



## Agenda Report Form

### Open Session Item

**SUBJECT:** Quotation Award (Q-24-784) Police Vehicle Equipment for the Washington County Sheriff's Office

**PRESENTATION DATE:** June 4, 2024

**PRESENTATION BY:** Rick F. Curry, CPPO, Director of Purchasing; Alan Matheny, Logistics and Commercial Vehicle Enforcement, Sheriff's Office.

**RECOMMENDED MOTION:** Move to award the Quotation for the Police Vehicle Equipment to the responsible, responsive bidder, Dana Safety Supply, Inc. of Lorton, VA who submitted the responsive Total Lump Sum of \$77,725.11 for Items 1 through 20 as shown on the bid tabulation sheets.

**REPORT-IN-BRIEF:** The equipment will be installed in and on vehicles that were approved by the Board in January 2024.

**DISCUSSION:** The Code of the Public Local Laws states that a contract over \$50,000 for the purchase or other expenditure shall be awarded by the Board to the lowest responsible bidder who submits a responsive bid. Request for Quotations are processed for purchases of commodities and services not exceeding \$50,000 and are normally awarded at the departmental level in concurrence with the Purchasing Department. Due to the recommendation of award the cost for the cameras/installation exceeded \$50,000, the Quotation is before the Board for an award. It was anticipated that these services would not exceed \$50,000.

It was anticipated these services would be quoted below the \$50,000 threshold which would not have required using the Invitation to Bid (ITB) advertisement process. As such, the Request for Quotation process was followed and not the formal bid process. As noted previously, a significant number of vendors reviewed the document; as such we do not believe publicly advertising the project in the newspaper or through the State's web site would have yielded any difference in the final outcome. Given the value of the quotations, the Board of County Commissioners' approval is necessary to award the purchase of the equipment.

**FISCAL IMPACT:** Funds in the amount of \$830,699 are available in the department's account 30-11310-VEH006 for this purchase.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Quote Tabulation Matrix

**AUDIO/VISUAL NEEDS:** N/A