



Dinwiddie County Circuit Court

14008 Boydton Plank Road

Dinwiddie, Virginia 23841

Phone: 804-469-4540

MEMORANDUM

TO: Board of Supervisors

FROM: Barrett Chappell, Circuit Court Clerk

DATE: February 21, 2023

SUBJECT: Contract Award, New Transaction Counter for Circuit Court

Background

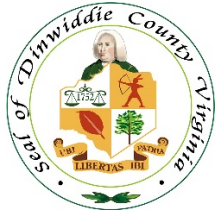
In the FY22 CIP Budget, \$50,000 was allocated for renovation of the Circuit Court transaction counter to make the space more functional and secure. After initial attempts to obtain proper quotes on the project, it was determined that more money was needed to complete the project. In the FY23 CIP Budget, a total of \$100,000 was allocated to the project.

Actions

The solicitation for the renovation of the Circuit Court transaction counter has been attempted three times. The first time in October 2021 there were huge variances in specifications and pricing from vendors. We then hired Summit Design to design and create drawings for the project. We put it out again in June of 2022 with the drawings, and we received one quote that we thought was too high. We issued a solicitation again on January 6, 2023 with quotes due on February 6, 2023. We once again received one quote in the amount of \$88,900.00 from ARW Contracting, Inc. Since this was the third time a solicitation was attempted we decided to accept the quote and move on with the project.

Each time the solicitation was issued it was posted on the County's website, on eVA, on Demand Star, and the Procurement Officer researched local vendors and sent the solicitation directly to vendors via email or postal mail. We have exhausted all attempts to find other vendors for this project; thus we wish to move forward with a contract with ARW Contracting.

Further details on this procurement can be found on the County website at www.dinwiddieva.us, under the Purchasing tab.



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Recommendation

We recommend approval of the following resolution.

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct the County Administrator to execute the attached contract with ARW Contracting, Inc. for construction of new transaction counter in the Circuit Court with any changes, substantive or otherwise, as may be approved by the County Administrator.