



COUNTY OF GOOCHLAND, VA EMERGENCY PURCHASE NOTICE

The goods or services listed below have been determined to be an emergency purchase as outlined in Sec. 11-33 of the Goochland County Code - Emergency purchases.

In case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. If any emergency occurs during regular county business hours, the using department shall immediately notify the purchasing director who shall either purchase the required supplies or contractual services, authorize the department to do so, or disapprove the emergency purchase. A written explanation of the circumstances of the emergency and of the selection of the particular contractor shall be filed with the purchasing director.

If an emergency occurs at times other than regular business hours, the concerned department may purchase directly the required goods or contractual services. The department shall, however, whenever practicable, secure competitive telephone bids and order delivery to be made by the lowest responsible bidder. The department shall also, as soon as practicable, submit to the purchasing director a tabulation of bids received, if any, a copy of the delivery record, and a written explanation of the circumstances of the emergency.

An emergency situation exists when the safety, health, or welfare of the public is vitally affected by: (a) a breakdown in machinery and/or threatened termination of essential services (including maintenance and repair of essential office equipment), or (b) the development of a dangerous condition, or (c) any other circumstance in which supplies are needed for immediate use in the discretion of the purchasing director with the approval of the county administrator.

Monthly, the purchasing director shall submit a list of all emergency purchases in excess of ten thousand dollars (\$10,000.00) to the county administrator. The purchasing director shall issue a written notice stating that the contract is being awarded on an emergency basis, and identifying that which is being procured, the contractor selected, and the date on which the contractor was or will be awarded. This notice shall be posted on the county's website. It may also be posted in a designated public area or published in a newspaper of general circulation on the day the county awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as is practicable.

When? September 24, 2025

Where? 15756 and 15758 Mosaic Creek Blvd.

Why? Emergency replacement and installation of a new cleanout tee and stack at both properties listed above.

Estimated cost and all other information: \$16,030.00 (see attached quotes)

Signature of Department Head: *John A. McDonald*

Signature of Purchasing Director: *Mary Zapata*

Date of Posting: 09.24.2025