covenants that: (a) Account Holder is a person authorized to enforce each Check or is authorized to obtain payment of each check on behalf of a person entitled to enforce a Check; (b) the Checks have not been altered; (c) if applicable, each Check bears all applicable endorsements; (d) all the warranties, as applicable, set forth in and subject to the terms of 4-207 of the uniform commercial code as adopted in the state whose governing law controls these services; (e) (i) the electronic image of each Check accurately and legibly represents all of the information on the front and back of the original Check as of the time the original Check was truncated; (ii) the information in the Imaging and Electronic Transmission contains a record of all applicable MICR-line information required for a Substitute Check, and (iii) the Electronic Image conforms to the technical standards for an electronic Check set forth in an operating circular or as specified by PSN from time to time; (f) Account Holder will submit only one accurate and clear image of the front and back of each Check to PSN only one time; (g) no person will receive a transfer, presentment, or return of, or otherwise be charged for, the Check (either the original Check, Substitute Check, Electronic Image or ACH transaction) such that the person will be asked to make payment based on a Check it has already paid; (h) the amount of a Check entered by Account Holder or its agents for transmission to PSN is accurate.

9. Buy Back Program. In the event PSN purchases any check scanners or other processing equipment for the benefit of Account Holder under this Addendum or the Agreement (the "Equipment"), and the Agreement is terminated by Account Holder or as a result of Account Holder's breach, prior to its stated term, then in addition to any other remedies available at law or in equity, PSN shall be entitled to

collect from Account Holder's designated depository account(s) with PSN by auto debit an amount equal to the average monthly Fees paid by Account Holder prior to such termination multiplied by the number of months remaining in the stated term of the Agreement; provided that in no event shall such amount be less than the cost of such Equipment. The parties acknowledge and agree that the foregoing amount represents a reasonable forecast of the damages that PSN would incur and that such amount is not a penalty of any kind.

10. Fees. The per transaction and other fees charged for the Check 21 Service shall be those specified in Schedule B to the Agreement (the "Fee Schedule"), as such Fee Schedule may be amended from time to time. Account Holder acknowledges and agrees that the effectiveness of this Addendum is expressly contingent upon Account Holder's execution of a Fee Schedule (or amended Fee Schedule, if applicable) that includes transaction fees for the Check 21 Service.

11. Relationship to Agreement. This Addendum is made a part of the Agreement, and describes additional services that are being made a part of the Services under the Agreement. The terms of the Agreement shall apply to the Check 21 Service, and such Check 21 Service shall be considered part of the Services under the Agreement. In the event of any conflict between the Agreement and this Addendum, this Addendum shall control.

12. Facsimile and Scanned Signatures. Faxed, photocopied and scanned signatures shall be acceptable to PSN, and legally binding on Account Holder.

ACCOUNT HOLDER:

By: _____
Name: _____
Title: _____

Date: _____

Town Council Agenda Item Report Summary

October 8, 2019

Item Title

Reappointment of Allen Kitselman to the Berryville Area Development Authority

Prepared By

Christy Dunkle

Background/History/General Information

Mr. Kitselman has agreed to a three-year term on the Berryville Area Development Authority. Reappointed as Chair in 2019, Mr. Kitselman has been a member of the Authority since 1999. Other members of the Authority include George Ohrstrom (Vice Chair, County Representative); Matt Bass (Town Representative); Tom Parker (Town Representative); and Kathy Smart (County Representative); David Weiss (County Representative). Mr. Kitselman served on Town Council for 17 years and remains committed to the community and its future.

Findings / Current Activity

The BADA has recently approved the final plat for the Shenandoah Crossing project and will hold a joint public hearing with the Berryville Planning Commission to review the Hermitage Phase V final plat.

Financial Considerations

N/A

Schedule/Deadlines

Mr. Kitselman's reappointment would extend through June 30, 2022.

Other Considerations

N/A

Attachments

N/A

Recommendation

Reappoint Mr. Kitselman to serve on the Berryville Area Development Authority through June 30, 2022.

Sample Motion

I move that the Council of the Town of Berryville reappoint Allen Kitselman to the Berryville Area Development Authority for a three year term to end on June 30, 2022.

Council Member Reports

Staff Reports

Report of the Department of Public Works

October 1, 2019

VDOT visited us on the third of September and conducted their annual preseason snow inspection of our snow removal equipment. The inspection went well, and all of our equipment passed inspection and has been accepted by VDOT for FY19—FY20 snow removal contract.

We had one sewer pump station failure last month. This failure occurred at the South Buckmarsh pump station. During our daily pump station inspections we observed that pump 1 was not work normally and making a lot of noise. The way the pump was acting we thought the bearings may have gone out of the pump. After numerous efforts to resolve the issue it was determined the pump had to pull to repair whatever was causing the issue. With the assistance of a contractor we pulled the pump and found the problem to be a blockage in the impeller. We removed the blockage and reset the pump and after we tested the pump the station was back to normal operation.

We once again experienced a water break on the 10" transmission line. This break occurred on the evening of the August 17th. Public Works responded and located the leak in the 2000 block of Springsbury Rd. We were able to isolate the leak so only one customer was out of service. We excavated the leak and found that an 8' section of pipe had developed split in the side of the pipe. The cause of this leak is hard to determine due to the fact the pipe was not on rock and was bedded with good dirt over and under the pipe.

During the past month we conducted a meter setter survey to determine if we had any maintenance issues that need to be addressed. During our survey we found several setters that need to be replaced. The new setters will have a backflow device on them and will require the property owners to insure they have an expansion tank installed on their hot water heater. We will notify the property owners in advance of any work being done. This notice will provide them with the information they will need to insure they have the required expansion tank and give them time to install one or contract their plumber.

With fall approaching Public Works will be into our leaf collection program. We will be doing our pre-season maintenance of our leaf vacuum and have it ready when leaf collection starts.

Memo

To: Town Council

From: David Tyrrell

Date: September 30, 2019

Re: September 2019 Operations Report

The water treatment plant complies for September 2019 with its monthly parameters per data available to date. We sent 9.626 MG of water to the distribution system with an average of 0.419 MGD produced on days we operated and a daily max of 0.494 MG.

The mixer in the 3MG tank has failed. Suez has been in and looked at the problem and is ordering replacement parts for the control panel.

The Alum tank and hypo tank level sensors have been replaced in the month of September. The electronics for the finished water meter arrived this morning and we will install the unit in the coming days. The conduit and wiring for the finished water meter have been replaced by Consolidated Electric. The carbon room has been painted and the carbon pump replaced due to a busted diaphragm and the old pump rebuilt and placed into reserves.

Operations staff have also painted the carbon room and completed about 115 workorders for the WTP, booster building, and tanks.

We are currently working with Denali Water to schedule cleaning of our backwash lagoons and presedimentation basins.

Drought Conditions: The river flow continues to drop from the lack of rains and we are now closely monitoring river conditions at the intake. At this time, we have a few inches of water flowing into the bank intake and the midstream screen is still under several feet of water. While at this time we are having no issues providing for the Town's water needs we now need to be concerned about lowering river levels. Please note that should river conditions continue to drop; council will need to consider activating the drought response plan Watch Level to increase citizen awareness of river conditions. I will keep Mr. Dalton informed of river conditions.

The wastewater plant complies with its discharge permit for September per data received to date. We treated a total of 10.04 MG with a daily average of 0.34 MGD and a daily max of 0.39 MG as of September 29, 2019.

The sewage pump set up in the North Lagoon has dropped the level in the storage area an additional four feet in the past month increasing our storage capacity by approximately 1.7 MG.

We were able to retrieve the last mixer which fell into the post anoxic zone when the lifting cables failed. This required pumping out and entering the zone to retrieve the unit. Three mixing units have been sent out for rebuild by xylem, the new US Flygt representative. On September 30, we started pumping down aerator #1 to complete an inspection of the diffusers. We had to repair an oil leak on the godwin pump but were able to get it sealed and back in service as of this writing. An update on what we find will be coming next month.

We have completed the cover on the effluent wetwell. This work is done to keep algae from growing in the wetwell and causing issues in the nonpotable water pumps and booster pumps. We have had drum screen #1 repaired. It developed a tear in the rotating drum.

Operations have completed 148 workorders and processed 130,400 gallons of biosolids for the month of September.

Attached for review are the DMR data reports for the wastewater plant with data received to date, the water plant page 1 operations report for VDH, and the latest membrane condition report from Suez. Please note that the information in the data reports is incomplete as the month is not over and has not been verified for state submittal at this time.

march 2018.000

No. Connections Served: 1690
Population Served: 4185

FLOWS AND CHEMICAL DOSAGES

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Raw Water Chemicals										Finished Water Chemicals					
					Alum		Carbon		Chlorine		Fluoride		Polymer		KMnO4		Soda Ash		Chlorine	
					Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L
1	0.101		0.093	3.0	10	12.0	1	0.9			0.1	0.12	0.013	0.015	1	0.9			11.2	13.3
2																				
3	0.543		0.479	15.5	51	11.2	4	1.0			7.0	1.55	0.079	0.018	4.1	0.9			2.1	0.5
4	0.551		0.494	16.0	51	11.0	4	0.9			3.3	0.71	0.079	0.017	4.2	0.9			24.7	5.4
5	0.555		0.494	16.0	51	11.0	2	0.4			6.7	1.45	0.079	0.017	4.2	0.9			22.4	4.8
6	0.561		0.494	16.0	46	9.8	3	0.6			3.6	0.77	0.084	0.018	4.2	0.9			22.4	4.8
7																				
8																				
9	0.546		0.480	15.5	46	10.0	2	0.4			6.7	1.47	0.079	0.017	4.1	0.9			4.5	1.0
10	0.469		0.409	13.3	41	10.4	2	0.6			6.9	1.77	0.071	0.018	3.5	0.9			13.5	3.4
11	0.566		0.494	16.0	46	9.7	3	0.7			3.2	0.68	0.079	0.017	4.2	0.9			24.7	5.2
12	0.518		0.443	14.3	41	9.4	4	0.9			6.7	1.54	0.080	0.019	3.8	0.9				0.0
13	0.517		0.479	15.5	41	9.4	4	0.8			3.6	0.83	0.074	0.017	4.1	0.9			15.0	3.5
14	0.248		0.216	7.0	25	12.3	3	1.3			3.3	1.60	0.036	0.017	1.9	0.9			13.4	6.5
15																				
16	0.555		0.494	16.0	46	9.9	3	0.7			7.0	1.52	0.077	0.017	4.2	0.9			49.3	10.6
17	0.407		0.371	12.0	25	7.5	3	0.9			3.1	0.92	0.064	0.019	3.2	0.9			15.7	4.6
18	0.363		0.325	10.5	30	10.0	4	1.3			3.4	1.14	0.051	0.017	2.8	0.9			15.7	5.2
19	0.542		0.494	16.0	41	9.0	4	0.8			3.6	0.79	0.079	0.018	4.2	0.9			17.9	4.0
20	0.538		0.494	16.0	46	10.2	4	0.9			6.6	1.48	0.075	0.017	4.2	0.9			33.6	7.5
21																				
22																				
23	0.538		0.494	16.0	46	10.2	4	0.8			10.6	2.36	0.123	0.027	3.6	0.8			22.4	5.0
24	0.518		0.494	16.0	46	10.6	5	1.1			6.7	1.55	0.092	0.021	4.2	1.0			22.4	5.2
25	0.523		0.494	16.0	41	9.3	8	1.8			6.7	1.54	0.074	0.017	4.2	1.0			22.4	5.1
26	0.525		0.494	16.0	30	6.9	8	1.7			3.5	0.81	0.088	0.020	4.2	1.0			22.4	5.1
27	0.529		0.494	16.0	56	12.6	2	0.5			19.7	4.47	0.066	0.015	4.2	1.0			22.4	5.1
28	0.223		0.216	7.0	15	8.2	1	0.6			9.6	5.16	0.044	0.024	1.8	1.0			13.4	7.2
29	0.184		0.185	6.0	10	6.6	4	2.3			0.1	0.07	0.026	0.017	1.6	1.0			12.2	7.9
30																				
31																				
Total	10.620	0.000	9.626	311.6	877	227.0	81	22.3	0.0	0.00	131.8	34.3	1.61	0.418	82	21.3	0.0	0.00	423.7	120.96
Maximum	0.566	0.000	0.494	16.0	56	12.6	8	2.3	0.0	0.00	19.7	5.2	0.12	0.027	4	1.0	0.0	0.00	49.3	13.31
Minimum	0.101	0.000	0.093	3.0	10	6.6	1	0.4	0.0	0.00	0.1	0.1	0.01	0.015	1	0.8	0.0	0.00	2.1	0.00
Average	0.462	0.000	0.419	13.5	38	9.9	4	1.0	#DIV/0!	#DIV/0!	5.7	1.5	0.07	0.018	4	0.9	#DIV/0!	#DIV/0!	19.3	5.26

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

RAW WATER SOURCE(S) USED DURING MONTH: (SOURCE/DATES)

PRINTED NAME

David A Tyrrell

Shenandoah River - Entire Month

TITLE: OPERATOR CLASSIFICATION
DPOR CERTIFICATION NO.

Class 1
1955002813

Berryville STP Monthly DMR Data

September 2019

Date	Effluent Flow MGD	Eff pH	Eff Temp Deg C	Eff CBOD mg/l	Eff CBOD KG/D	Eff TSS mg/l	Eff TSS KG/D	Effluent DO River mg/l	Effluent DO WWTP mg/l	Eff NO2 / NO3 mg/l	Eff TKN mg/l	Eff TKN KG/D	Eff Total N mg/l
9/1/2019	0.32	7.4	24.9					7.5	7.2				
9/2/2019	0.39	7.3	25.4					6.9	7.6				
9/3/2019	0.37	7.3	25.1					9.3	7.9				
9/4/2019	0.36	7.4	25.4	4.00	5.50	0.00	0.00	7.5	7.6	0.73	0.90	1.24	1.63
9/5/2019	0.35	7.3	25.5	3.00	4.02			7.3	7.4				
9/6/2019	0.35	7.4	25.1	4.00	5.36			7.6	7.1	0.99	0.00	0.00	0.99
9/7/2019	0.35	7.2	25.5					7.5	7.2				
9/8/2019	0.35	7.3	24.8					7.5	7.2				
9/9/2019	0.34	7.3	25.2					8.2	7.7				
9/10/2019	0.36	7.4	24.9	3.00	4.12	0.00	0.00	8.1	7.4	1.07	1.01	1.39	2.08
9/11/2019	0.37	7.2	25.1	4.00	5.56			8.1	7.6				
9/12/2019	0.37	7.4	25.4	4.00	5.60			8.1	7.5	1.16	0.38	0.53	1.54
9/13/2019	0.34	7.3	25.3					8.0	7.5				
9/14/2019	0.33	7.2	25.6					7.2	7.0				
9/15/2019	0.36	7.2	25.6					7.3	7.2				
9/16/2019	0.35	7.2	24.4					8.0	6.7				
9/17/2019	0.34	7.3	25.0	4.00	5.19			8.2	6.9	1.09	1.13	1.47	2.22
9/18/2019	0.36	7.3	24.0					7.5	6.9				
9/19/2019	0.35	7.3	24.3					7.6	7.0				
9/20/2019	0.34	7.3	23.5					7.5	7.5				
9/21/2019	0.33	7.3	23.7					8.0	7.6				
9/22/2019	0.34	7.3	24.2					7.7	7.8				
9/23/2019	0.36	7.3	24.6					8.0	7.9				
9/24/2019	0.36	7.1	24.5					7.4	6.5				
9/25/2019	0.19	7.3	24.3					8.0	7.5				
9/26/2019	0.36	7.5	23.9					7.0	7.1				
9/27/2019	0.33	7.3	23.6					7.9	6.7				
9/28/2019	0.34	7.4	24.8					8.2	7.8				
9/29/2019	0.34	7.4	24.7					7.9	7.1				
9/30/2019		7.4	24.7					8.4	7.7				
Minimum	0.19	7.1	23.5	3.00	4.02	0.00	0.00	6.9	6.5	0.73	0.00	0.00	0.99
Maximum	0.39	7.5	25.6	4.00	5.60	0.00	0.00	9.3	7.9	1.16	1.13	1.47	2.22
Total	10.04	219.3	743.0	26.00	35.35	0.00	0.00	233.4	219.8	5.04	3.42	4.62	8.46
Average	0.34	7.3	24.8	3.71	5.05	0.00	0.00	7.8	7.3	1.01	0.68	0.93	1.69
Geo Mean	0.34	7.3	24.8	3.68	5.01	1.00	1.00	7.8	7.3	1.00	0.8	1.06	1.63

Berryville STP Monthly DMR Data

September 2019

Date	Eff Total N KG/D	Eff Total P mg/l	Eff Total P KG/D	E-Coli No/100ml
9/1/2019				
9/2/2019				
9/3/2019				
9/4/2019	2.24	0.29	0.40	1
9/5/2019				
9/6/2019	1.33	0.36	0.48	
9/7/2019				
9/8/2019				
9/9/2019				
9/10/2019	2.86	0.25	0.34	1
9/11/2019				
9/12/2019	2.16	0.31	0.43	
9/13/2019				
9/14/2019				
9/15/2019				
9/16/2019				
9/17/2019	2.89	0.26	0.34	1
9/18/2019				
9/19/2019				
9/20/2019				
9/21/2019				
9/22/2019				
9/23/2019				
9/24/2019				
9/25/2019				
9/26/2019				
9/27/2019				
9/28/2019				
9/29/2019				
9/30/2019				
Minimum	1.33	0.25	0.34	1
Maximum	2.89	0.36	0.48	1
Total	11.48	1.47	2.00	3
Average	2.30	0.29	0.40	1
Geo Mean	2.21	0.29	0.40	1

Berryville Biweekly InSight Report

Date: 9/20/2019

From: Jeny Chacko - SUEZ Water Technologies & Solutions

To: David Tyrrell, Jeff Cappel - Town of Berryville

cc: Shawn Addison, Al Farrell, Matthew Stapleford - SUEZ

System Equipment

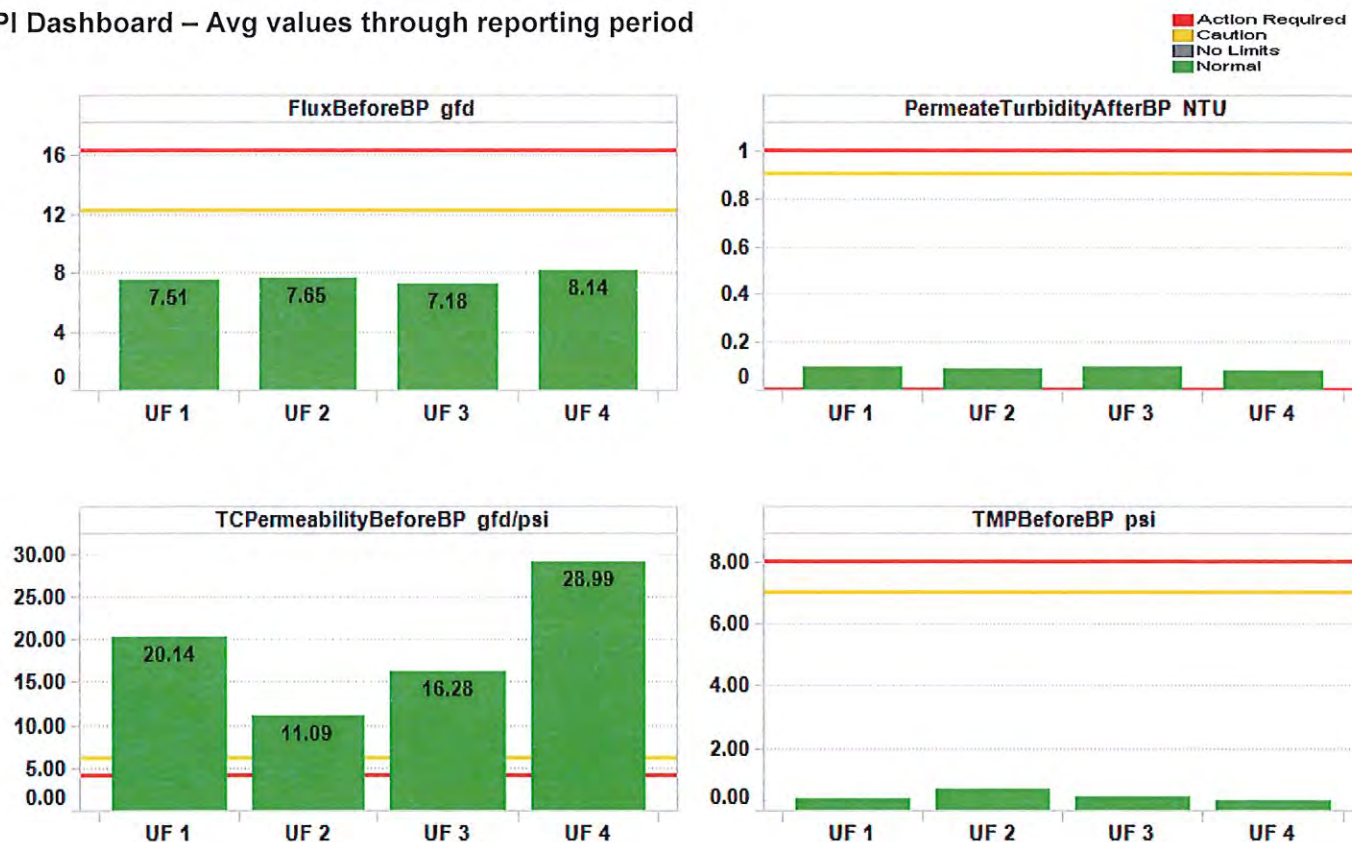
4 × ZW trains, each 3 cassettes, 2x48/1x42 500D (surface area 46920 sq. ft. per train)

Cleaning Strategy

Maintenance clean dose concentrations - 2 NaOCl/ Hypo @ 200 ppm per week, 1 Citric acid @ 2000 ppm per week

Recovery clean soak concentrations - 2 NaOCl/ Hypo @ 1000 ppm per year, 2 Citric acid @ 2000 ppm per year

KPI Dashboard – Avg values through reporting period

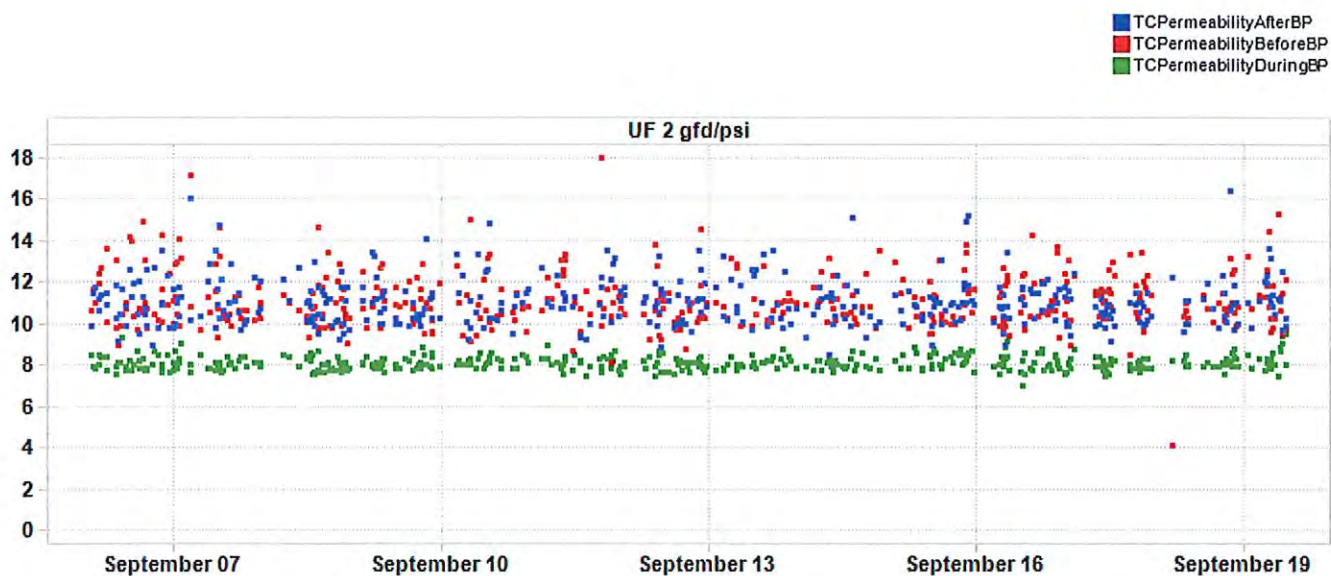
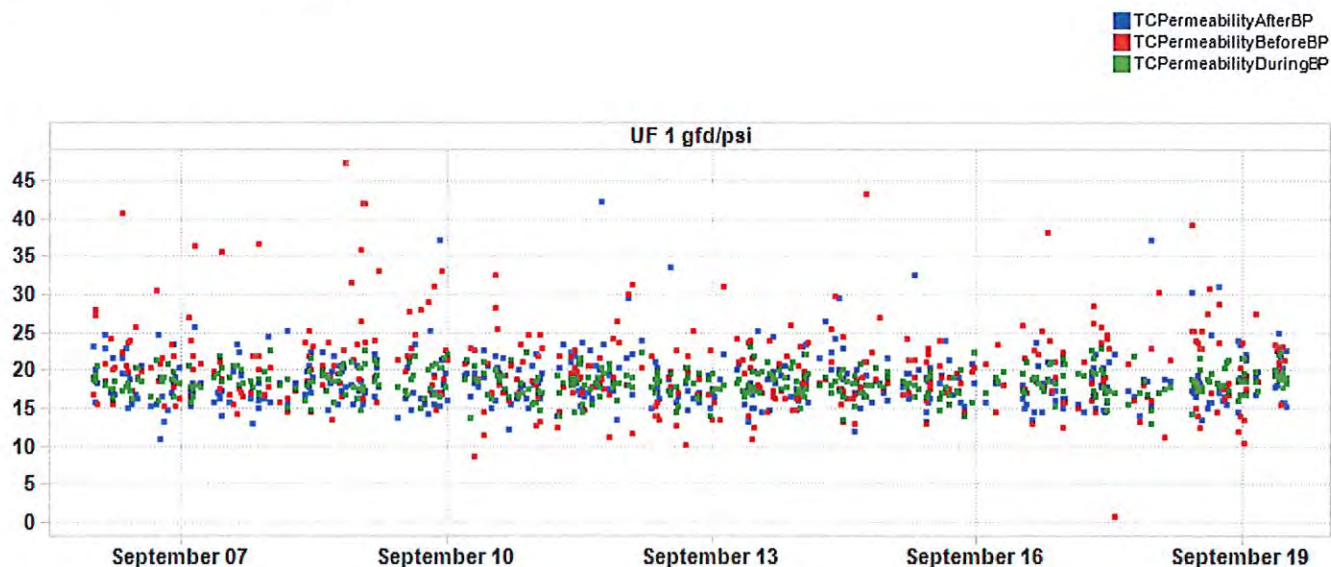


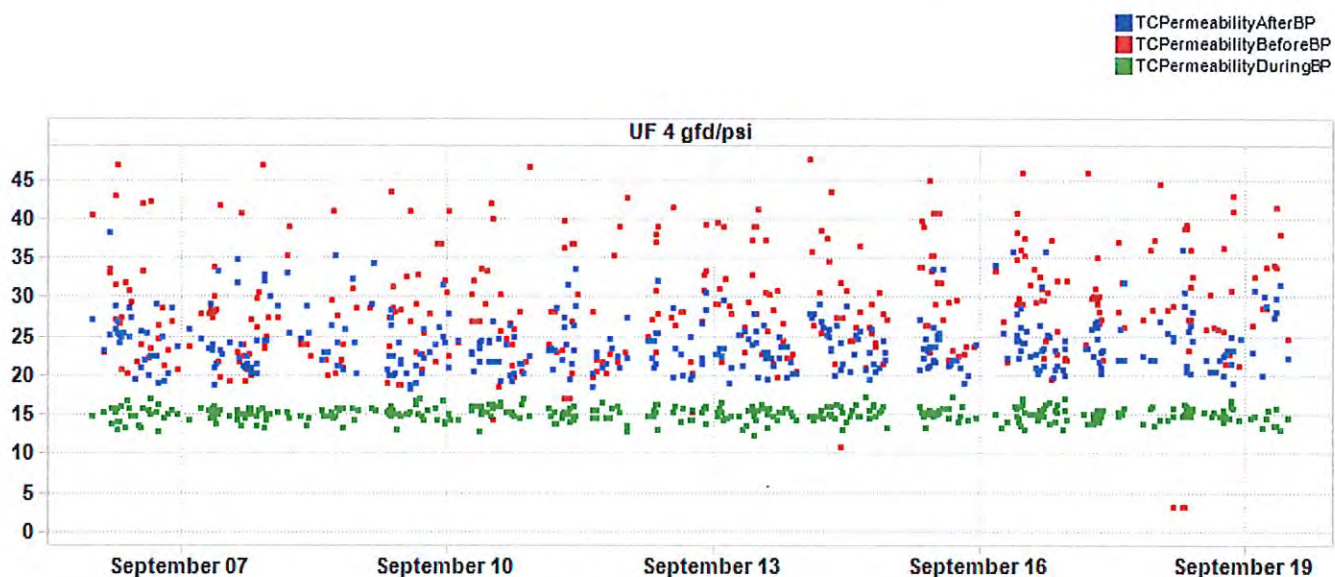
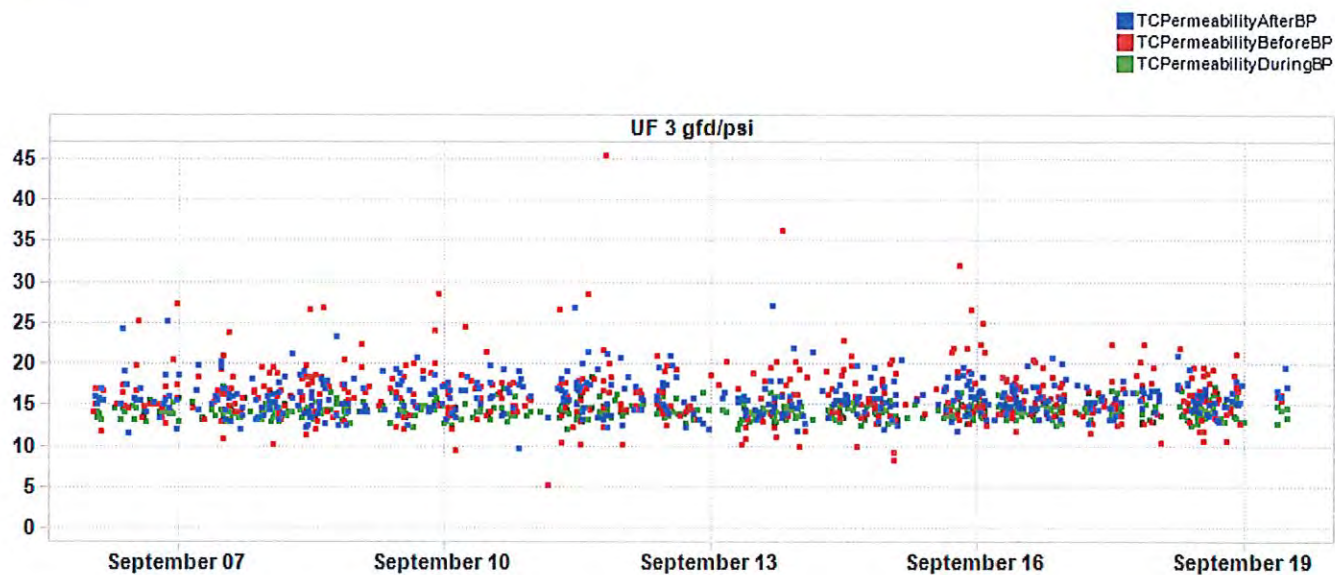


Plant Summary

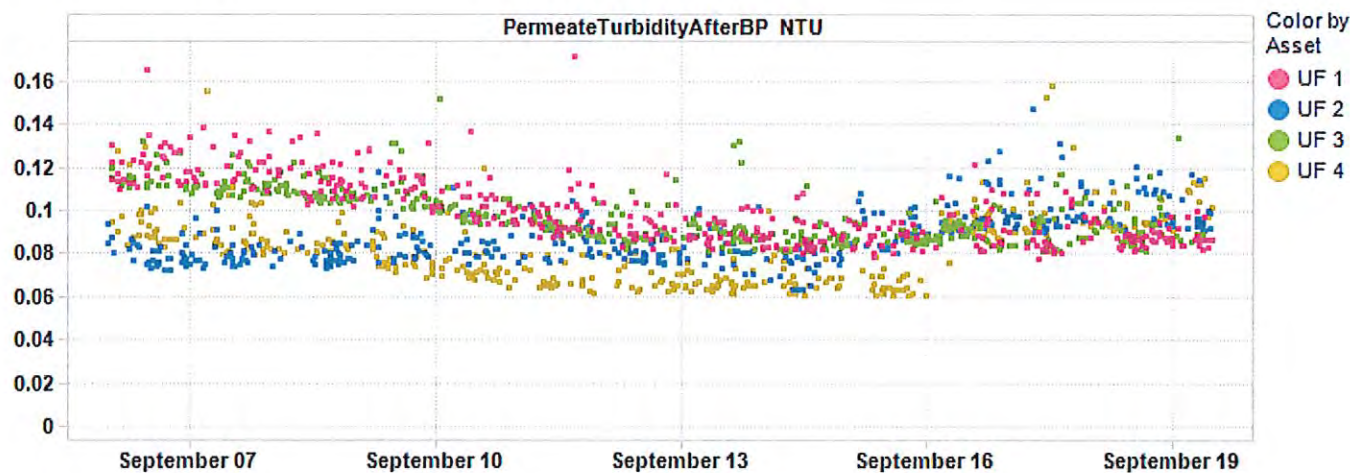
- Plant permeate flow averaged at 370.3 K gallons in the last two weeks. Trains were mostly in standby and in production 30% of the time
- Membrane performance was stable all through September. Production permeability was satisfactory varying between 10 gfd/psi on UF2 and highest at 26 gfd/psi on UF4 at fluxes of 7-8 gfd
- Production TMPs were <1 psi and backpulse TMPs <1.5 psi across all the trains
- Permeate quality was good at <0.15 NTU

TC Permeability Trends By Train



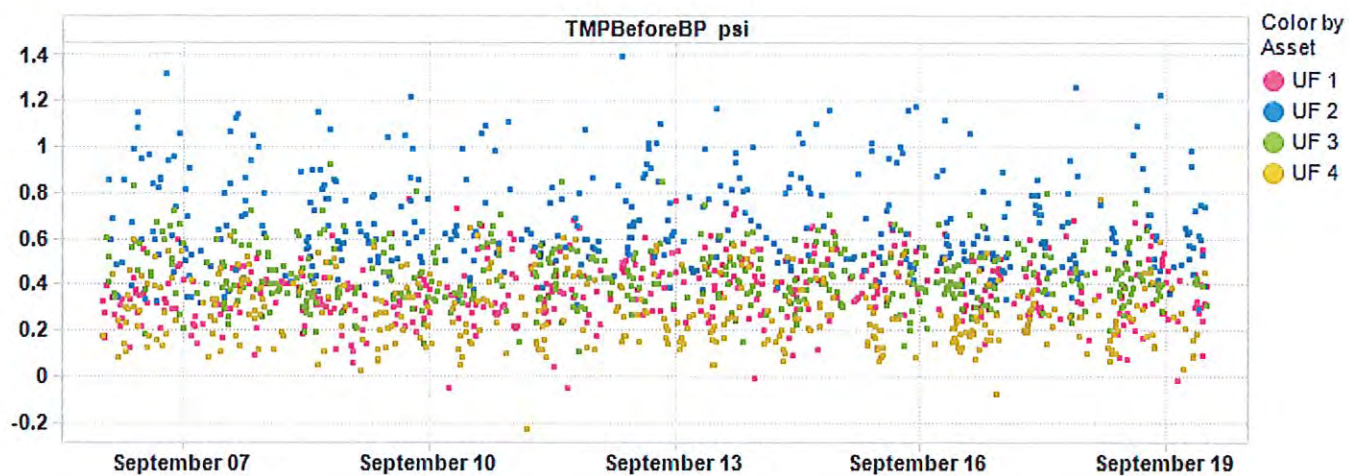


Permeate Turbidity Trend

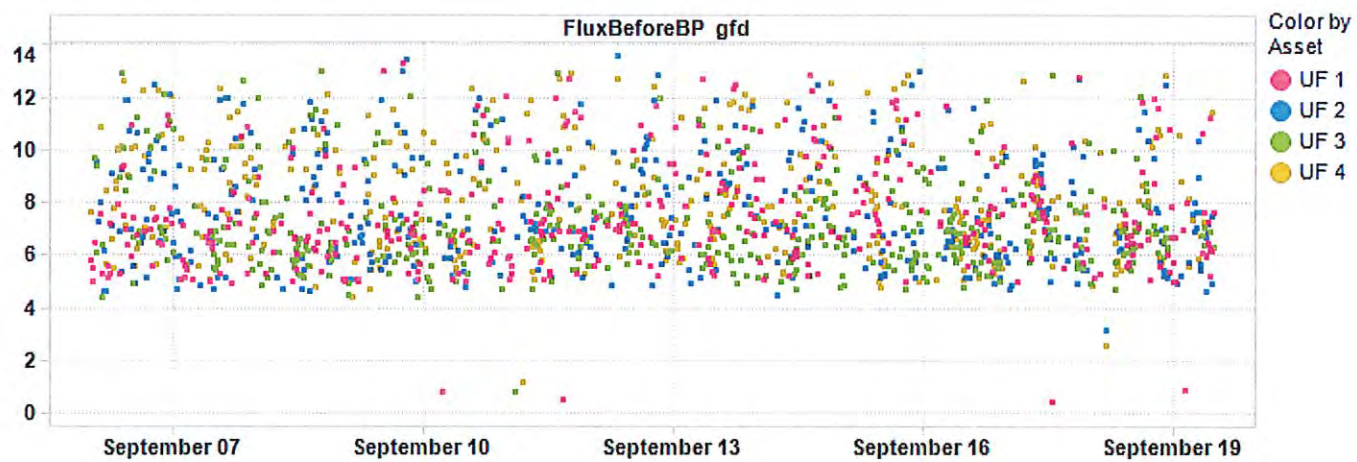




Before BPTMP Trend

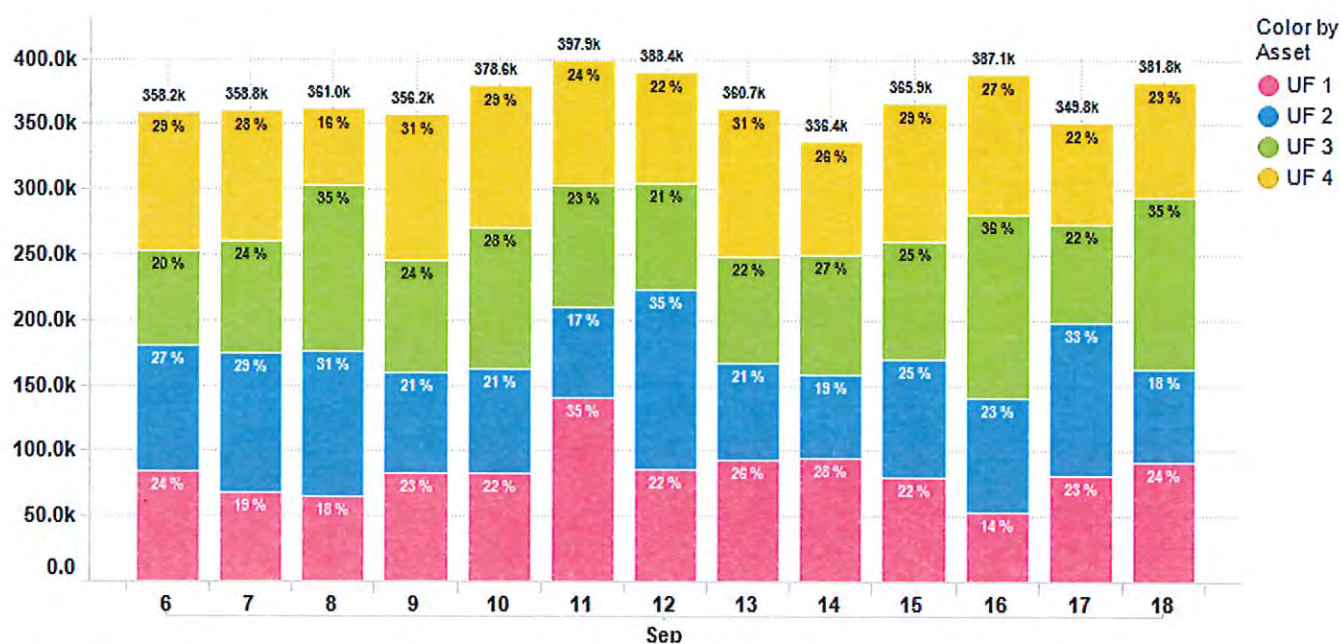


Before BP Flux Trend





Daily Permeate Flow



Average Daily permeate flow from 9/6/2019 to 9/19/2019 is 367.8k gal with a maximum daily flow of 397.9k gal.

Asset Summary

KPI Parameters	Value/Change	UF 1	UF 2	UF 3	UF 4
FluxBeforeBP gfd	Value	7.51	7.65	7.18	8.14
	Change	4.01 %	1.99 %	0.01 %	7.29 %
PermeateTurbidityAfterBP NTU	Value	0.10	0.09	0.10	0.08
	Change	-18.76 %	55.25 %	-17.61 %	-10.54 %
TCPermeabilityBeforeBP gfd/psi	Value	20.14	11.09	16.28	28.99
	Change	-0.60 %	2.22 %	3.44 %	-3.20 %
TMPBeforeBP psi	Value	0.37	0.67	0.43	0.28
	Change	5.49 %	-0.22 %	-2.09 %	9.71 %
TotalPermeateFlowDaily gal	Value	84.98k	90.66k	97.25k	94.87k
	Change	-23.46 %	-13.64 %	-4.12 %	-10.84 %



Plant Summary

KPI Parameters	Value/Change	UF Plant
PermeateTemperature °F	Value	71.83
	Change	0.08 %
TotalPermeateFlowDaily gal	Value	367.76k
	Change	-12.67 %

Contract Expiry Date : 10/26/2019

For InSight technical assistance please email insight.src@suez.com or please call technical support at 1 866 271 5425 or 905 469 7723 and follow the prompts, if you require after hours assistance please contact the 24/7 Emergency number provided in your plant documentation. This email is a summary of issues identified during a manual review of InSight data from the time period above. This review is an analysis of data that is logged by InSight and identifies key plant performance issues determined from this data. This data review was not focused on minor data issues but on identifying possible existing and/or upcoming critical operational issues.

This review was prepared by SUEZ Water Technologies & Solutions solely to assist water treatment plant owners and/or operators in analyzing and optimizing plant performance and is not intended to be used or relied upon for regulatory compliance or any other purpose. The content of this review is based in whole or in part on operation data obtained from the plant using InSight software. SUEZ Water Technologies & Solutions makes no representations or warranties as to the accuracy of the plant data utilized in the preparation of this review. SUEZ Water Technologies & Solutions accepts no liability for consequences or actions taken in whole or in part by any person on the basis of this review or its contents



Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

MEMO

DATE: 10/02/2019

TO: Town Council

FROM: Chief W. Neal White

CC:

RE: Police Department Monthly Report – 10/08/2019

Monthly Activity Report

The activity report for the month of September 2019 is attached to this memo.

Public Safety Committee

The Public Safety Committee met September 25, 2019 and the minutes can be found in the consent agenda. The next scheduled meeting for the Committee is November 25, 2019 at 12:30 pm in the A/B meeting room.

Action Items

- The Public Safety Committee has reviewed regulations, forms, and ordinances associated with Special Events and Demonstrations. These items have also been reviewed by legal counsel and are included tonight for adoption consideration.

You will also find in this packet and agenda item report summary detailing the background of this review as well as recommended actions associated with the implementation of these regulations.

- The department is preparing for another year of trick or treating, and pursuant to sec. 13-38 of the Berryville Town Code the designated hours should be set by Council at this meeting. The normal hours for this activity are generally between 6:00 pm and 08:30 pm.

Community Events

Clarke County High School will be sponsoring a Homecoming Parade on October 17, 2019. The parade is set to begin at 5:00 pm from Station Road travelling down Main Street until terminating at the Clarke County School Board Offices.



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W. Neal White – Chief of Police

Crisis Intervention Training

I am pleased to report that all sworn members of the police department have now completed crisis intervention team training. In addition to all members completing the training, we also have three members of the department who are instructors in this field. This was a department goal for this calendar year and a considerable accomplishment. All officers who have been through the training have found it to be very useful in how they deal with individuals in crisis as well as learning about de-escalation techniques and resources available in the region to help those that live with the impacts of mental illness.



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W. Neal White – Chief of Police

Police and Security Report

	Year To Date	September	August
Month: September	2019	2019	2019
Year: 2019			
<u>Complaints Answered</u>			
911 Hang Up:	11	4	2
Alarms:	157	19	19
Animal Complaint:	115	7	12
Assault and Battery:	6	2	0
Assist County:	21	4	5
Auto Larceny:	0	0	0
Burglary:	2	0	0
Civil Complaints:	51	5	6
Disturbance:	20	1	4
Domestic Disturbance:	17	4	1
Drunk In Public:	7	0	1
Forgery & Uttering:	0	0	0
Fraud:	21	6	1
Larceny:	28	3	5
Harassment/Intimidation:	34	1	5
Homicide:	0	0	0
Juvenile Related:	24	3	1
Noise:	45	2	4
Public Service:	8	0	1
Rape:	0	0	0
Robbery:	1	0	0
Runaway:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	109	11	17
Trespassing:	6	1	1
Vandalism:	26	3	0
Welfare Check:	101	9	13
Mental Health Crisis	66	6	5
Miscellaneous Complaints:	857	79	109
Total Complaints Answered:	1733	170	212



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	September	August
	2019	2019	2019
<u>Traffic</u>			
Accidents Investigated:	35	5	3
Assist Motorist:	1	0	0
Child Safety Seat Install:	15	2	4
Funeral Escort:	22	2	6
Hit & Run:	1	1	0
Parking Tickets:	636	51	44
Traffic Warnings:	276	19	25
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	6	0	0
Expired Inspection:	49	1	8
Expired Registration:	15	1	0
Fail to Obey Highway Sign:	54	6	7
Fail to Obey Traffic Signals:	8	2	2
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	5	0	1
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	10	1	0
No Seat Belt:	2	2	0
Reckless Driving:	9	2	3
Speeding:	124	10	5
Miscellaneous Summons:	29	4	6
Total Traffic Summons Issued:	311	29	32
<u>Found Open at Businesses in Town</u>			
Doors:	13	2	3
Windows:	0	0	0
Garage Doors:	0	0	0



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	September	August
	2019	2019	2019
<u>Criminal Arrests Made</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	7	1	0
Assault and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	4	2	0
Disorderly Conduct:	0	0	0
Driving While Intoxicated:	7	2	0
Drunk In Public:	8	0	0
Fail to Obey Police Officer:	0	0	0
Fail to Pay Parking Ticket:	9	1	7
Forgery:	0	0	0
Fraud:	2	0	0
Grand Larceny:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	12	1	3
Petty Larceny:	0	0	0
Possess Alcohol Underage:	5	1	0
Protective Order Violations:	1	0	1
Rape:	0	0	0
Resisting Arrest:	1	0	1
Robbery:	0	0	0
Shoplifting:	0	0	0
Trespassing:	0	0	0
Vandalism:	1	0	1
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	26	2	2
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	83	10	14

BERRYVILLE TOWN COUNCIL**MOTION TO ESTABLISH DATE AND HOURS FOR TRICK OR TREATING**

Date: October 8, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville, in accordance with sec. 13-38 of the Code of the Town of Berryville, designate the date and hours for trick-or-treating within the Town of Berryville as October 31, 2019 between the hours of 06:00 pm and 08:30 pm.

VOTE:

Aye:

Nay:

Abstain:

ATTEST:

Harry Lee Arnold, Jr., Recorder

Town Council Agenda Item Report Summary

October 8, 2019

Item Title

Community Development Update

Prepared By

Christy Dunkle

Planning Commission

The Planning Commission did not meet in September. Their next meeting is scheduled for Tuesday, October 22, 2019 at 7:30pm.

Berryville Area Development Authority

The BADA met on Wednesday, September 25, 2019 when they held a public hearing on the following request:

D.R. Horton, Inc. (Patrick J. Williams, Agent) is requesting final subdivision plat approval for the creation of 82 single-family residential lots on 41.2046 acres on Tax Map Parcel number 14-A-96 zoned DR-2 Residential located in the Town of Berryville. MASD 01-19

They approved the final plat as presented. Bonds for the development are included in this Council packet. It is anticipated that the Virginia Department of Environmental Quality will finalize their comments by no later than October 11, 2019. Their next meeting is scheduled for Wednesday, October 23, 2019 at 7:00pm.

Architectural Review Board

The ARB met on Wednesday, October 2, 2019 to discuss the following items:

Architectural Review

Glenn McIntire, Owner, is requesting a Certificate of Appropriateness in order to add an addition onto an accessory structure located at 114 East Main Street, identified as Tax Map Parcel number 14A2-((A))-79, zoned C General Commercial. *Approved as presented.*

Sign Review

Cassandra Ludtke (Owner, Footloose Dance and Gymnastics), is requesting a Certificate of Appropriateness to install a projecting sign on the building located at 20A East Main Street, identified as Tax Map Parcel number 14A2-((A))-72, zoned C General Commercial. *Approved as presented, recommended a larger sign for legibility.*

Architectural Review

R2 Investment Properties, LLC (Allen Kitselman, Main Street Architecture, PLC, Agent) is requesting a Certificate of Appropriateness in order to build a new mixed use

building located on the parcel located at 101 East Main Street, identified as Tax Map Parcel number 14A5-((A))-81, zoned C General Commercial. *Approved as presented.*

They also discussed windows on a house on Swan Avenue. Their next meeting is scheduled for Wednesday, November 6, 2019 at 12:30pm.

Tree Board

The Tree Board has not met since the last Town Council meeting. Staff completed and submitted the Tree City USA application which is currently under review. The Tree Board's next meeting is scheduled for Wednesday, November 6, 2019 at 7:30pm.

Board of Zoning Appeals

The BZA has not held a meeting since the last Council meeting.

Town Council Agenda Item Report Summary

October 8, 2019

Item Title

Construction Project Update

Prepared By

Christy Dunkle

Robert Regan Village

- 120 age- and income-restricted apartments
- Construction underway
- Staff attends monthly progress meetings
- Anticipating substantial completion by August, 2020

Shenandoah Crossing Subdivision

- 82 single-family homes
- Owned by D.R. Horton, Inc.
- To be developed by D.R. Horton, Inc.
- Zoned DR-2 Detached Residential
- Cluster layout
- HOA maintained
- Review of construction plans has been completed
- Public hearing for final plat held September 25, 2019, BADA recommended approval
- Anticipated start: December 1, 2019

Fellowship Square Subdivision

- 50 single-family homes
- Owned by Fellowship Square Foundation
- To be owned (currently under contract) and developed by D.R. Horton, Inc.
- Zoned DR-4 Detached Residential
- Cluster layout
- HOA maintained
- Review of construction plans currently underway
- Planning Commission will hold public hearing on final plat
- No anticipated start

Hermitage Phase V

- 71 single-family homes
- Owned by Silver Lake Development
- Final phase of Hermitage subdivision (started 2000)
- Zoned R-1 and DR-1
- Phase V will have HOA oversight, other phases will not be affected

- Review of construction plans currently underway
- No anticipated start

Town Council Agenda Item Report Summary

October 8, 2019

Item Title

Set Bonds for Shenandoah Crossing Subdivision

Prepared By

Christy Dunkle

Background/History/General Information

The Berryville Area Development Authority approved the final plat for the 82-lot single-family subdivision at their September 25, 2019 meeting. Prior to satisfaction of final comments and land disturbance, the Subdivision Ordinance requires that bonds be set and submitted for public improvements (e.g., streets; sidewalks; water and sewer facilities) and erosion and sediment controls (e.g., temporary and future detention facilities; silt fence installation).

Findings / Current Activity

Dewberry, the engineers for applicant D.R. Horton, Inc., submitted bond estimates to Pennoni Engineering which have been reviewed and recommended. The amounts include a 25% contingency per Article VII, Section A. of the Berryville Subdivision Ordinance.

Financial Considerations

The proposed bond amounts are as follows:

Public Improvements:	\$5,155,365.00
Erosion and Sediment Control:	\$217,361.00

Schedule/Deadlines

Staff recommends this request be approved at the meeting. Construction plan review has been completed. Staff is awaiting final approval from the Virginia Department of Environmental Quality for minor modifications to a mechanical storm water detention appurtenance. It is anticipated that final approval from DEQ will occur within the next 10 days.

Attachments

- Public Improvement Bond Unit Price List and Bond Reduction Form
- Erosion and Sediment Control Bond Estimate and Reduction Form

Recommendation

Approve as presented.

Sample Motion

I move that the Council of the Town of Berryville approve the Erosion and Sediment Control and the Public Improvements bonds, including 25% contingencies for both, as follows:

Erosion and Sediment Controls:	\$217,361.00
Public Improvements:	\$5,155,365.00

Town of Berryville, Virginia
PUBLIC IMPROVEMENT BOND UNIT PRICE LIST AND BOND REDUCTION FORM

Project Name: Shenandoah Crossing	Firm: Dewberry	Project Number:
Prepared By: P. Stone		Date: 9/16/2019 Revised 10/2/19

ITEM		UNIT	UNIT COST	BOND ESTIMATE		BOND REDUCTION	
				QUANTITY	EXTENSION	QUANTITY	% COMPLETE
<u>MOBILIZATION GENERAL</u>							
Mobilization		LS	\$6,250.00	1	\$6,250.00		
Field Office		EA	\$3,000.00	1	\$3,000.00		
Job Sign		EA	\$1,150.00	1	\$1,150.00		
<u>SURVEYING</u>							
Steel Pipe Property Corner Marker Incl. Survey		EA	\$275.00				
<u>R.O.W. Monuments Surveyed In Place</u>							
RM -- 1		EA	\$825.00				
RM -- 2		EA	\$575.00				
<u>EARTHWORK EXCAVATION</u>							
Regular Bulk used as Fill		CY	\$3.86	62,500	\$241,250.00		
Rock, Rip		CY	\$17.30				
Rock, Blast		CY	\$38.48				
<u>BORROW MATERIAL</u>							
Buy, Load, Haul 10 Mi. Select Material		CY	\$28.90				
Fill & Compaction On-site Borrow		CY	\$5.95				
<u>UNSUITABLE MATERIAL</u>							
Load and Haul, 20 mi R/T		CY	\$21.95				
Dump Charge		CY	\$37.50				
Site Grading		SY	\$0.75				
<u>CLEAR & GRUB</u>							
Light		AC	\$6,675.00				
Moderate		AC	\$9,750.00	40.16	\$391,560.00		
Heavy		AC	\$12,250.00				
Very Heavy		AC	\$14,250.00				
<u>LANDSCAPING</u>							
Seeding		SY	\$0.77				
Sodding		SY	\$3.64				
<u>PLANTING SHRUBS</u>							
18"		EA	\$40.00				
24"		EA	\$70.00				

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BOND ESTIMATE			BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	%COMPLETE
TREES				
6' - 8' (1-2 in. Caliper)	EA	\$400.00	22	\$8,800.00
8' - 10' (2.5-3 in. Caliper)	EA	\$700.00	50	\$35,000.00
Tree Protection	LF	\$9.00		
MISCELLANEOUS SITE IMPROVEMENTS				
Retaining Walls				
Timber Wall (Less Than 6 ft)	LF	\$325.00		
Dry Rubble RW-1 (H=6')	LF	\$450.00		
Mortared Rubble RW-1A (H=6')	LF	\$535.00		
Concrete Gravity RW-2 (H=6')	LF	\$339.00		
Concrete Gravity RW-3 (H=6')	LF	\$378.00		
FENCING				
Std. Fence (H=5') FR-5	LF	\$9.31		
Farm Fence (H=5') FR-3A	LF	\$10.90		
Chain Link Fence (H=6') FR 2-B	LF	\$14.52		
Board Fence (H=6')	LF	\$19.35		
TOT LOTS				
Tot Lot	EA	\$16,495.00		
STORM DRAINAGE				
STORM SEWER				
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill				
Rock Excavation for All Pipe Types				
Less than 1,500 CY (Blasting)	CY	\$110.00		
More than 1,500 CY (Blasting)	CY	\$90.00		
Less than 1,500 CY (Hoe Ram)	CY	\$135.00		
More than 1,500 CY (Hoe Ram)	CY	\$110.00		
Trench De-watering				
Trench De-watering	LF	\$2.95		
RCP CLASS III ROUND T & G W/MASTIC				
12" Pipe (RCP III)				
0' - 8' Cut	LF	\$44.50		
8' - 14' Cut	LF	\$62.50		
Add cost for Class IV	LF	\$0.85		
O-Ring	LF	\$5.50		

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Prepared By: P. Stone		Firm: Dewberry	Date: 9/16/2019 Revised 10/2/19	

ITEM	UNIT	BOND ESTIMATE			BOND REDUCTION		
		UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
15" Pipe (RCP III)							
0' – 10' Cut	LF	\$49.75	3494	\$173,826.50			
10' – 16'	LF	\$77.50					
Add Cost for Class IV	LF	\$0.95					
O-Ring	LF	\$5.50					
18" Pipe (RCP III)							
0' – 10' Cut	LF	\$50.00	1676.36	\$83,818.00			
10' – 16' Cut	LF	\$80.00					
Add Cost for Class IV	LF	\$2.00					
O-Ring	LF	\$7.00					
21" Pipe (RCP III)							
0' – 10' Cut	LF	\$57.50					
10' – 16' Cut	LF	\$87.50					
Add Cost for Class IV	LF	\$2.75					
O-Ring	LF	\$13.00					
24" Pipe (RCP III)							
0' – 10' Cut	LF	\$67.50	748.12	\$50,498.10			
10' – 16' Cut	LF	\$95.00					
Add Cost for Class IV	LF	\$3.15					
O-Ring	LF	\$14.00					
27" Pipe (RCP III)							
0' – 10' Cut	LF	\$60.00					
10' – 16' Cut	LF	\$95.00					
Add Cost for Class IV	LF	\$4.00					
O-Ring	LF	\$15.00					
30" Pipe (RCP III)							
0' – 10' Cut	LF	\$82.50	419.46	\$34,605.45			
10' – 16' Cut	LF	\$125.00					
Add Cost for Class IV	LF	\$6.00					
O-Ring	LF	\$17.25					
33" Pipe (RCP III)							
0' – 12' Cut	LF	\$115.00					
10' – 18' Cut	LF	\$160.00					
Add Cost for Class IV	LF	\$6.50					
O-Ring	LF	\$21.95					
36" Pipe (RCP III)							
0' – 12' Cut	LF	\$120.00	540.06	\$64,807.20			

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BOND ESTIMATE			BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	%COMPLETE
12' – 18' Cut	LF	\$175.00		
Add Cost for Class IV	LF	\$7.75		
O-Ring	LF	\$22.75		
42" Pipe (RCP III)				
0' – 12' Cut	LF	\$140.00		
12' – 18' Cut	LF	\$200.00		
Add Cost for Class IV	LF	\$12.00		
O-Ring	LF	\$35.45		
48" Pipe (RCP III)				
0' – 12' Cut	LF	\$155.00		
12' – 18' Cut	LF	\$215.00		
Add Cost for Class IV	LF	\$12.50		
O-Ring	LF	\$43.35		
54" Pipe (RCP III)				
0' – 12' Cut	LF	\$190.00		
12' – 18' Cut	LF	\$275.00		
Add Cost for Class IV	LF	\$18.75		
O-Ring	LF	\$44.45		
60" Pipe (RCP III)				
0' – 12' Cut	LF	\$225.00		
12' – 18' Cut	LF	\$335.00		
Add Cost for Class IV	LF	\$22.50		
O-Ring	LF	\$48.65		
ELLIPTICAL PIPE – RCP CLASS III				
23" X 14" (18" Equiv-RCP III)				
0' – 10' Cut	LF	\$75.00		
10' – 16' Cut	LF	\$110.00		
Add Cost for Class IV	LF	\$16.45		
O-Ring	LF	\$43.35		
30" X 19" (24" Equiv-RCP III)				
0' – 10' Cut	LF	\$90.00		
10' – 16' Cut	LF	\$130.00		
Add Cost for Class IV	LF	\$5.95		
O-Ring	LF	\$43.35		
38" X 24" (30" Equiv-RCP III)				
0' – 10' Cut	LF	\$120.00		
10' – 16' Cut	LF	\$167.50		

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		BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	%COMPLETE
Add Cost for Class IV	LF	\$8.45			
O-Ring	LF	\$51.35			
45" X 29" (36" Equiv-RCP III)					
0' – 10' Cut	LF	\$165.00			
10' – 16' Cut	LF	\$235.00			
Add Cost for Class IV	LF	\$11.35			
O-Ring	LF	\$53.35			
53" X 34" (42" Equiv-RCP III)					
0' – 12' Cut	LF	\$210.00			
10' – 18' Cut	LF	\$300.00			
Add Cost for Class IV	LF	\$15.35			
O-Ring	LF	\$58.95			
60" X 38" (48" Equiv-RCP III)					
0' – 12' Cut	LF	\$255.00			
10' – 18' Cut	LF	\$375.00			
Add Cost for Class IV	LF	\$18.35			
O-Ring	LF	\$69.95			
HDPE PIPE					
8" Pipe					
0'-8' Cut	LF	\$28.65			
8'-14' Cut	LF	\$43.15			
12" Pipe					
0'-8' Cut	LF	\$38.95			
8'-14' Cut	LF	\$57.75			
15" Pipe					
0'-8' Cut	LF	\$50.25			
8'-16' Cut	LF	\$74.85			
18" Pipe					
0'-8' Cut	LF	\$66.00			
8'-16' Cut	LF	\$98.55			
24" Pipe					
0'-8' Cut	LF	\$76.90			
8'-16' Cut	LF	\$115.25			
30" Pipe					
0'-8' Cut	LF	\$91.33			
8'-16' Cut	LF	\$137.27			
36" Pipe					

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		BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	%COMPLETE
0'-8' Cut	LF	\$101.68			
8'-16' Cut	LF	\$152.33			
42" Pipe					
0'-8' Cut	LF	\$113.99			
8'-16' Cut	LF	\$171.00			
48" Pipe					
0'-8' Cut	LF	\$129.55			
8'-16' Cut	LF	\$195.66			
STORM STRUCTURES					
END SECTIONS					
End Section (ES-1), Concrete					
Pipe Size					
15"	EA	\$485.00	2	\$970.00	
18"	EA	\$565.00	1	\$565.00	
21"	EA	\$645.00			
24"	EA	\$755.00	2	\$1,510.00	
27"	EA	\$1,065.00			
30"	EA	\$1,195.00			
36"	EA	\$1,765.00	1	\$1,765.00	
42"	EA	\$1,795.00			
48"	EA	\$2,135.00			
54"	EA	\$2,795.00			
60"	EA	\$3,455.00			
ENDWALLS					
EW-1(Pre-cast)					
Round Pipe Size					
15"	EA	\$800.00			
18"	EA	\$1,337.00			
24"	EA	\$2,021.00			
30"	EA	\$2,133.00			
36"	EA	\$2,366.00			
EW-1 Cast in Place					
[Round Pipe Size]					
15"	EA	\$852.00			
18"	EA	\$1,053.00			
24"	EA	\$1,495.00			
30"	EA	\$2,144.00			

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ITEM	UNIT	BOND ESTIMATE		BOND REDUCTION	
		UNIT COST	QUANTITY	EXTENSION	%COMPLETE
36"	EA	\$2,383.00			
EW-1A (Pre-Cast)					
Elliptical Pipe Size					
23" X 14" (18")	EA	\$695.00			
30" X 19" (24")	EA	\$969.00			
38" X 24" (30")	EA	\$1,165.00			
45" X 29" (36")	EA	\$1,445.00			
53" X 34" (42")	EA	\$1,840.00			
EW-1A (Cast in Place)					
Elliptical Pipe Size					
23" X 14" (18")	EA	\$667.00			
30" X 19" (24")	EA	\$939.00			
38" X 24" (30")	EA	\$1,247.00			
45" X 29" (36")	EA	\$1,618.00			
53" X 34" (42")	EA	\$2,109.00			
EW-2 (PreCast)					
Round Pipe Size					
42"	EA	\$5,445.00			
48"	EA	\$5,695.00			
54"	EA	\$6,660.00			
60"	EA	\$7,140.00			
72"	EA	\$7,990.00			
84"	EA	\$9,490.00			
EW-2 (Cast in Place)					
Round Pipe Size					
42"	EA	\$4,723.00			
48"	EA	\$6,039.00			
54"	EA	\$6,972.00			
60"	EA	\$8,179.00			
72"	EA	\$10,713.00			
84"	EA	\$12,288.00			
(EW-6PC) [Double Pipe]					
Pipe Size					
2-15"	EA	\$999.00			
2-18"	EA	\$1,235.00			
2-24"	EA	\$1,510.00			
2-30"	EA	\$2,165.00			

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			BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	%COMPLETE
2-36"	EA	\$2,647.00				
MANHOLES						
Standard Brick Manhole Std Frame & Cover (MH-1)						
6' Depth	EA	\$3,750.00	6	\$22,500.00		
Depth below 6'	VF	\$163.00				
Standard Precast Manhole Std Frame & Cover (MH-2)						
6' Depth	EA	\$3,100.00				
Depth below 6'	VF	\$177.00				
Additional Cost (Amounts in parentheses to be added to the above unit costs)						
Watertight Fr/Cover (Add 110)	EA	\$579.00				
Heavy Duty Fr/Cover (Add 82)	EA	\$599.00				
DROP INLETS						
Cast in Place 48"						
Drop Inlet (DI-1) 12" - 24" Pipe 0-10 VF	EA	\$3,697.00	4	\$14,788.00		
Drop Inlet (DI-1A) 12" - 24" Pipe 10-20 VF	EA	\$5,593.00				
Drop Inlet (DI-2) 12" - 24" Pipe 0-10 VF, 10' throat	EA	\$6,911.00				
Drop Inlet (DI-2A) 12" - 24" Pipe 10-20 VF, 10' throat	EA	\$8,833.00				
CURB DROP INLETS						
Curb Drop Inlet (DI-3A)						
12"-30" Pipe (Invert Depth (H) = 0'-8") Inlet Length 2'-6"	EA	\$4,088.00				
Curb Drop Inlet (DI-3AA)						
12"-30" Pipe (Invert Depth (H) = 8'-20") Inlet Length 2'-6"	EA	\$5,357.00				
Curb Drop Inlet (DI-3B & DI-12) 12"-30" Pipe (Invert Depth (H) = 0'-8") Inlet Length						
4'	EA	\$4,279.00	8	\$34,232.00		
6'	EA	\$4,573.00	14	\$64,022.00		
8'	EA	\$4,889.00	9	\$44,001.00		

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				BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE		
10'	EA	\$5,052.00							
12'	EA	\$5,227.00							
16'	EA	\$5,543.00							
20'	EA	\$5,859.00							
Curb Drop Inlet (DI-3BB) 12"-30" Pipe									
<u>(Invert Depth (H) = 8'-20') Inlet Length</u>									
4'	EA	\$4,276.00							
6'	EA	\$4,848.00							
8'	EA	\$5,429.00							
10'	EA	\$5,732.00							
12'	EA	\$6,011.00							
16'	EA	\$6,296.00							
20'	EA	\$6,599.00							
Curb Drop Inlet (DI-3C) 12"-30" Pipe									
<u>(Invert Depth (H) = 0'-8') Inlet Length</u>									
6'	EA	\$4,013.00	8	\$32,104.00					
8'	EA	\$4,588.00	1	\$4,588.00					
10'	EA	\$4,893.00	1	\$4,893.00					
12'	EA	\$5,178.00							
16'	EA	\$5,766.00							
20'	EA	\$6,339.00							
Curb Drop Inlet (DI-3CC) 12"-30" Pipe									
<u>(Invert Depth (H) = 8'-20') Inlet Length</u>									
6'	EA	\$4,746.00							
8'	EA	\$5,293.00							
10'	EA	\$5,627.00							
12'	EA	\$5,988.00							
16'	EA	\$6,772.00							
20'	EA	\$7,465.00							
Curb Drop Inlet (DI-3D)									
12"-30" Pipe (Invert Depth (H) = 0'-8') Inlet Length 2'-6"									
EA		\$3,633.00							
Curb Drop Inlet (DI-3DD)									
12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length 2'-6"									
EA		\$4,367.00							

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BOND ESTIMATE				BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	%COMPLETE
Curb Drop Inlet (DI-3E) 12"-30" Pipe						
<u>(Invert Depth (H) = 0'-8') Inlet Length</u>						
4'	EA	\$4,093.00				
8'	EA	\$4,756.00				
10'	EA	\$5,724.00				
12'	EA	\$5,833.00				
16'	EA	\$6,072.00				
20'	EA	\$6,709.00				
Curb Drop Inlet (DI-3EE) 12"-30" Pipe						
<u>(Invert Depth (H) = 8'-20') Inlet Length</u>						
6'	EA	\$7,562.00				
8'	EA	\$7,869.00				
10'	EA	\$7,999.00				
12'	EA	\$8,166.00				
16'	EA	\$8,471.00				
20'	EA	\$8,767.00				
Curb Drop Inlet (DI-3F) 12"-30" Pipe						
<u>(Invert Depth (H) = 0'-8') Inlet Length</u>						
6'	EA	\$3,765.00				
8'	EA	\$4,419.00				
10'	EA	\$4,749.00				
12'	EA	\$5,085.00				
16'	EA	\$5,742.00				
20'	EA	\$6,395.00				
Curb Drop Inlet (DI-3FF) 12"-30" Pipe						
<u>(Invert Depth (H) = 8'-20') Inlet Length</u>						
6'	EA	\$8,077.00				
8'	EA	\$8,288.00				
10'	EA	\$8,480.00				
12'	EA	\$8,669.00				
16'	EA	\$9,047.00				
20'	EA	\$9,446.00				
Curb Drop Inlet (DI-4A) 36"-48" Pipe						
<u>(Invert Depth (H) = 0'-8') Inlet Length</u>						
4'	EA	\$4,868.00				

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			BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	%COMPLETE
Curb Drop Inlet (DI-4AA) 36"-48" Pipe						
<u>(Invert Depth (H)=0'-8') Inlet Length</u>						
4'	EA	\$6,817.00				
Curb Drop Inlet (DI-4B) 36"-48" Pipe						
<u>(Invert Depth (H) =0'-8') Inlet Length</u>						
6'	EA	\$5,172.00				
8'	EA	\$5,499.00				
10'	EA	\$5,698.00				
12'	EA	\$5,870.00				
16'	EA	\$6,221.00				
20'	EA	\$6,571.00				
Curb Drop Inlet (DI-4BB) 36"-48" Pipe						
<u>(Invert Depth (H) =8'-20') Inlet Length</u>						
6'	EA	\$10,292.00				
8'	EA	\$10,643.00				
10'	EA	\$10,810.00				
12'	EA	\$10,974.00				
16'	EA	\$11,309.00				
20'	EA	\$11,669.00				
Curb Drop Inlet (DI-4C) 36"-48" Pipe						
<u>(Invert Depth (H) =0'-8') Inlet Length</u>						
8'	EA	\$5,612.00				
10'	EA	\$5,794.00				
12'	EA	\$5,968.00				
16'	EA	\$6,315.00				
20'	EA	\$6,657.00				
Curb Drop Inlet (DI-4CC) 36"-48" Pipe						
<u>(Invert Depth (H) =8'-20') Inlet Length</u>						
8'	EA	\$13,371.00				
10'	EA	\$13,693.00				
12'	EA	\$14,097.00				
16'	EA	\$14,712.00				
20'	EA	\$15,365.00				
Curb Drop Inlet (DI-4D)						
<u>36"-48" Pipe (Invert Depth (H) =0'-8') Inlet Length 4'</u>						
	EA	\$4,933.00				

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		BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	%COMPLETE
Curb Drop Inlet (DI-4DD)					
36"-48" Pipe (Invert Depth (H) =8'-16') Inlet Length 4'	EA	\$9,455.00			
Curb Drop Inlet (DI-4E) 36"-48" Pipe					
<u>(Invert Depth (H) =0'-8') Inlet Length</u>					
6'	EA	\$5,267.00			
8'	EA	\$5,605.00			
10'	EA	\$5,896.00			
12'	EA	\$6,233.00			
16'	EA	\$6,996.00			
20'	EA	\$7,695.00			
Curb Drop Inlet (DI-4EE) 36"-48" Pipe					
<u>(Invert Depth (H) =8'-16') Inlet Length</u>					
6'	EA	\$9,165.00			
8'	EA	\$9,495.00			
10'	EA	\$9,839.00			
12'	EA	\$10,167.00			
16'	EA	\$10,838.00			
20'	EA	\$11,483.00			
Curb Drop Inlet (DI-4F) 36"-48" Pipe					
<u>(Invert Depth (H) =0'-8') Inlet Length</u>					
8'	EA	\$5,877.00			
10'	EA	\$6,209.00			
12'	EA	\$6,568.00			
16'	EA	\$7,259.00			
20'	EA	\$7,963.00			
Curb Drop Inlet (DI-4FF) 36"-48" Pipe					
<u>(Invert Depth (H) =8'-16') Inlet Length</u>					
8'	EA	\$8,866.00			
10'	EA	\$9,147.00			
12'	EA	\$9,435.00			
16'	EA	\$9,997.00			
20'	EA	\$10,584.00			
Median Drop Inlets - CIP					
Median Drop Inlet (DI-6A)					
12"-24" Pipe Inlet (H=8')	EA	\$4,205.00			

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			BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	%COMPLETE
Median Drop Inlet (DI-6B) 12"-24" Pipe Inlet (H=8')	EA	\$4,267.00				
Median Drop Inlet (DI-6C) 30"-48" Pipe Inlet (H=10')	EA	\$5,589.00				
Median Drop Inlet (DI-6D) 30"-48" Pipe Inlet (H=10')	EA	\$5,692.00				
Median Drop Inlet (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	\$5,748.00	13	\$74,724.00		
Median Drop Inlet (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	\$6,338.00				
Median Drop Inlet (DI-7B) Type III Top 12"-42" Pipe Inlet (H=10')	EA	\$6,797.00				
MISCELLANEOUS INLETS						
Ditch Drop Inlet, (DI-5) Type III Tip 12"-42" Pipe Inlet (H=8')	EA	\$5,226.00				
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	\$4,749.00	1	\$4,749.00		
Add Yard Inlet Apron	Throat	\$255.00				
Standard Yard Inlet (YI-3) 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	\$5,127.00				
Add Yard Inlet Apron	Throat	\$255.00				
CULVERTS						
Single Box Culvert (BC-1A) Fills to 25'						
4' X 4'	LF	\$336.00				
5' X 5'	LF	\$410.00				
6' X 6'	LF	\$498.00				
8' X 8'	LF	\$699.00				
10' X 10'	LF	\$845.00				
Double Box Culvert (BC-2b) Fills to 25'						

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			BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	%COMPLETE
4' X 4'	LF	\$566.00				
5' x 5'	LF	\$705.00				
6' X 6'	LF	\$854.00				
8' X 8'	LF	\$1,148.00				
10' X 10'	LF	\$1,411.00				
<u>Oversized Single Box Culvert</u>						
(BBC-1) Fills to 25'						
12' X 6'	LF	\$1,026.00				
12' X 8'	LF	\$1,144.00				
12' X 10'	LF	\$1,239.00				
12' X 12'	LF	\$1,348.00				
<u>Triple Box Culvert</u>						
(BC-3B) Fills to 25'						
4' X 4'	LF	\$779.00				
5' x 5'	LF	\$965.00				
6' X 6'	LF	\$1,211.00				
8' X 8'	LF	\$1,633.00				
10' X 10'	LF	\$2,488.00				
<u>Quadruple Box Culvert</u>						
(BC-4B) Fills to 25'						
4' X 4'	LF	\$987.00				
5' x 5'	LF	\$1,225.00				
6' X 6'	LF	\$1,523.00				
8' X 8'	LF	\$1,497.00				
10' X 10'	LF	\$2,835.00				
<u>Standard Wing for Box Culvert</u>						
(1 Side Only) Height of Box						
4'	EA	\$675.00				
5'	EA	\$995.00				
6'	EA	\$1,337.00				
8'	EA	\$2,489.00				
10'	EA	\$3,315.00				
<u>Standard Wing for Oversized Box Culvert(BBC-W)</u>						
Height of Box						
6'	EA	\$1,351.00				
8'	EA	\$2,189.00				
10'	EA	\$3,269.00				

Project Name: Shenandoah Crossing			Project Number:		Date: 9/16/2019 Revised 10/2/19	
Prepared By: P. Stone			Firm: Dewberry			
			BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	%COMPLETE
12'	EA	\$4,763.00				
MISCELLANEOUS STORM						
<u>Connection to Existing Structure</u>						
15"-36" Pipe	EA	\$735.00	1	\$735.00		
42"- 60" Pipe	EA	\$1,125.00				
<u>Casing Pipe, Bore and Jack (3/8" wall)</u>						
22" ID (6"-8" Carrier Pipe)	LF	\$411.00				
24" ID (10" Carrier Pipe)	LF	\$451.00				
30" ID (12" Carrier Pipe)	LF	\$569.00				
<u>Plug Pipe</u>						
6" -12" Pipe	EA	\$142.00				
15"-36" Pipe	EA	\$323.00				
42"- 60" Pipe	EA	\$522.00				
<u>Pavement Edge Pipe</u>						
Standard Pipe Underdrain	LF	\$19.00				
<u>Riprap</u>						
Dry, Class I, 18"	SY	\$47.87	197	\$9,430.39		
Dry, Class II, 18"	SY	\$51.46				
Grouted, Class I, 18"	SY	\$69.97				
<u>Filter Fabric</u>						
Class I	SY	\$3.50				
Class II	SY	\$3.00				
Class III	SY	\$2.25				
<u>Gabions (No excavation)</u>						
Mattress	CY	\$130.00	141	\$18,330.00		
Revetment	CY	\$164.33				
Wall	CY	\$212.25				
<u>Paved Ditch (4" Thick)</u>						
Concrete (Non-reinforced)	SY	\$62.00				
Bituminous Concrete(4")	SY	\$30.00				
<u>Sodded Ditch</u>						
Sodded Ditch (Incl Fine Grading)	SY	\$9.86				
<u>WATERMAIN</u>						
8" C909 PVC	LF	\$84.00	5102	\$428,568.00		
<u>VALVES</u>						

Project Name: Shenandoah Crossing	Project Number:
Prepared By: P. Stone	Firm: Dewberry
	Date: 9/16/2019 Revised 10/2/19

		BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	%COMPLETE
8", 10" or 12" valve	EA	\$2,500.00	25		
HYDRANT ASSEMBLY					
Hydrant Assembly w/ aux valve	EA	\$4,800.00	7	\$33,600.00	
MISCELLANEOUS WATER					
Air release assembly w/ MH	EA	\$6,000.00	1	\$6,000.00	
Extension from ex. Blow off	EA	\$1,500.00	1	\$1,500.00	
Cut-In on Ex. Main	EA	\$5,000.00	1	\$5,000.00	
Wet Tap on Ex. Man	EA	\$8,400.00	1	\$8,400.00	
1" service w/ meter setting	EA	\$1,800.00	82	\$147,600.00	
SANITARY					
8" Sanitary Sewer					
0-10' Cut	LF	\$68.00	2224	\$151,232.00	
>10' Cut	LF	\$131.00	2056	\$269,336.00	
Sanitary Manhole					
4' Diam. <6' Depth	EA	\$5,250.00	27	\$141,750.00	
depth below 6'	VF	\$368.00	115	\$42,320.00	
connect to ex. By core and boot	EA	\$2,100.00	1	\$2,100.00	
SEWER MISCELLANEOUS					
sewer service connection & lateral	EA	\$2,000.00	82	\$164,000.00	
STREET CONSTRUCTION					
ROADS AND PARKING					
Soil Stabilization					
Cement 6%	SY/Inch Depth	\$2.70			
Depth (in Inches):					
Lime 6%	SY/Inch Depth	\$1.89			
Depth (in Inches):					
Subbase, Aggregated Material					
Base Type I	SY/Inch Depth	\$1.75	19350	\$270,900.00	
Depth (in Inches):	8				
Bituminous Concrete					
Base Course	SY/Inch Depth	\$5.59			
Depth (in Inches):					

Project Name: Shenandoah Crossing			Project Number:		Date: 9/16/2019 Revised 10/2/19	
Prepared By: P. Stone			Firm: Dewberry			
			BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	%COMPLETE
Intermediate Course	SY/Inch Depth	\$5.49	13349	\$219,858.03		
Depth (in Inches):	3					
Top Course	SY/Inch Depth	\$5.49	13349	\$183,215.03		
Depth (in Inches):	2.5					
Prime Coat	SY	\$1.10	13349	\$14,683.90		
Tack Coat	SY	\$1.10				
Driveway Restoration						
4" Concrete & 4" Gravel	SY	\$79.95				
2" SM-9.5 & 6" Gravel	SY	\$31.96				
Shoulders, Type I						
Aggregated Base, 4"	SY	\$11.50				
Concrete Curbing						
Curb & Gutter CG6 & CG7	LF	\$22.50	9700	\$218,250.00		
Curb Cut, CG-12 Detectable Surf.	EA	\$569.00				
Entrances/Driveways						
Commercial Entrance CG-11	SY	\$52.88				
Commercial Entrance CG-13	SY	\$64.67				
Residential Driveway C&G/SW	EA	\$1,043.75	82	\$85,587.50		
Guardrails						
Std. Blocked-out W beam (GR2)	LF	\$42.50				
Std. W beam, Weak Post GR8	LF	\$28.50				
Terminal, GR-6 (L=12'-6")	EA	\$2,929.00				
Terminal, GR-7 (L=6'-3")	EA	\$2,659.00				
Type I, GR-8 Terminal (L=25')	EA	\$1,399.00				
Type II, GR-8 Terminal (L=13'-6")	EA	\$695.00				
Terminal, MB-4 (L=37'-6")	EA	\$3,495.00				
Type I, MB-5 Terminal (L=27'-1)	EA	\$2,925.00				
Type II, MB-5 Terminal (L=13'-6)	EA	\$1,675.00				
Miscellaneous						
Trash enclosure - Brick 6' high	LF	\$325.00				
Reinforced Concrete Pad 6" to 8"	SY	\$62.00				
Striping 4" width (VDOT Type B)	LF	\$2.25				
Concrete Wheel Stops	EA	\$70.00				
Parking Lot Striping	EA	\$50.00				
Sign Island	EA	\$850.00				

Project Name: Shenandoah Crossing	Project Number:
Prepared By: P. Stone	Firm: Dewberry
	Date: 9/16/2019 Revised 10/2/19

		BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	%COMPLETE
Traffic Barricade	LF	\$43.45			
Street Name Signs	EA	\$435.00	5	\$2,175.00	
Traffic Control Signs	EA	\$375.00			
Street Light (pole, bracket, light)	EA	\$4,285.00			
SIDEWALKS AND TRAILS					
Sidewalk					
Concrete 4" w/WVF, No base	SY	\$45.23	4835	\$218,687.05	
Bitum. Conc, 2" w/4" Base	SY	\$30.00			
4" Conc, No Reinf., No Base	SY	\$41.00			
HANDRAIL					
Handrail 3 Rail 1-1/4" #4 Finish	LF	\$96.50			
Wood Chip Trail					
Trails(Incl Excavation & Grading)	SY	\$17.69			
Wood chip, 4' wide					
Bituminous Trail					
6' to 10' wide	SY	\$49.25	129	\$6,353.25	
CRITICAL SLOPE STABILIZATION					
Paved Flume	SY	\$67.00			
Stmvttr Conc Channel-Excav	SY	\$7.75			
ADD Grass Lined-seeded	SY	\$5.37			
ADD Grass Lined-sodded	SY	\$10.89			
Outlet Protection					
Non-grouted Riprap 18"	SY	\$52.00	52	\$2,704.00	
Concrete 4"	SY	\$53.50			
Level Spreader	SY	\$4.44			
Streambank Protection					
Non-grouted Riprap 18"	SY	\$58.00			
Gabions	CY	\$147.00			
Vegetative Erosion Control					
Sodding incl Fertilizing - Banks	SY	\$7.77			
Sodding incl Fertilizing - Flat	SY	\$5.36			
Seeding incl Fertilizing	SY	\$2.44			
Sodding W/Soil Treat & Watering	SY	\$3.25			
Seeding W/Soil Treat & Watering	SY	\$6.46			
Straw Mulch w/Tack	SY	\$1.40			
Jute Mesh	SY	\$1.77			
Special Items					

Project Name: Shenandoah Crossing		Project Number:	
Prepared By: P. Stone		Firm: Dewberry	Date: 9/16/2019 Revised 10/2/19

BOND ESTIMATE				BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	%COMPLETE
FEMA Processing LOMR/CLOMR	EA	\$7,650.00				
As Built (Record Drawings)	EA	\$9,500.00	1	\$9,500.00		

COMPLETED WORK =	
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Sub-Total = \$4,124,291.40
 + 25% Contingencies = \$1,031,073.00
 Total = \$5,155,365.00

PROJECT NAME: Shenandoah Crossing
PREPARED BY: P. Stone

FIRM: Dewberry

DATE: October 2, 2019

ITEM		BOND ESTIMATE			REDUCTION ESTIMATE		
	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	% COMPLETE
CONSTRUCTION ENTRANCE	EA	\$2,290.00					
WITH WASH RACK	EA	\$3,620.00	1	\$3,620.00			
SILT FENCE	LF	\$3.60	3,100	\$11,160.00			
REINFORCED SILT FENCE	LF	\$12.00	3,625	\$43,500.00			
DIVERSION DIKE	LF	\$3.60	2,200	\$7,920.00			
TREE PROTECTION	LF	\$3.60	1,945	\$7,002.00			
SEDIMENT TRAP	EA	\$420.00					
PIPE OUTLET TRAP	EA	\$1,330.00					
SEDIMENT BASIN	EA	\$4,580.00	2	\$9,160.00			
INLET PROTECTION	EA	\$180.00	67	\$12,060.00			
OUTLET PROTECTION	EA	\$300.00	7	\$2,100.00			
STONE CHECK DAM	EA	\$300.00	19	\$5,700.00			
RIP RAP CLASS I	SY	\$60.00					
PIPE SLOPE DRAIN	LF	\$7.80					
UTILITY STREAM CROSSING	EA	\$1,810.00					
PERMANENT SEEDING INCLUDES STRAW MULCH	AC	\$2,410.00	27.18	\$65,503.80			
SOIL STABILIZATION MAT	SF	\$1.20					
GRAVEL ACCESS ROAD (6" DEPTH)	SY	\$10.50	587.00	\$6,163.50			
				ESTIMATE OF COMPLETED WORK:			

TOTAL: \$ 173,889

+ 25% CONTINGENCIES: \$ 43,472

GRAND TOTAL: \$ 217,361

ACH Transactions

Date From - 9/1/2019 Date To - 9/30/2019

Town of Berryville

Description	Date	Amount
Virginia Retirement System	9/10/2019	\$ 24,224.04
Payroll Transfer - BW Non Exempt	9/4/2019	\$ 33,628.66
US Treasury - Payroll Taxes	9/4/2019	\$ 11,112.89
ICMA-RC VRS Hybrid	9/4/2019	\$ 558.09
Payroll Transfer - Town Council	9/4/2019	\$ 1,454.49
US Treasury - Payroll Taxes	9/4/2019	\$ 241.02
US Bank - Copier Lease	9/24/2019	\$ 1,240.22
Mansfield - Fuel Card Due	9/6/2019	\$ 773.97
Mansfield - Fuel Card Due	9/6/2019	\$ 875.40
Payroll Transfer - SM Exempt	9/9/2019	\$ 16,387.38
US Treasury - Payroll Taxes	9/13/2019	\$ 6,527.22
Treas of WV - Payroll Taxes	9/9/2019	\$ 439.00
Comp of MD - Payroll Taxes	9/9/2019	\$ 107.00
Treas of VA - Payroll Taxes	9/9/2019	\$ 2,723.00
Payroll Transfer - BW Non Exempt	9/16/2019	\$ 33,846.23
US Treasury - Payroll Taxes	9/20/2019	\$ 11,108.34
ICMA-RC VRS Hybrid	9/20/2019	\$ 558.09
Lincoln Financial - Disability Insurance	9/24/2019	\$ 856.61
Anthem	9/24/2019	\$ 27,938.00
Payroll Transfer - SM Exempt (Moreland Comp/Vac Payout)	9/25/2019	\$ 15,429.01
US Treasury - Payroll Taxes	9/25/2019	\$ 10,672.64
Payroll Transfer - SM Exempt	9/25/2019	\$ 16,387.38
US Treasury - Payroll Taxes	9/30/2019	\$ 6,527.22
Treas of WV - Payroll Taxes	9/30/2019	\$ 466.00
Comp of MD - Payroll Taxes	9/30/2019	\$ 108.00
Treas of VA - Payroll Taxes	9/30/2019	\$ 4,152.00



BERRYVILLE TOWN OF
DESIRÉE MORELAND
XXXX-XXXX-XXXX

August 01, 2019 - August 31, 2019

Purchasing Card

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238 Customer Service: 1.888.449.2273 24 Hours TTY Hearing Impaired: 1.800.222.7365 24 Hours Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 08/31/19 Payment Due Date 09/24/19 Days in Billing Cycle 31 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$97,597.57	Previous Balance \$88,318.31 Payments -\$88,318.31 Credits \$0.00 Cash \$0.00 Purchases \$97,597.57 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$97,597.57

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 09/24/19.

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BOOR, RICK XXXX-XXXX-XXXX 15,000	0.00	0.00	8,263.67	8,263.67
BOOTH, KEVIN XXXX-XXXX-XXXX 1,000	0.00	0.00	424.57	424.57

8831831 9759757 9759757 4715291201837237


 BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731


 BERRYVILLE TOWN OF
 DESIRÉE MORELAND
 STE A
 101 CHALMERS CT
 BERRYVILLE, VA 22611-1387

Account Number: XXXX-XXXX-XXXX-7237
 August 01, 2019 - August 31, 2019

Total Payment Due \$97,597.57
Payment Due Date 09/24/19

Enter payment amount

\$

☐ Check here for a change of mailing address or phone numbers.
 Please provide all corrections on the reverse side.

Mail this coupon along with your check payable to:
 BANK OF AMERICA

5499900 1 1:0005 1 20 1837 23 711



Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): Contact our service for the hearing-impaired at 1.800.222.7365.

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

Disclosure: We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit www.bankofamerica.com/corporatecarddisclosure or call the customer service number listed on your statement to request a copy.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 982238, EL PASO, TX 79998-2238. Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service:	For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
	<u>Within the U.S.</u>	<u>Outside the U.S.</u>
	1.888.449.2273	1.509.353.6656 (collect calls accepted)

Thank you for your business.

Please write your change of address here:

Street

City

State

Zip

()

()

Home Phone

Business Phone

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.



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BERRYVILLE TOWN OF
DESIRÉE MORELAND
XXXX-XXXX-XXXX-7237
August 01, 2019 - August 31, 2019
Page 3 of 6

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BUSSERT, ERNIE XXXX-XXXX-XXXX- 500	0.00	0.00	28.99	28.99
CULP, PAUL XXXX-XXXX-XXXX- 5,000	0.00	0.00	2,068.56	2,068.56
DUNKLE, CHRISTY XXXX-XXXX-XXXX- 500	0.00	0.00	15.57	15.57
ELLIOTT, RALPH XXXX-XXXX-XXXX- 5,000	0.00	0.00	2,426.99	2,426.99
FERREBEE, DARRELL XXXX-XXXX-XXXX- 500	0.00	0.00	111.72	111.72
FRYE, BENJAMIN XXXX-XXXX-XXXX- 500	0.00	0.00	130.91	130.91
GREEN, CONNOR XXXX-XXXX-XXXX- 500	0.00	0.00	147.97	147.97
HALTERMAN, HEATHER XXXX-XXXX-XXXX- 50,000	0.00	0.00	47,225.59	47,225.59
KERN, JODI XXXX-XXXX-XXXX- 1,000	0.00	0.00	479.78	479.78
LINK, BRIAN XXXX-XXXX-XXXX- 1,000	0.00	0.00	137.69	137.69
MORELAND, DESIREE XXXX-XXXX-XXXX- 15,000	0.00	0.00	7,766.25	7,766.25
POSTON, RUSTY XXXX-XXXX-XXXX- 500	0.00	0.00	74.26	74.26
SHOREMOUNT, JOSEPH E XXXX-XXXX-XXXX- 500	0.00	0.00	262.81	262.81
STOVER, KEITH XXXX-XXXX-XXXX- 1,000	0.00	0.00	820.51	820.51
TYRRELL, DAVE XXXX-XXXX-XXXX- 35,000	0.00	0.00	25,674.57	25,674.57
WHITE, NEAL XXXX-XXXX-XXXX- 15,000	0.00	0.00	1,537.16	1,537.16

Transactions

Posting Transaction Date Date	Description	Reference Number	MCC	Charge	Credit
BERRYVILLE TOWN OF					Total Activity
Account Number: XXXX-XXXX-XXXX-7237					-\$88,318.31
08/23 08/23	AUTO PAYMENT DEDUCTION		0071		88,318.31
BOOR, RICK					Total Activity
Account Number: XXXX-XXXX-XXXX-1273					8,263.67
08/05 08/02	PMSI WINCHESTER 2 703-723-2899 VA	24632699215500725262260	7342	74.00	
08/09 08/08	MARKET BASKET BERRYVILLE VA	24755429220282205454453	5499	10.49	
08/12 08/08	FOX'S PIZZA 540-9553697 VA	24073149221900011600062	5812	64.20	
08/12 08/09	CDS TRACTOR TRAILER TRAINWOODFORD VA	24013399221001223090566	8299	425.00	
08/12 08/09	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767899223063500397812	5533	941.50	
08/19 08/17	WM SUPERCENTER #3344 WINCHESTER VA	24445009230400194931430	5411	72.40	
08/22 08/20	ANDERSON'S NURSERY BERRYVILLE VA	24061069233016022300905	5261	319.95	
08/22 08/20	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258029233017034835711	5983	665.39	

Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
08/23	08/22	CORE & MAIN LP 514	304-263-6986 WV	24792629234206962600036	5039	3,505.74
08/23	08/22	CORE & MAIN LP 514	304-263-6986 WV	24792629234206962600051	5039	2,185.00

BOOTH, KEVIN

Account Number: XXXX-XXXX-XXXX.

Total Activity
424.67

08/01	07/31	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979213091405000173	5251	10.76	
08/05	08/02	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979215091409000292	5251	59.73	
08/06	08/05	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979218091405000269	5251	19.08	
08/12	08/09	SHENANDOAH SAND 540-6671660 VA	24073149223900013600126	5211	264.00	
08/15	08/14	BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA	24247609226200354554177	7538	71.00	

BUSSERT, ERNIE

Account Number: XXXX-XXXX-XXXX.

Total Activity
28.99

08/12	08/09	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979222091403000349	5251	9.41	
08/30	08/29	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979242091403000709	5251	19.58	

CULP, PAUL

Account Number: XXXX-XXXX-XXXX

Total Activity
2,068.56

08/01	07/31	VA MUNICIPAL LEAGUE 804-649-8471 VA	24210739212083356827146	8641	1,255.00	
08/05	08/03	STAPLS7222939672000001 877-8267755 NJ	24164079216105028562158	5111	63.43	
08/08	08/06	131 N KENT STREET WINCHESTER VA	24073149219900012539347	7523	2.00	
08/08	08/06	PICCADILLY STREET LLC WINCHESTER VA	24073149219900017172680	5812	28.00	
08/22	08/21	STAPLS7223798561000001 877-8267755 NJ	24164079233105201308170	5111	38.55	
08/23	08/22	STAPLS7223850527000001 877-8267755 NJ	24164079234105212110515	5111	43.68	
08/23	08/22	VA MUNICIPAL LEAGUE 804-649-8471 VA	24210739234083325962960	8641	635.00	
08/29	08/27	DOLLAR-GENERAL #0394 BERRYVILLE VA	24445009240100134821521	5331	2.90	

DUNKLE, CHRISTY

Account Number: XXXX-XXXX-XXXX

Total Activity
15.57

08/26	08/23	USPS PO 5107560300 BERRYVILLE VA	24137469236001539952959	9402	15.57	
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ELLIOTT, RALPH

Account Number: XXXX-XXXX-XXXX.

Total Activity
2,426.99

08/06	08/05	LOWES #02724* WINCHESTER VA	24692169217100031239182	5200	130.40	
08/06	08/05	RED BUD SUPPLY 800-4498012 MS	24327439217034800617213	5999	261.86	
08/07	08/05	SIGNET SCREEN PRINTING & 540-6659651 VA	24073149218900010100010	7333	426.90	
08/07	08/05	A SIGN PLACE/PERSONALIZE WINCHESTER VA	24223699218030030133107	5099	169.00	
08/09	08/07	BROY & SON PUMP SERVICE BERRYVILLE VA	24073149220900010800011	1799	300.00	
08/13	08/12	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979225091409000027	5251	21.99	
08/14	08/13	NORVAC LOCK TECHNOLOGY I WINCHESTER VA	24733099225400563000071	7399	686.53	
08/19	08/17	STOKES GENERAL STORE CO IFRONT ROYAL VA	24755429229282293451644	5611	147.41	
08/20	08/19	LOWES #02724* WINCHESTER VA	24692169231100549328032	5200	15.54	
08/20	08/19	BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA	24247609231200121514929	7538	20.00	
08/23	08/22	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979235091409000264	5251	7.13	
08/27	08/26	SHARE CORPORATION 414-362-2115 WI	24202989238027013751596	7399	240.23	

FERREBEE, DARRELL

Account Number: XXXX-XXXX-XXXX.

Total Activity
111.72

08/01	07/30	EXXONMOBIL 47851688 BERRYVILLE VA	24164059212837004926538	5541	2.94	
08/22	08/21	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979234091407000317	5251	14.69	
08/26	08/25	WM SUPERCENTER #3344 WINCHESTER VA	24445009238400180862039	5411	94.09	

FRYE, BENJAMIN

Account Number: XXXX-XXXX-XXXX.

Total Activity
130.91

08/07	08/05	BERRYVILLE AUTO PARTS INC BERRYVILLE VA	24767899218037200474136	5533	12.60	
08/21	08/20	ALTMED MEDICAL CTR- FR FRONT ROYAL VA	24493989232286693300025	8011	85.00	
08/26	08/23	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979236091401000089	5251	33.31	

GREEN, CONNOR

Account Number: XXXX-XXXX-XXXX.

Total Activity
147.97

08/12	08/09	VIRGINIA TRACTOR WINCHESTER WINCHESTER VA	24067209223410150001344	5599	47.97	
08/15	08/14	ABC-NV 913-8954600 KS	24270749226900012252775	8999	100.00	

HALTERMAN, HEATHER

Account Number: XXXX-XXXX-XXXX.

Total Activity
47,225.59

08/02	08/01	AMAZON.COM*MA6EU7HK2 AMZNAMZN.COM/BILLWA	24431069213083736507677	5942	59.95	
08/02	08/01	IN *TRUESHRED 888-7508783 VA	24692169213100763847495	7399	53.00	
08/05	08/03	Amazon web services aws.amazon.coVA	24692169215100827945531	7399	0.63	
08/07	08/06	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689218747004821646	4900	6,524.56	
08/08	08/07	STAPLS7223058819000001 877-8267755 NJ	24164079219105050482843	5111	60.45	
08/12	08/11	AMZN Mktg US*MA6DP0BX0 Amzn.com/billWA	24692169223100721669427	5942	79.99	
08/13	08/12	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431059224083706394088	4900	100.00	
08/13	08/12	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431059224083720976803	4900	22,000.08	
08/13	08/12	VA DMV ONLINE BILLING PAY804-3670595 VA	24755429225132250925896	9399	450.00	
08/14	08/13	VZWRLLS*MY VZ VB P 800-922-0204 FL	24692169225100734775185	4814	783.22	
08/19	08/16	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689228747005142685	4900	7,687.58	
08/28	08/27	IN *TRUESHRED 888-7508783 VA	24692169239100626746611	7399	53.00	



BERRYVILLE TOWN OF
DESIRÉE MORELAND
XXXX-XXXX-XXXX-7237
August 01, 2019 - August 31, 2019
Page 5 of 6

Transactions						
Posting Transaction						
Date	Date	Description	Reference Number	MCC	Charge	Credit
08/28	08/26	TelRite Corporation COVINGTON GA	24393499239005454355992	4814	13.97	
08/28	08/27	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689239747005444682	4900	9,268.06	
08/28	08/27	UVA COOPER CNTR CONF WEB 434-9825714 VA	24755429240732402726745	8220	50.00	
08/30	08/29	AMAZON.COM*MO4BP0A00 AMZNAMZN.COM/BILLWA	24431069241083304972994	5942	41.10	
KERN, JODI						Total Activity
Account Number: XXXX-XXXX-XXXX-						479.78
08/14	08/13	THE HOTEL ROANOKE & CONFE540-9855900 VA	24239009225900012336420	5812	21.00	
08/14	08/13	BILLYS ROANOKE VA	24013399225001832006488	5812	25.00	
08/16	08/14	MIDDLETOWN LIBERTY MIDDLETOWN VA	24299109227002039985900	5542	23.50	
08/16	08/15	THE HOTEL ROANOKE & CONFEROANOKE VA	24239009227900019131863	3504	410.28	
Arrival: 08/11/19						Total Activity
LINK, BRIAN						137.69
Account Number: XXXX-XXXX-XXXX-						
08/22	08/21	TOTAL IMAGE WORKINGMANS SWINCHESTER VA	24755429234132344622623	5699	137.69	
MORELAND, DESIREE						Total Activity
Account Number: XXXX-XXXX-XXXX-						7,766.25
08/05	08/02	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431059214083714480475	4900	2,426.98	
08/06	08/05	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692169217100036056763	4814	211.26	
08/06	08/05	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692169217100036056771	4814	406.67	
08/06	08/05	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692169217100036056789	4814	195.00	
08/07	08/06	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689218747004822107	4900	4,438.54	
08/30	08/30	COMCAST 800-COMCAST MD	24692169242100052101013	4899	87.80	
POSTON, RUSTY						Total Activity
Account Number: XXXX-XXXX-XXXX-						74.26
08/20	08/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979232091403000321	5251	7.63	
08/20	08/19	FISHER AUTO PARTS 009 BERRYVILLE VA	24431069232200824300107	5533	46.63	
08/22	08/21	BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA	24247609233200351992967	7538	20.00	
SHOREMOUNT, JOSEPH E						Total Activity
Account Number: XXXX-XXXX-XXXX-						262.81
08/14	08/12	1568 JCS FREDRICKSBURG FREDRICKSBURVA	24431069225207288600137	5812	18.50	
08/14	08/13	GOLDEN CORRAL 714 N CHESTERFLD VA	24445009225300448275229	5812	12.72	
08/15	08/14	TGI FRIDAYS 1540 RICHMOND VA	24431069226400308000185	5812	17.35	
08/16	08/14	COOK OUT MIDLOTHIAN RICHMOND VA	24765019227839003029140	5814	8.78	
08/16	08/14	OLIVE GARDEN 0021240 RICHMOND VA	24431069227091783000060	5812	18.50	
08/19	08/15	HOLIDAY INN EXPRESS RICH CHESTERFIELD VA	24431069228708985148905	3501	186.96	
Arrival: 08/12/19						Total Activity
STOVER, KEITH						820.51
Account Number: XXXX-XXXX-XXXX-						
08/01	07/31	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412909212027012193653	5599	377.55	
08/01	07/31	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979213091405000470	5251	4.21	
08/01	07/31	FISHER AUTO PARTS 009 BERRYVILLE VA	24431069213200824700010	5533	30.93	
08/01	07/31	FISHER AUTO PARTS 009 BERRYVILLE VA	24431069213200824700093	5533	75.49	
08/02	08/01	FISHER AUTO PARTS 009 BERRYVILLE VA	24431069214200824800157	5533	18.58	
08/05	08/03	TOTAL IMAGE WORKINGMANS SWINCHESTER VA	24755429216132162049760	5699	147.76	
08/08	08/07	WM SUPERCENTER #3344 WINCHESTER VA	244450092202400164694432	5411	94.09	
08/12	08/09	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412909221027012369484	5599	71.90	
TYRRELL, DAVE						Total Activity
Account Number: XXXX-XXXX-XXXX-						25,674.57
08/01	07/30	MCMaster-CARR 630-834-9600 IL	24789309212000400064370	5085	182.87	
08/02	07/31	MCMaster-CARR 630-834-9600 IL	24789309213006600098190	5085	106.92	
08/02	08/01	USA BLUE BOOK 800-548-1234 IL	24326849213636000065582	5085	266.14	
08/02	08/01	HALLIDAY PRODUCTS INC 407-298-4470 FL	24247609213300584689168	5051	1,200.00	
08/02	08/01	HALLIDAY PRODUCTS INC 407-298-4470 FL	24247609213300584689242	5051	73.32	
08/05	07/23	COYNE CHEMICAL CROYDON PA	24137469214200242151117	5169	444.94	
08/05	08/02	COYNE CHEMICAL 215-785-3000 PA	24137469214200242151299	5169	682.20	
08/05	08/02	COYNE CHEMICAL 215-785-3000 PA	24137469214200242151372	5169	702.20	
08/05	08/02	AMZN Mktp US*MA4CM4TT0 Amzn.com/billWA	24692169214100392377541	5942	25.88	
08/08	08/07	DS SERVICES STANDARD COFF800-4928377 GA	24717059219282190000407	5199	31.92	
08/08	08/07	TOTAL PEST SERVICES INC 540-9740768 VA	24755429219282199030692	7342	158.00	
08/13	08/12	ATCO MANUFACTURING COMPAN770-4247550 GA	24275399224900019600464	2842	158.00	
08/14	08/12	COYNE CHEMICAL 215-785-3000 PA	24137469225500636349483	5169	978.77	
08/14	08/12	COYNE CHEMICAL 215-785-3000 PA	24137469225500636349558	5169	717.20	
08/15	08/14	CAPITAL COMPRESSOR INC 3013363712 MD	24801979226726892264361	5085	472.60	
08/16	08/15	JNO. S SOLENERBERGER AND C WINCHESTER VA	24138299228400388315013	5251	106.63	
08/19	08/15	BERRYVILLE AUTO PARTS INC800-4498012 VA	24767899228098300494612	5533	360.95	
08/19	08/16	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979229091407000348	5251	16.92	
08/19	08/16	MCMaster-CARR 630-834-9600 IL	24789309230104500072586	5085	196.96	
08/20	08/19	AMZN Mktp US*MA58069P0 Amzn.com/billWA	24692169231100641853184	5942	115.04	

Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
08/20	08/13	COYNE CHEMICAL CROYDON PA	24137469231200175121102	5169	444.94	
08/20	08/13	COYNE CHEMICAL CROYDON PA	24137469231200175121284	5169	4,247.50	
08/20	08/19	COYNE CHEMICAL 215-785-3000 PA	24137469231200175121367	5169	931.13	
08/20	08/19	USA BLUE BOOK 800-548-1234 IL	24326849231636000055383	5085	216.25	
08/21	08/19	MCMaster-CARR 630-834-9600 IL	24789309232123200081539	5085	66.01	
08/21	08/19	MCMaster-CARR 630-834-9600 IL	24789309232123200193185	5085	17.67	
08/21	08/20	USA BLUE BOOK 800-548-1234 IL	24326849232636000061927	5085	235.50	
08/21	08/20	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979233091405000203	5251	17.62	
08/22	08/20	MERRITT SANITATION 540-8695309 VA	24073149233900018600020	2842	165.00	
08/23	08/21	MERRITT SANITATION 540-8695309 VA	24073149234900018700035	2842	1,095.00	
08/23	08/22	IN *POLICE AND SHERIFFS P912-5370780 GA	24692169234100600035937	7399	17.55	
08/23	08/22	USA BLUE BOOK 800-548-1234 IL	24326849234636000059291	5085	178.23	
08/23	08/22	FAMILY DOLLAR #3110 BERRYVILLE VA	24231689235837000081524	5331	25.43	
08/26	08/25	B2B Prime*MOOD864Z0 Amzn.com/billWA	24692169237100251026307	5968	119.00	
08/26	08/22	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258029235017037101580	5983	405.49	
08/26	08/22	MCMaster-CARR 630-834-9600 IL	24789309235142000089861	5085	402.64	
08/26	08/23	HACH COMPANY 9706631377 CO	24801999237018010401207	5085	204.99	
08/28	08/27	IN *CONSOLIDATED ELECTRIC540-6625994 VA	24692169239100626765975	1731	3,332.00	
08/28	08/27	IN *CONSOLIDATED ELECTRIC540-6625994 VA	24692169239100626765983	1731	660.00	
08/28	08/26	MCMaster-CARR 630-834-9600 IL	24789309239165900130911	5085	266.84	
08/28	08/27	TOTAL PEST SERVICES INC 540-9740768 VA	24755429239262398403185	7342	158.00	
08/28	08/27	JOINER MICRO LABORATORIE 540-347-7212 VA	24435659240200389100078	7399	2,450.00	
08/28	08/27	EAHEART INDUSTRIAL SERVI 804-3557943 VA	24760629240470000714478	1799	199.21	
08/29	08/28	AMZN Mkt US*MO4C56JA0 Amzn.com/billWA	24692169240100991008826	5942	190.90	
08/30	08/28	BERRYVILLE AUTO PARTS INC800-4498012 VA	24767899241178500311734	5533	181.67	
08/30	08/28	HACH COMPANY 9706631377 CO	24801999241018010817364	5085	262.49	
08/30	08/28	MID ATLANTIC CRANE AND EQ919-7903535 NC	24207859241162401210114	5046	2,026.95	
08/30	08/29	USA BLUE BOOK 800-548-1234 IL	24326849241636000059292	5085	159.10	

WHITE, NEAL

Account Number: XXXX-XXXX-XXXX

Total Activity

1,537.16

08/09	08/08	IN *SECURED COMMUNICATION415-3051908 NV	24692169220100083039816	7379	20.00	
08/09	08/08	IN *SECURED COMMUNICATION415-3051908 NV	24692169220100083039824	7379	20.00	
08/09	08/08	IN *SECURED COMMUNICATION415-3051908 NV	24692169220100083039832	7379	20.00	
08/09	08/08	DALY COMPUTERS INC 301-6700381 MD	24275399220900016644030	5045	713.95	
08/09	08/08	USPS PO 5107560300 BERRYVILLE VA	24137469221001454272901	9402	9.96	
08/12	08/08	INTERSTATE ALL BATTERY WILLIAMSPORT MD	24692169221100383278972	5533	272.60	
08/12	08/08	BERRYVILLE AUTO PARTS INC800-4498012 VA	24767899221055700438174	5533	83.25	
08/12	08/08	GALLS 8592667227 KY	24435659221762955536947	5137	367.16	
08/21	08/19	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767899232123500312028	5533	4.99	
08/21	08/19	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767899232123500368335	5533	13.76	
08/30	08/29	USPS PO 5107560300 BERRYVILLE VA	24137469242001527079072	9402	11.49	

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	0.00%	\$0.00	\$0.00
CASH	0.00%	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



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September 25 (August) BOA Cash Disbursement

Vendor Name	Ref	Fund	Department	Object	Total
ALTMED MEDICAL	2356	100	4041100	3110	\$ 85.00
<u>ALTMED MEDICAL Total</u>					<u>\$ 85.00</u>
AMAZON	1988	100	4012530	3400	\$ 0.63
				6001	\$ 101.05
			4041340	6007	\$ 79.99
		501	4012222	6014	\$ 25.88
		502	4012222	3310	\$ 424.94
<u>AMAZON Total</u>					<u>\$ 632.49</u>
ANDERSON`S NURSERY	365	100	4041200	3310	\$ 319.95
<u>ANDERSON`S NURSERY Total</u>					<u>\$ 319.95</u>
ATCO MANUFACTURING	1014	502	4012222	3310	\$ 158.00
<u>ATCO MANUFACTURING Total</u>					<u>\$ 158.00</u>
BERRYVILLE AUTO PARTS INC	39	100	4031100	3310	\$ 83.25
				5210	\$ 13.76
				6010	\$ 4.99
			4041200	3310	\$ 470.75
			4041250	3300	\$ 470.75
			4041340	6007	\$ 12.60
		501	4012222	3310	\$ 360.95
		502	4012222	3310	\$ 181.67
<u>BERRYVILLE AUTO PARTS INC Total</u>					<u>\$ 1,598.72</u>
BERRYVILLE TRUE VALUE	45	100	4041200	6007	\$ 96.52
			4041250	3300	\$ 19.08
		501	4012222	3310	\$ 27.03
				6005	\$ 19.58
			4012224	3330	\$ 7.63
				6007	\$ 55.30
		502	4012222	3310	\$ 16.92
		<u>BERRYVILLE TRUE VALUE Total</u>			
BIG DADDY AUTOMOTIVE LLC	164	100	4041200	3310	\$ 111.00
<u>BIG DADDY AUTOMOTIVE LLC Total</u>					<u>\$ 111.00</u>
BILLYS	2102	100	4012430	5540	\$ 25.00
<u>BILLYS Total</u>					<u>\$ 25.00</u>
BROY & SON PUMP SERVICE	95	502	4012224	3330	\$ 300.00
<u>BROY & SON PUMP SERVICE Total</u>					<u>\$ 300.00</u>
CAPITAL COMPRESSOR INC	338	501	4012222	3310	\$ 236.30
		502	4012222	3310	\$ 236.30
<u>CAPITAL COMPRESSOR INC Total</u>					<u>\$ 472.60</u>
CDS TRAINING	3232	100	4041100	5540	\$ 425.00
<u>CDS TRAINING Total</u>					<u>\$ 425.00</u>
COMCAST	91	100	4012530	5230	\$ 87.80
<u>COMCAST Total</u>					<u>\$ 87.80</u>
CONSOLIDATED ELECTRIC	89	501	4012222	3310	\$ 3,992.00
<u>CONSOLIDATED ELECTRIC Total</u>					<u>\$ 3,992.00</u>
COOK OUT	3237	100	4031100	5540	\$ 8.78
<u>COOK OUT Total</u>					<u>\$ 8.78</u>
CORE & MAIN	104	501	4012224	3330	\$ 3,505.74
				6030	\$ 2,185.00
<u>CORE & MAIN Total</u>					<u>\$ 5,690.74</u>

September 25 (August) BOA Cash Disbursement

Vendor Name	Ref	Fund	Department	Object	Total
COYNE CHEMICAL	53	501	4012222	6025	\$ 3,240.41
		502	4012222	6025	\$ 5,908.47
<u>COYNE CHEMICAL Total</u>					\$ 9,148.88
DALY COMPUTERS INC	2521	100	4094200	8231	\$ 713.95
<u>DALY COMPUTERS INC Total</u>					\$ 713.95
DMV	1438	100	3410201	0	\$ 450.00
<u>DMV Total</u>					\$ 450.00
DOLLAR GENERAL	1359	100	4012530	6001	\$ 2.90
<u>DOLLAR GENERAL Total</u>					\$ 2.90
DS SERVICES	3187	501	4012222	6004	\$ 31.92
<u>DS SERVICES Total</u>					\$ 31.92
EAHEART INDUSTRIAL	2071	502	4012222	3310	\$ 199.21
<u>EAHEART INDUSTRIAL Total</u>					\$ 199.21
EXXON	2137	501	4012224	3330	\$ 2.94
<u>EXXON Total</u>					\$ 2.94
FAMILY DOLLAR	913	502	4012222	6005	\$ 25.43
<u>FAMILY DOLLAR Total</u>					\$ 25.43
FISHER AUTO PARTS	46	100	4041200	6007	\$ 77.56
			4094200	8950	\$ 94.07
<u>FISHER AUTO PARTS Total</u>					\$ 171.63
FOX'S PIZZA	2017	501	4012224	3330	\$ 64.20
<u>FOX'S PIZZA Total</u>					\$ 64.20
GALLS	60	100	4031100	6011	\$ 367.16
<u>GALLS Total</u>					\$ 367.16
GOLDEN CORRAL	3236	100	4031100	5540	\$ 12.72
<u>GOLDEN CORRAL Total</u>					\$ 12.72
GRIFFITH ENERGY	102	100	4041200	6008	\$ 665.39
		501	4012222	6008	\$ 405.49
<u>GRIFFITH ENERGY Total</u>					\$ 1,070.88
HACH COMPANY	52	501	4012222	3310	\$ 204.99
				6004	\$ 262.49
<u>HACH COMPANY Total</u>					\$ 467.48
HALLIDAY PRODUCTS INC	3112	502	4012222	3310	\$ 1,273.32
<u>HALLIDAY PRODUCTS INC Total</u>					\$ 1,273.32
HOLIDAY INN	2022	100	4031100	5540	\$ 186.96
<u>HOLIDAY INN Total</u>					\$ 186.96
HOTEL ROANOKE	2102	100	4012430	5540	\$ 431.28
<u>HOTEL ROANOKE Total</u>					\$ 431.28
INTERSTATE ALL BATTERY	3045	100	4031100	3310	\$ 272.60
<u>INTERSTATE ALL BATTERY Total</u>					\$ 272.60
JNO. S SOLENBERGER	113	502	4012222	3310	\$ 106.63
<u>JNO. S SOLENBERGER Total</u>					\$ 106.63
Joe's Crab Shack	3041	100	4031100	5540	\$ 18.50
<u>Joe's Crab Shack Total</u>					\$ 18.50
JOINER MICRO LABORATORIES	51	502	4012222	2850	\$ 2,450.00
<u>JOINER MICRO LABORATORIES Total</u>					\$ 2,450.00
LIBERTY	2137	100	4012430	5540	\$ 23.50
<u>LIBERTY Total</u>					\$ 23.50

September 25 (August) BOA Cash Disbursement

Vendor Name	Ref	Fund	Department	Object	Total
LOWES	682	100	4041200	6007	\$ 130.40
			4041250	3300	\$ 15.54
<u>LOWES Total</u>					<u>\$ 145.94</u>
MARKET BASKET	1999	501	4012224	3330	\$ 10.49
<u>MARKET BASKET Total</u>					<u>\$ 10.49</u>
MCMASTER-CARR	630	501	4012222	3310	\$ 280.64
				6005	\$ 133.42
		502	4012222	3310	\$ 692.43
				6005	\$ 133.42
<u>MCMASTER-CARR Total</u>					<u>\$ 1,239.91</u>
MERRITT SANITATION	267	501	4012222	3310	\$ 165.00
		502	4012222	3310	\$ 1,095.00
<u>MERRITT SANITATION Total</u>					<u>\$ 1,260.00</u>
MID ATLANTIC CRANE	2344	502	4012222	3310	\$ 2,026.95
<u>MID ATLANTIC CRANE Total</u>					<u>\$ 2,026.95</u>
NORVAC LOCK TECHNOLOGY	273	100	4043200	3310	\$ 686.53
<u>NORVAC LOCK TECHNOLOGY Total</u>					<u>\$ 686.53</u>
OLIVE GARDEN	2160	100	4031100	5540	\$ 18.50
<u>OLIVE GARDEN Total</u>					<u>\$ 18.50</u>
Parking Garage	7575	100	4011200	5540	\$ 2.00
<u>Parking Garage Total</u>					<u>\$ 2.00</u>
PICCADILLY STREET LLC	2272	100	4011200	5540	\$ 28.00
<u>PICCADILLY STREET LLC Total</u>					<u>\$ 28.00</u>
PMSI	180	100	4043200	3310	\$ 74.00
<u>PMSI Total</u>					<u>\$ 74.00</u>
POLICE AND SHERIFFS	2058	501	4012222	3145	\$ 17.55
<u>POLICE AND SHERIFFS Total</u>					<u>\$ 17.55</u>
PSI Exams	2067	501	4012222	2830	\$ 100.00
<u>PSI Exams Total</u>					<u>\$ 100.00</u>
RAPPAHANNOCK ELECTRIC	1615	100	4041320	5110	\$ 5,110.85
		501	4012222	5110	\$ 5,406.43
		502	4012222	5110	\$ 17,401.46
<u>RAPPAHANNOCK ELECTRIC Total</u>					<u>\$ 27,918.74</u>
RED BUD SUPPLY	111	501	4012224	3330	\$ 261.86
<u>RED BUD SUPPLY Total</u>					<u>\$ 261.86</u>
REPUBLIC SERVICES TRASH	305	100	4042300	3220	\$ 16,110.40
				6225	\$ 5,989.68
		502	4012222	3210	\$ 2,426.98
<u>REPUBLIC SERVICES TRASH Total</u>					<u>\$ 24,527.06</u>
SECURED COMMUNICATION	3217	100	4031100	3320	\$ 60.00
<u>SECURED COMMUNICATION Total</u>					<u>\$ 60.00</u>
SHADE EQUIPMENT	238	100	4041250	3300	\$ 71.90
			4094200	8950	\$ 377.55
<u>SHADE EQUIPMENT Total</u>					<u>\$ 449.45</u>
SHARE CORPORATION	3231	100	4041200	6007	\$ 240.23
<u>SHARE CORPORATION Total</u>					<u>\$ 240.23</u>
SHENANDOAH SAND	717	501	4012224	3330	\$ 264.00
<u>SHENANDOAH SAND Total</u>					<u>\$ 264.00</u>

September 25 (August) BOA Cash Disbursement

Vendor Name	Ref	Fund	Department	Object	Total
SIGNET	112	100	4041200	6011	\$ 426.90
<u>SIGNET Total</u>					\$ 426.90
STAPLES	669	100	4012530	6001	\$ 141.69
			4031100	6001	\$ 58.07
			4081100	6001	\$ 6.35
<u>STAPLES Total</u>					\$ 206.11
STOKES GENERAL STORE	3235	100	4041200	6011	\$ 147.41
<u>STOKES GENERAL STORE Total</u>					\$ 147.41
TelRite Corporation	769	100	4041100	5230	\$ 13.97
<u>TelRite Corporation Total</u>					\$ 13.97
TGI FRIDAYS	3019	100	4031100	5540	\$ 17.35
<u>TGI FRIDAYS Total</u>					\$ 17.35
TOTAL IMAGE	2099	100	4041200	6011	\$ 285.45
<u>TOTAL IMAGE Total</u>					\$ 285.45
TOTAL PEST SERVICES INC	182	501	4012222	3145	\$ 158.00
		502	4012222	3145	\$ 158.00
<u>TOTAL PEST SERVICES INC Total</u>					\$ 316.00
TRUESHRED	1909	100	4012530	6001	\$ 106.00
<u>TRUESHRED Total</u>					\$ 106.00
USA BLUE BOOK	116	501	4012222	3310	\$ 394.48
		502	4012222	6004	\$ 266.14
				6019	\$ 394.60
<u>USA BLUE BOOK Total</u>					\$ 1,055.22
USPS	303	100	4031100	5210	\$ 21.45
			4081700	5810	\$ 15.57
<u>USPS Total</u>					\$ 37.02
UVA WELDON COOPER	1121	100	4012430	5540	\$ 50.00
<u>UVA WELDON COOPER Total</u>					\$ 50.00
VERIZON	36	100	4041100	5230	\$ 195.00
		501	4012222	5230	\$ 211.26
		502	4012222	5230	\$ 406.67
<u>VERIZON Total</u>					\$ 812.93
VERIZON WIRELESS	2243	100	4012530	5230	\$ 57.06
			4031100	5230	\$ 316.37
			4041100	5230	\$ 247.19
		501	4012222	5230	\$ 40.65
		502	4012222	5230	\$ 121.95
<u>VERIZON WIRELESS Total</u>					\$ 783.22
VIRGINIA TRACTOR	3031	502	4012222	3310	\$ 47.97
<u>VIRGINIA TRACTOR Total</u>					\$ 47.97
VML	420	100	4011100	5540	\$ 1,890.00
<u>VML Total</u>					\$ 1,890.00
WALMART	2055	100	4041200	6011	\$ 260.58
<u>WALMART Total</u>					\$ 260.58
Winchester Business A SIGN PLACE	351	100	4041250	3300	\$ 169.00
<u>Winchester Business A SIGN PLACE Total</u>					\$ 169.00
<u>Grand Total</u>					\$ 97,597.57

A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION

Date From - 9/1/2019 Date To - 9/30/2019

Town of Berryville
09/30/2019 03:30 PM

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Check Number	Bank	Vendor	Date	Amount
5616	1	Bureau for Child Support Enforcement	09/05/2019	\$875.00
5617	1	COMBS WASTEWATER MANAGEMENT LLC	09/05/2019	\$75.00
5618	1	CORE & MAIN LP	09/05/2019	\$1,290.00
5619	1	Douglas A. Shaffer	09/05/2019	\$115.00
5620	1	Gwen Malone	09/05/2019	\$40.00
5621	1	H. Allen Kitselman	09/05/2019	\$75.00
5622	1	Keith Dalton	09/05/2019	\$50.00
5623	1	Kim S. Kemp	09/05/2019	\$40.00
5624	1	Landcare Property Maintenance	09/05/2019	\$175.00
5625	1	Michelle K. Marino	09/05/2019	\$40.00
5626	1	SHARON VIRGINIA MOSELEY	09/05/2019	\$72.60
5627	1	Sheryl Reid	09/05/2019	\$40.00
5628	1	STATELINE SALES & SERVICE, LLC	09/05/2019	\$3,324.06
5629	1	Treasurer of Virginia	09/05/2019	\$32.00
5630	1	West Virginia DMV	09/05/2019	\$32.50
5631	1	ADEELA AL-KHALILI	09/09/2019	\$176.74
5632	1	JOSHUA COLLINS	09/09/2019	\$98.00
5633	1	LLOYD AARON R 2569	09/09/2019	\$76.00
5634	1	Michelle M. Jones	09/09/2019	\$1,872.50
5635	1	Municipal Code Corporation	09/09/2019	\$900.00
5636	1	Nationwide Retirement Solutions	09/09/2019	\$695.00
5637	1	ROBERT KENT	09/09/2019	\$174.20
5638	1	Virasec, LLC	09/09/2019	\$1,200.00
5639	1	ANDERSON LAWN CARE, INC.	09/16/2019	\$1,100.00
5640	1	Hach Chemical Company	09/16/2019	\$10,235.00
5641	1	PENNONI ASSOCIATES INC	09/16/2019	\$3,705.30
5642	1	Southern Software, Inc.	09/16/2019	\$6,090.00
5643	1	THE PERKINSON CO., INC.	09/16/2019	\$1,277.00
5644	1	Treasurer of Frederick County	09/16/2019	\$4,593.02
5645	1	VUPS	09/16/2019	\$47.25

A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION

Date From - 9/1/2019 Date To - 9/30/2019

Town of Berryville
09/30/2019 03:30 PM

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Check Number	Bank	Vendor	Date	Amount
5646	1	Bureau for Child Support Enforcement	09/26/2019	\$875.00
5647	1	CNJ AUTOMATION, LLC	09/26/2019	\$1,148.77
5648	1	Gregory Voorhees	09/26/2019	\$10.48
5649	1	Hach Chemical Company	09/26/2019	\$13,737.10
5650	1	HEATHER HALTERMAN	09/26/2019	\$459.36
5651	1	John H. Enders Fire Company	09/26/2019	\$15,242.00
5652	1	Michelle M. Jones	09/26/2019	\$287.50
5653	1	Northern Shenandoah Valley Regional Commission	09/26/2019	\$645.00
5654	1	PENNONI ASSOCIATES INC	09/26/2019	\$6,677.16
5655	1	The Winchester Star	09/26/2019	\$1,373.35
5656	1	USPS	09/26/2019	\$100.00
5657	1	Virasec, LLC	09/26/2019	\$2,338.23
5658	1	Nationwide Retirement Solutions	09/26/2019	\$695.00
5659	1	USPS	09/26/2019	\$841.00
44	Checks Totaling -			\$82,946.12

Totals By Fund

	Checks	Voids	Total
100	\$49,231.64		\$49,231.64
501	\$13,637.77		\$13,637.77
502	\$20,076.71		\$20,076.71
Totals:	\$82,946.12		\$82,946.12

Post Date	Vendor Name	Ref	Amount	Item GL	CH Signoff Full	CH Signoff	Mgr Signoff Full	Mgr Signoff	Acct Signoff Full	Acct Signoff	Swept By User Full	Sweep Date
8/1/2019	FISHER AUTO PARTS	46	\$30.93	10040412006007	Auto-signoff	8/2/2019	Boor, Rick	8/7/2019	Halterman, Heather	8/16/2019		
8/12/2019	FOX'S PIZZA	2017	\$64.20	50140122243330	Boor, Rick	8/14/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019		
8/12/2019	GALLS	60	\$367.16	10040311006011	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		
8/14/2019	GOLDEN CORRAL	3236	\$12.72	10040311005540	Auto-signoff	8/15/2019	Auto-signoff	8/26/2019	Halterman, Heather	8/26/2019	Halterman, Heather	8/16/2019
8/26/2019	GRIFFITH ENERGY	102	\$405.49	50140122226008	Tyrrell, Dave	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/22/2019	GRIFFITH ENERGY	102	\$665.39	10040412006008	Boor, Rick	8/23/2019	Halterman, Heather	8/23/2019	Halterman, Heather	8/23/2019		
8/30/2019	HACH COMPANY	52	\$262.49	50140122226004	Tyrrell, Dave	9/5/2019	Halterman, Heather	9/6/2019	Halterman, Heather	9/6/2019		
8/26/2019	HACH COMPANY	52	\$204.99	50140122223310	Tyrrell, Dave	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/2/2019	HALLIDAY PRODUCTS INC	3112	\$1,200.00	50240122223310	Tyrrell, Dave	8/6/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019		
8/2/2019	HALLIDAY PRODUCTS INC	3112	\$73.32	50240122223310	Tyrrell, Dave	8/6/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019		
8/19/2019	HOLIDAY INN	2022	\$186.96	10040311005540	Auto-signoff	8/20/2019	Auto-signoff	8/26/2019	Halterman, Heather	8/26/2019		
8/16/2019	HOTEL ROANOKE	2102	\$410.28	10040124305540	Auto-signoff	8/17/2019	Auto-signoff	8/17/2019	Halterman, Heather	8/26/2019		
8/14/2019	HOTEL ROANOKE	2102	\$21.00	10040124305540	Auto-signoff	8/15/2019	Auto-signoff	8/15/2019	Halterman, Heather	8/26/2019		
8/12/2019	INTERSTATE ALL BATTERY	3045	\$272.60	10040311003310	Auto-signoff	8/16/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/16/2019	JNO. S SOLENERBERGER	113	\$106.63	50240122223310	Tyrrell, Dave	8/22/2019	Halterman, Heather	8/26/2019	Halterman, Heather	8/26/2019		
8/14/2019	Joe's Crab Shack	3041	\$18.50	10040311005540	Auto-signoff	8/15/2019	Auto-signoff	8/30/2019	Halterman, Heather	8/30/2019		
8/28/2019	JOINER MICRO LABORATORIES	51	\$2,450.00	5024012222850	Tyrrell, Dave	8/29/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/26/2019		
8/16/2019	LIBERTY	2137	\$23.50	10040124305540	Auto-signoff	8/17/2019	Auto-signoff	8/17/2019	Halterman, Heather	8/30/2019		
8/20/2019	LOWES	682	\$15.34	1004012503300	Auto-signoff	8/21/2019	Boor, Rick	8/23/2019	Halterman, Heather	8/23/2019		
8/6/2019	LOWES	682	\$130.40	10040412006007	Auto-signoff	8/7/2019	Boor, Rick	8/7/2019	Halterman, Heather	8/16/2019		
8/9/2019	MARKET BASKET	1999	\$10.49	50140122243330	Boor, Rick	8/14/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019		
8/28/2019	MCMASTER-CARR	630	\$133.42	50140122226005	Tyrrell, Dave	8/29/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/28/2019	MCMASTER-CARR	630	\$133.42	50240122226005	Tyrrell, Dave	8/29/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/26/2019	MCMASTER-CARR	630	\$402.64	50240122223310	Tyrrell, Dave	9/6/2019	Halterman, Heather	9/6/2019	Halterman, Heather	9/6/2019		
8/21/2019	MCMASTER-CARR	630	\$17.67	50140122223310	Tyrrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/21/2019	MCMASTER-CARR	630	\$66.01	50140122223310	Tyrrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/19/2019	MCMASTER-CARR	630	\$196.96	50140122223310	Tyrrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/2/2019	MCMASTER-CARR	630	\$106.92	50240122223310	Tyrrell, Dave	8/3/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019		
8/1/2019	MCMASTER-CARR	630	\$182.87	50240122223310	Tyrrell, Dave	8/3/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019		
8/23/2019	MERRITT SANITATION	267	\$1,095.00	50240122223310	Tyrrell, Dave	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/22/2019	MERRITT SANITATION	267	\$195.00	50140122223310	Tyrrell, Dave	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/30/2019	MID ATLANTIC CRANE	2344	\$2,026.95	50240122223310	Tyrrell, Dave	8/27/2019	Halterman, Heather	9/6/2019	Halterman, Heather	9/6/2019		
8/14/2019	NORVAC LOCK TECHNOLOGY	273	\$686.53	10040342003310	Auto-signoff	9/5/2019	Halterman, Heather	8/20/2019	Halterman, Heather	8/23/2019		
8/16/2019	OLIVE GARDEN	2160	\$18.50	10040311005540	Auto-signoff	8/15/2019	Boor, Rick	8/20/2019	Halterman, Heather	8/26/2019		
8/8/2019	Parking Garage	7575	\$2.00	10040112005540	Auto-signoff	8/17/2019	Auto-signoff	8/26/2019	Halterman, Heather	8/26/2019		
8/8/2019	PICCADILLY STREET LLC	2272	\$28.00	10040112005540	Auto-signoff	8/9/2019	Auto-signoff	8/9/2019	Halterman, Heather	8/16/2019		
8/5/2019	PMSI	180	\$74.00	10040432003310	Boor, Rick	8/7/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019		
8/23/2019	POLICE AND SHERIFFS	2058	\$17.55	50140122223315	Tyrrell, Dave	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/15/2019	PSI Exams	2067	\$100.00	50140122228300	Auto-signoff	8/16/2019	Tyrrell, Dave	8/29/2019	Halterman, Heather	8/30/2019		
8/28/2019	RAPPAHANNOCK ELECTRIC	1615	\$9,268.06	50240122225110	Halterman, Heather	9/4/2019	Auto-signoff	9/4/2019	Halterman, Heather	9/4/2019		
8/19/2019	RAPPAHANNOCK ELECTRIC	1615	\$7,687.58	50240122225110	Halterman, Heather	8/20/2019	Auto-signoff	8/20/2019	Halterman, Heather	8/20/2019		
8/7/2019	RAPPAHANNOCK ELECTRIC	1615	\$248.50	10040413205110	Halterman, Heather	8/20/2019	Auto-signoff	8/20/2019	Halterman, Heather	8/20/2019		
8/7/2019	RAPPAHANNOCK ELECTRIC	1615	\$4,438.54	10040413205110	Halterman, Heather	8/20/2019	Auto-signoff	8/20/2019	Halterman, Heather	8/20/2019		
8/7/2019	RAPPAHANNOCK ELECTRIC	1615	\$232.55	50240122225110	Halterman, Heather	8/20/2019	Auto-signoff	8/20/2019	Halterman, Heather	8/20/2019		
8/7/2019	RAPPAHANNOCK ELECTRIC	1615	\$213.27	50240122225110	Halterman, Heather	8/20/2019	Auto-signoff	8/20/2019	Halterman, Heather	8/20/2019		
8/7/2019	RAPPAHANNOCK ELECTRIC	1615	\$5,406.43	50140122225110	Halterman, Heather	8/20/2019	Auto-signoff	8/20/2019	Halterman, Heather	8/20/2019		
8/7/2019	RAPPAHANNOCK ELECTRIC	1615	\$423.81	10040413205110	Halterman, Heather	8/20/2019	Auto-signoff	8/20/2019	Halterman, Heather	8/20/2019		
8/6/2019	RED BUD SUPPLY	111	\$261.86	50140122243330	Auto-signoff	8/7/2019	Boor, Rick	8/20/2019	Halterman, Heather	8/20/2019		
8/13/2019	REPUBLIC SERVICES TRASH	305	\$16,010.40	10040423003320	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		
8/13/2019	REPUBLIC SERVICES TRASH	305	\$100.00	10040423003320	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		
8/13/2019	REPUBLIC SERVICES TRASH	305	\$5,989.68	10040423006225	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		
8/5/2019	REPUBLIC SERVICES TRASH	305	\$2,426.98	50240122223210	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		
8/9/2019	SECURED COMMUNICATION	3217	\$20.00	10040311003320	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		
8/9/2019	SECURED COMMUNICATION	3217	\$20.00	10040311003320	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		
8/9/2019	SECURED COMMUNICATION	3217	\$20.00	10040311003320	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		
8/12/2019	SHADE EQUIPMENT	238	\$71.90	10040412503300	Auto-signoff	8/13/2019	Boor, Rick	8/2/2019	Halterman, Heather	8/16/2019		
8/1/2019	SHADE EQUIPMENT	238	\$377.55	10040942008950	Auto-signoff	8/2/2019	Auto-signoff	8/2/2019	Halterman, Heather	8/16/2019		
8/27/2019	SHARE CORPORATION	3231	\$240.23	10040412006007	Auto-signoff	8/28/2019	Boor, Rick	9/3/2019	Halterman, Heather	9/4/2019		
8/12/2019	SHENANDOAH SAND	717	\$264.00	50140122243330	Auto-signoff	8/13/2019	Boor, Rick	8/14/2019	Halterman, Heather	8/16/2019		
8/7/2019	SIGNET SCREEN PRINTING &	112	\$426.90	10040412006011	Auto-signoff	8/8/2019	Boor, Rick	8/14/2019	Halterman, Heather	8/16/2019		
8/23/2019	STAPLES	669	\$43.68	10040125306001	Auto-signoff	8/24/2019	Auto-signoff	8/24/2019	Halterman, Heather	8/26/2019		
8/22/2019	STAPLES	669	\$32.20	10040125306001	Auto-signoff	8/23/2019	Auto-signoff	8/23/2019	Halterman, Heather	8/26/2019		
8/22/2019	STAPLES	669	\$6.35	10040811006001	Auto-signoff	8/26/2019	Auto-signoff	8/26/2019	Halterman, Heather	8/26/2019		
8/8/2019	STAPLES	669	\$60.45	10040125306001	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		

Post Date	Vendor Name	Ref	Amount	Item GL	CH Signoff Full Name	CH Signoff Date	Mgr Signoff Name	Mgr Signoff Date	Acct Signoff Full Name	Acct Signoff Date	Swept By User Full Name	Sweep Date
8/21/2019	ALTMED MEDICAL	2356	\$85.00	10040411003110	Auto-signoff	8/22/2019	Boor, Rick	8/23/2019	Halterman, Heather	8/23/2019		
8/30/2019	AMAZON	1988	\$41.10	10040125306001	Halterman, Heather	9/4/2019	Auto-signoff	9/4/2019	Halterman, Heather	9/6/2019	Halterman, Heather	9/4/2019
8/29/2019	AMAZON	1988	\$190.90	50240122223310	Tyrell, Dave	9/5/2019	Halterman, Heather	9/6/2019	Halterman, Heather	9/6/2019		
8/26/2019	AMAZON	1988	\$119.00	50240122223310	Tyrell, Dave	9/5/2019	Halterman, Heather	9/6/2019	Halterman, Heather	9/6/2019		
8/20/2019	AMAZON	1988	\$115.04	50240122223310	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/12/2019	AMAZON	1988	\$79.99	10040413406007	Halterman, Heather	8/20/2019	Auto-signoff	8/20/2019	Halterman, Heather	8/20/2019		
8/5/2019	AMAZON	1988	\$0.63	10040125303400	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/20/2019
8/5/2019	AMAZON	1988	\$25.88	10040125306001	Tyrell, Dave	8/6/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019
8/2/2019	AMAZON	1988	\$59.95	10040125306001	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019
8/22/2019	ANDERSON'S NURSERY	365	\$319.95	10040125303310	Boor, Rick	8/23/2019	Auto-signoff	8/23/2019	Halterman, Heather	8/23/2019		
8/13/2019	ATCO MANUFACTURING	1014	\$158.00	50240122223310	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/30/2019	BERRYVILLE AUTO PARTS INC	39	\$181.67	50240122223310	Tyrell, Dave	9/5/2019	Halterman, Heather	9/6/2019	Halterman, Heather	9/6/2019		
8/21/2019	BERRYVILLE AUTO PARTS INC	39	\$13.76	10040311005210	Auto-signoff	8/23/2019	Auto-signoff	8/23/2019	Halterman, Heather	8/23/2019		
8/21/2019	BERRYVILLE AUTO PARTS INC	39	\$4.99	10040311006010	Auto-signoff	8/23/2019	Auto-signoff	8/23/2019	Halterman, Heather	8/23/2019		
8/19/2019	BERRYVILLE AUTO PARTS INC	39	\$360.95	50140122223310	Tyrell, Dave	8/29/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/12/2019	BERRYVILLE AUTO PARTS INC	39	\$83.25	10040311003310	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		
8/12/2019	BERRYVILLE AUTO PARTS INC	39	\$470.75	10040412003310	Boor, Rick	8/14/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019		
8/12/2019	BERRYVILLE AUTO PARTS INC	39	\$470.75	10040412503300	Boor, Rick	8/14/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019		
8/7/2019	BERRYVILLE AUTO PARTS INC	39	\$12.60	10040413406007	Auto-signoff	8/8/2019	Boor, Rick	8/14/2019	Halterman, Heather	8/16/2019		
8/30/2019	BERRYVILLE TRUE VALUE	45	\$19.58	50140122226005	Auto-signoff	8/31/2019	Tyrell, Dave	9/5/2019	Halterman, Heather	9/6/2019		
8/26/2019	BERRYVILLE TRUE VALUE	45	\$33.31	50140122246007	Auto-signoff	8/27/2019	Boor, Rick	9/3/2019	Halterman, Heather	9/4/2019		
8/23/2019	BERRYVILLE TRUE VALUE	45	\$7.13	10040412006007	Auto-signoff	8/24/2019	Boor, Rick	8/23/2019	Halterman, Heather	8/23/2019		
8/22/2019	BERRYVILLE TRUE VALUE	45	\$14.69	10040412006007	Auto-signoff	8/23/2019	Boor, Rick	8/23/2019	Halterman, Heather	8/23/2019		
8/21/2019	BERRYVILLE TRUE VALUE	45	\$17.62	50140122223310	Tyrell, Dave	8/23/2019	Halterman, Heather	8/23/2019	Halterman, Heather	8/23/2019		
8/20/2019	BERRYVILLE TRUE VALUE	45	\$7.63	50140122243330	Auto-signoff	8/21/2019	Boor, Rick	8/23/2019	Halterman, Heather	8/23/2019		
8/19/2019	BERRYVILLE TRUE VALUE	45	\$16.92	50240122223310	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/13/2019	BERRYVILLE TRUE VALUE	45	\$21.99	50140122246007	Auto-signoff	8/14/2019	Boor, Rick	8/16/2019	Halterman, Heather	8/16/2019		
8/12/2019	BERRYVILLE TRUE VALUE	45	\$9.41	50140122223310	Auto-signoff	8/13/2019	Tyrell, Dave	8/27/2019	Halterman, Heather	8/30/2019		
8/6/2019	BERRYVILLE TRUE VALUE	45	\$19.08	10040412503300	Auto-signoff	8/7/2019	Boor, Rick	8/7/2019	Halterman, Heather	8/16/2019		
8/5/2019	BERRYVILLE TRUE VALUE	45	\$59.73	10040412006007	Auto-signoff	8/6/2019	Boor, Rick	8/7/2019	Halterman, Heather	8/16/2019		
8/1/2019	BERRYVILLE TRUE VALUE	45	\$10.76	10040412006007	Auto-signoff	8/2/2019	Boor, Rick	8/7/2019	Halterman, Heather	8/16/2019		
8/1/2019	BERRYVILLE TRUE VALUE	45	\$4.21	10040412006007	Auto-signoff	8/2/2019	Boor, Rick	8/7/2019	Halterman, Heather	8/16/2019		
8/22/2019	BIG DADDY AUTOMOTIVE LLC	164	\$20.00	10040412003310	Auto-signoff	8/23/2019	Boor, Rick	8/23/2019	Halterman, Heather	8/23/2019		
8/20/2019	BIG DADDY AUTOMOTIVE LLC	164	\$20.00	10040412003310	Auto-signoff	8/21/2019	Boor, Rick	8/23/2019	Halterman, Heather	8/23/2019		
8/15/2019	BIG DADDY AUTOMOTIVE LLC	164	\$71.00	10040412003310	Auto-signoff	8/16/2019	Boor, Rick	8/23/2019	Halterman, Heather	8/23/2019		
8/14/2019	BILLYS	2102	\$25.00	10040124305540	Auto-signoff	8/15/2019	Auto-signoff	8/15/2019	Halterman, Heather	8/26/2019		
8/9/2019	BROY & SON PUMP SERVICE	95	\$300.00	50240122243330	Auto-signoff	8/10/2019	Boor, Rick	8/10/2019	Halterman, Heather	8/16/2019		
8/15/2019	CAPITAL COMPRESSOR INC	338	\$236.30	50140122243330	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/15/2019	CAPITAL COMPRESSOR INC	338	\$236.30	50240122223310	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/12/2019	CDS TRAINING	3232	\$425.00	10040411005540	Boor, Rick	8/14/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019		
8/30/2019	COMCAST	91	\$87.80	10040125305230	Auto-signoff	9/4/2019	Auto-signoff	9/4/2019	Halterman, Heather	9/4/2019	Halterman, Heather	9/4/2019
8/28/2019	CONSOLIDATED ELECTRIC	89	\$3,332.00	50140122223310	Tyrell, Dave	8/29/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/28/2019	CONSOLIDATED ELECTRIC	89	\$660.00	50140122223310	Tyrell, Dave	8/29/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/16/2019	COOK OUT	3237	\$8.78	10040311005540	Auto-signoff	8/17/2019	Auto-signoff	8/26/2019	Halterman, Heather	8/26/2019	Halterman, Heather	8/26/2019
8/23/2019	CORE & MAIN	104	\$3,505.74	50140122243330	Boor, Rick	9/3/2019	Halterman, Heather	9/4/2019	Halterman, Heather	9/4/2019		
8/23/2019	CORE & MAIN	104	\$2,185.00	50140122246030	Boor, Rick	9/3/2019	Halterman, Heather	9/4/2019	Halterman, Heather	9/4/2019		
8/20/2019	COYNE CHEMICAL	53	\$4,247.50	50240122226025	Tyrell, Dave	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/20/2019	COYNE CHEMICAL	53	\$931.13	50140122226025	Tyrell, Dave	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/20/2019	COYNE CHEMICAL	53	\$444.94	50140122226025	Tyrell, Dave	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/14/2019	COYNE CHEMICAL	53	\$978.77	50240122226025	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/14/2019	COYNE CHEMICAL	53	\$717.20	50140122226025	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/5/2019	COYNE CHEMICAL	53	\$682.20	50240122226025	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/5/2019	COYNE CHEMICAL	53	\$444.94	50140122226025	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/5/2019	COYNE CHEMICAL	53	\$702.20	50140122226025	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/5/2019	COYNE CHEMICAL	53	\$713.95	10040942008231	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019
8/9/2019	DAILY COMPUTERS INC	2521	\$450.00	100341020100000	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019		
8/13/2019	DMV	1438	\$2.90	10040125306001	Auto-signoff	8/30/2019	Auto-signoff	8/30/2019	Halterman, Heather	8/30/2019		
8/29/2019	DOLLAR GENERAL	1359	\$31.92	50140122226004	Tyrell, Dave	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/28/2019	DS SERVICES	3187	\$199.21	50240122223310	Tyrell, Dave	8/29/2019	Auto-signoff	9/14/2019	Halterman, Heather	9/14/2019	Halterman, Heather	9/14/2019
8/28/2019	EAHEART INDUSTRIAL	2071	\$2.94	50140122243330	Auto-signoff	8/2/2019	Boor, Rick	8/7/2019	Halterman, Heather	8/16/2019		
8/1/2019	EXXON	2137	\$25.43	50240122226005	Tyrell, Dave	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019		
8/23/2019	FAMILY DOLLAR	913	\$46.63	10040412006007	Auto-signoff	8/23/2019	Halterman, Heather	8/23/2019	Halterman, Heather	8/23/2019		
8/20/2019	FISHER AUTO PARTS	46	\$18.58	10040942008950	Auto-signoff	8/2/2019	Auto-signoff	8/2/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019
8/2/2019	FISHER AUTO PARTS	46	\$18.58	10040942008950	Auto-signoff	8/2/2019	Auto-signoff	8/2/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019
8/1/2019	FISHER AUTO PARTS	46	\$75.49	10040942008950	Auto-signoff	8/2/2019	Auto-signoff	8/2/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019

Post Date	Vendor Name	Ref	Amount	Item GL	CH Signoff Full	CH Signoff	Mgr Signoff	CH Signoff Full	Mgr Signoff	Acct Signoff Full	Acct Signoff	Swept By User Full	Sweep Date
8/5/2019	STAPLES	669	\$5.36	10040125306001	Auto-signoff	8/6/2019	Auto-signoff	8/6/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/5/2019	STAPLES	669	\$58.07	10040311006001	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/19/2019	STOKES GENERAL STORE	3235	\$147.41	10040412006011	Auto-signoff	8/20/2019	Boor, Rick	8/20/2019	Halterman, Heather	8/23/2019	Halterman, Heather	8/23/2019	8/23/2019
8/28/2019	TelRite Corporation	769	\$13.97	10040411005230	Halterman, Heather	9/4/2019	Auto-signoff	9/4/2019	Halterman, Heather	9/4/2019	Halterman, Heather	9/4/2019	9/4/2019
8/15/2019	TGI FRIDAYS	3019	\$17.35	10040311005540	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/26/2019	Halterman, Heather	8/26/2019	8/26/2019
8/22/2019	TOTAL IMAGE	2099	\$137.69	10040412006011	Auto-signoff	8/23/2019	Boor, Rick	8/23/2019	Halterman, Heather	8/23/2019	Halterman, Heather	8/23/2019	8/23/2019
8/5/2019	TOTAL IMAGE	2099	\$147.76	10040412006011	Auto-signoff	8/6/2019	Boor, Rick	8/6/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/28/2019	TOTAL PEST SERVICES INC	182	\$79.00	50140122223145	Tyrrell, Dave	8/29/2019	Halterman, Heather	8/29/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019	8/30/2019
8/28/2019	TOTAL PEST SERVICES INC	182	\$79.00	50240122223145	Tyrrell, Dave	8/29/2019	Halterman, Heather	8/29/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019	8/30/2019
8/8/2019	TOTAL PEST SERVICES INC	182	\$79.00	50140122223145	Tyrrell, Dave	8/22/2019	Halterman, Heather	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019	8/30/2019
8/8/2019	TOTAL PEST SERVICES INC	182	\$79.00	50240122223145	Tyrrell, Dave	8/22/2019	Halterman, Heather	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019	8/30/2019
8/28/2019	TRUESHRED	1909	\$53.00	10040125306001	Halterman, Heather	9/4/2019	Auto-signoff	9/4/2019	Halterman, Heather	9/4/2019	Halterman, Heather	9/4/2019	9/4/2019
8/2/2019	TRUESHRED	1909	\$53.00	10040125306001	Halterman, Heather	9/5/2019	Auto-signoff	9/5/2019	Halterman, Heather	9/6/2019	Halterman, Heather	9/6/2019	9/6/2019
8/30/2019	USA BLUE BOOK	116	\$159.10	50240122226019	Tyrrell, Dave	8/27/2019	Halterman, Heather	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019	8/30/2019
8/21/2019	USA BLUE BOOK	116	\$178.23	5014012222310	Tyrrell, Dave	8/22/2019	Auto-signoff	8/22/2019	Halterman, Heather	9/14/2019	Halterman, Heather	9/14/2019	9/14/2019
8/21/2019	USA BLUE BOOK	116	\$235.50	50240122226019	Tyrrell, Dave	8/22/2019	Auto-signoff	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019	8/30/2019
8/20/2019	USA BLUE BOOK	116	\$216.25	5014012222310	Tyrrell, Dave	8/22/2019	Halterman, Heather	8/22/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019	8/30/2019
8/2/2019	USA BLUE BOOK	116	\$266.14	50240122226004	Tyrrell, Dave	8/3/2019	Halterman, Heather	8/3/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/30/2019	USPS	303	\$11.49	10040311005210	Auto-signoff	9/4/2019	Auto-signoff	9/4/2019	Halterman, Heather	9/4/2019	Halterman, Heather	9/4/2019	9/4/2019
8/26/2019	USPS	303	\$15.57	10040817005810	Auto-signoff	8/27/2019	Halterman, Heather	8/27/2019	Halterman, Heather	8/30/2019	Halterman, Heather	8/30/2019	8/30/2019
8/9/2019	USPS	303	\$9.96	10040311005210	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/28/2019	UVA WELDON COOPER	1121	\$50.00	10040124305540	Halterman, Heather	9/4/2019	Auto-signoff	9/4/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/6/2019	VERIZON	36	\$406.67	50240122225230	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/6/2019	VERIZON	36	\$211.26	50140122225230	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/6/2019	VERIZON	36	\$195.00	10040411005230	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/14/2019	VERIZON WIRELESS	2243	\$57.06	10040125305230	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/14/2019	VERIZON WIRELESS	2243	\$316.37	10040311005230	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/14/2019	VERIZON WIRELESS	2243	\$247.19	10040411005230	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/14/2019	VERIZON WIRELESS	2243	\$40.65	50140122225230	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/14/2019	VERIZON WIRELESS	2243	\$121.95	50240122225230	Halterman, Heather	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/12/2019	VERIZON WIRELESS	3031	\$47.97	5024012222310	Auto-signoff	8/16/2019	Auto-signoff	8/16/2019	Halterman, Heather	8/16/2019	Halterman, Heather	8/16/2019	8/16/2019
8/23/2019	VML	420	\$635.00	10040111005540	Auto-signoff	8/13/2019	Tyrrell, Dave	8/13/2019	Tyrrell, Dave	8/29/2019	Halterman, Heather	8/30/2019	8/30/2019
8/1/2019	VML	420	\$1,255.00	10040111005540	Auto-signoff	8/24/2019	Auto-signoff	8/24/2019	Halterman, Heather	8/26/2019	Halterman, Heather	8/26/2019	8/26/2019
8/26/2019	WALMART	2055	\$94.09	10040412006011	Auto-signoff	8/27/2019	Boor, Rick	8/27/2019	Halterman, Heather	8/27/2019	Halterman, Heather	8/27/2019	8/27/2019
8/19/2019	WALMART	2055	\$72.40	10040412006011	Boor, Rick	8/20/2019	Halterman, Heather	8/20/2019	Halterman, Heather	8/23/2019	Halterman, Heather	8/23/2019	8/23/2019
8/8/2019	WALMART	2055	\$94.09	10040412006011	Auto-signoff	8/9/2019	Boor, Rick	8/9/2019	Halterman, Heather	8/14/2019	Halterman, Heather	8/16/2019	8/16/2019
8/7/2019	Winchester Business A SIGN PLACE	351	\$169.00	10040412503300	Auto-signoff	8/8/2019	Boor, Rick	8/8/2019	Halterman, Heather	8/14/2019	Halterman, Heather	8/16/2019	8/16/2019
			\$97,597.57										

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Committee Reports

Closed Session

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