



REGULAR TOWN COUNCIL MEETING

Monday, April 22, 2019 @ 7:00pm
Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of April 8, 2019
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - * **Presentation of Town Scholarship Award** (*only one of the two attending*)
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED)
 - A. COUNCIL APPROVAL – Resolution for Renewal of Encroachment License for 125 W. 4th St
 - B. COUNCIL APPROVAL – Bid - Technical Services for IT Networking & Infrastructure
8. **PUBLIC HEARING** – To Receive Public Comments/Concerns and Approve a Resolution for the Possible Sale of Town Real Estate – 179 Square Foot Parcel Located to the Rear and Adjacent to 120 and 124 E Main Street.
9. **PUBLIC HEARING** – Adoption of a Resolution Regarding the Proposed Financing of the Construction and Equipping of the Police Department Building at 900 Monroe Avenue
10. **COUNCIL APPROVAL** – Proclamation for “*Workers Memorial Day*”
11. **COUNCIL APPROVAL** – Certificate of Recognition for “*Vietnam War Veterans Day*”
12. **COUNCIL APPROVAL** – Ordinance to Vacate a Portion of an Alley – 208 W Duck Street – Jerry Bell, Jr. (*2nd Reading*)
13. **COUNCIL APPROVAL** – An Ordinance to Amend Town Code Chapter 12-2 and 175-137 Pertaining to FEES (*2nd Reading*)
14. **COUNCIL NOMINATIONS** – 2019 VML Policy Committee
15. **CLOSED MEETING** – Investment of Public Funds with Respect to the Former Afton Inn

7A



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7A

Meeting Date: April 22, 2019

Agenda Item: COUNCIL APPROVAL – Resolution for Renewal of Encroachment License for 125 W. 4th Street

Summary: Council is requested to approve a Resolution for an encroachment license for a portion of the front porch at 125 W. 4th Street with James S. Bean, as presented. Council approved a 5-year license with Martin & Rachel McMahon in 2014; however, they are no longer the owners and their license will expire April 28, 2019.

Budget/Funding: None

Attachments: Resolution and 2014 Encroachment License

Meetings: Work Session held April 15, 2019

Staff

Recommendation: Approval ✓ Denial _____

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a Resolution for an encroachment license for a portion of the front porch at 125 W. 4th Street with James S. Bean, as presented.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

RESOLUTION APPROVING ENCROACHMENT LICENSE

WHEREAS, James S. Bean (“Bean”), the owner of improved real property located at 124 West 4th Street, Town of Front Royal, County of Warren, Virginia, more particularly described as L26A RESUB L 24 25 26, BL 15, FR RIVERTON IMP CO, LR99-4122 (the “Property”), has requested that the Town Council of the Town of Front Royal, Virginia, authorize the certain existing encroachment of improvements located on the Property, which extend into, on and over the Town’s public right-of-way (the “Encroachment”) and,

WHEREAS, pursuant to the authority granted the Town by Sections 15.2-2009 through 15.2-2011 of the Code of Virginia, 1950, as amended, Town Council is of the opinion that it is in the public interest to authorize said proposed Encroachment for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, to the extent as more particularly described therein, as follows:

The Property is generally located at the corner of Villa Avenue and 4th Street, consisting of the portion of the front open porch of 125 W. 4th Street, approximately twenty-four feet (24’) wide, encroaching into the Town’s right-of-way between one-tenth foot (1/10’) and three-tenths foot (3/10’) (the “Encroachment”), as more particularly shown by a plat of survey (the “Plat”) of Wayne E. Niskanen, C.L.S., dated November 9, 1998, and attached hereto as Exhibit “A”, and incorporated herein (the “Licensed Encroachment Property”).

NOW, THEREFORE, BE IT, HEREBY, RESOLVED by the Town Council of the Town of Front Royal, Virginia, that Town Council hereby **authorizes the Property's Encroachment** heretofore described as the Licensed Encroachment Property, for the Encroachment reason aforesaid and no other, on the Town's said right-of-way as shown on the Plat, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in this Encroachment License to be executed by the parties, to the extent as more particularly set forth herein.

This Encroachment authorization is conditioned upon the execution and recording of the original of this Encroachment License (minus, however, a copy of the Plat, a copy of which is available for inspection in the offices of the Front Royal Town Manager and the offices of the Front Royal Department of Planning & Zoning) by James S. Bean in the Clerk's Office of the Circuit Court of Warren County, Virginia, at his cost, with a copy of the recorded Encroachment License and recording receipt furnished to the office of the Front Royal Town Attorney, authorizing said proposed Encroachment according to the terms and conditions stated herein and to the extent as more particularly described therein. The Mayor is hereby authorized to execute this Encroachment License on behalf of the Town.

.....

/SIGNATURES NEXT PAGE FOLLOWING:/

This Resolution was approved at the Regular Meeting of the Town of Front Royal,
Virginia, Town Council conducted on _____, 2019, upon
the following recorded vote:

APPROVED:

Hollis L. Tharpe, Mayor

Town Council Members:

Attest:

Gary L. Gillespie _____

William A. Sealock _____

Chris W. Holloway _____

Eugene R. Tewalt _____

Jacob L. Meza _____

Letasha T. Thompson _____

Jennifer E. Berry, MMC, Clerk of Council

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: _____

ENCROACHMENT LICENSE

THIS ENCROACHMENT LICENSE ("License") made and entered into this 28th day of April, 2014, by and between the TOWN OF FRONT ROYAL, a municipal corporation of the Commonwealth of Virginia (hereinafter referred to as the "Town"), Licensor, and MARTIN P. MCMAHON and RACHEL M. MCMAHON, Licensee (hereinafter jointly referred to as the "Parties").

R E C I T A L S

1. The Town is empowered to authorize encroachments upon its public rights-of-way in Front Royal, Virginia, under §§15.2-2009 – 15.2-2011 of the Code of Virginia, 1950, as amended.
2. The Licensee is the owner of real property located at 125 W. 4th Street, Front Royal, Virginia, County Tax Map # 20A5 715 26A ("the Property"), on which Property have been constructed certain improvements which extend beyond the boundary lines of the Property into, on and over the Town's public rights-of-way ("Encroachment").
3. The Licensee seeks authorization from the Town to maintain the Encroachment into, on and over the Town's public rights-of-way.
4. By Resolution adopted by the Town Council of the Town on 4-28-14, Licensor has authorized its Mayor to execute and deliver this License to Licensee to permit the Encroachment under the terms and conditions set forth in this License.

W I T N E S S E T H

Pursuant to §§15.2-2009 – 15.2-2011 of the Code of Virginia, 1950, as amended, the Town hereby grants a license authorizing the Encroachment into, on and over its public rights-of-way described below according to the terms and conditions set forth hereinafter:

1. Recitals: The recitals are hereby incorporated as a material part of this License.
2. Description of the Licensed Property: The property licensed is generally located at the corner of Villa Avenue and 4th Street, consisting of a portion of the front open porch of 125 W 4th Street, approximately 24 feet wide extending into the Town's right-of-way a distance of between one-tenth (0.1) and three-tenths (0.3) of a foot, as more particularly shown by the plat of survey of Wayne E. Niskanen, C.L.S., dated November 9, 1998, and attached hereto as "Exhibit A" and incorporated herein ("Licensed Property").
3. Term: This License is for a term of five (5) years from the date hereof ("Term"), if not earlier revoked at the will of the Town, and it is understood that Licensee may appear before the Town Council of the Town and request an extension of the term of this License before its expiration. The Term notwithstanding, this License is automatically revoked with

respect to the related area of the Licensed Property upon the removal or destruction of all or a part of the Encroachment, regardless of cause.

4. Use of Premises: The Licenser hereby grants to Licensee the right to maintain the Encroachment within the Licensed Property. No expansion, enlargement or extension of the Encroachment, and no other or additional use of the Town's rights-of-way, is authorized by this License.

5. Indemnification: Nothing contained herein shall be deemed to relieve Licensee from liability for negligence on their part. Licensee agrees to indemnify, defend, save and hold harmless the Licenser, its officers, agents, servants and employees ("the Indemnified Parties") of and from any and all costs of suit, together with the Indemnified Parties' reasonable expenses of legal services, by reason of all claims, demands, or judgments asserted or recovered, whether justly, unjustly, falsely, fraudulently or frivolously, by a person, firm or entity by reason of injury to, or death of, any person or persons, and damage to, destruction or loss of use of any and all property, directly or indirectly arising from, or resulting from, any operations, works, acts or omissions of Licensee, its agents, employees, contractors, guests or invitees in relation to the Encroachment. Upon the filing with the Licenser by anyone of a suit, demand, or claim for damages arising out of incidents for which Licensee herein agrees to indemnify and hold the Town harmless, the Licenser shall notify Licensee of such claim and in the event that Licensee does not settle or compromise such claim, Licensee shall undertake the legal defense of such claim both on behalf of Licensee and on behalf of the Licenser. It is specifically agreed, however, that the Licenser may participate in the legal defense of any such claim. Any final judgment rendered against the Licenser for any cause for which Licensee is liable hereunder shall be conclusive against Licensee as to liability and amount.

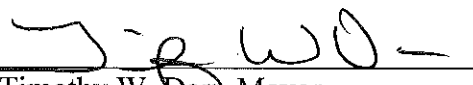
6. No Amendment: This License represents the entire agreement between the Parties as to its subject matter, and may be amended or waived only by a writing signed by the both Parties.

7. Recording: Licensee shall cause this License, together with Exhibit A, to be recorded in the land records of the Clerk's Office of the Circuit Court of Warren County, Virginia, at Licensee's expense.

WITNESS the following signatures effective on the date above first written:

LICENSOR:

TOWN OF FRONT ROYAL, VIRGINIA

By: 
Timothy W. Darr Mayor

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF WARREN, to-wit:

Subscribed to before me by Timothy W. Darr, Mayor, on this 12th day of May, 2014.

Jennifer E. Berry
Notary Public
My Commission Expires:



LICENSEE:

Martin P. McMahon
Martin P. McMahon

Rachel M. McMahon
Rachel M. McMahon

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF WARREN, to-wit:

Subscribed to before me by MARTIN P. McMahon & Rachel M. McMahon
on this 10th day of APRIL, 2014.

Connie L. Potter
Notary Public
My Commission Expires: 8/31/15



APPROVED AS TO FORM:

George M. Sonnett, Jr.
George M. Sonnett, Jr.
Assistant Town Attorney

Exhibit A

3233355790

WARREN COUNTY, VIRGINIA
LAND RECORDS

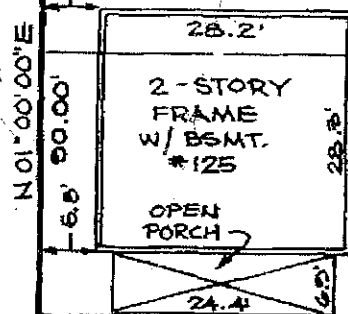
000015 MAR 29 66

1-STORY
BLOCK
SHED

VILLA AVENUE 60' R/W



SS
N 01° 00' 00" E



0.1' ON LOT 0.3' IN STREET

FOURTH STREET 60' R/W

NOTES

1. SUBDIVISION PLAT IN D.B. "X", PG. 444.
2. TAX MAP 20A-5-13-15-24, 25 & 26.
3. TITLE REPORT UNAVAILABLE.

LOT 589° 00' 00" E ~ 150.00' (TOTAL)

75.00'

23

75.00'

LOT

24

LOT 26A
6750 #

LOT

25

LOT 25A
6750 #

LOT
LINES
HEREBY
VACATED

LOT

26

75.00'

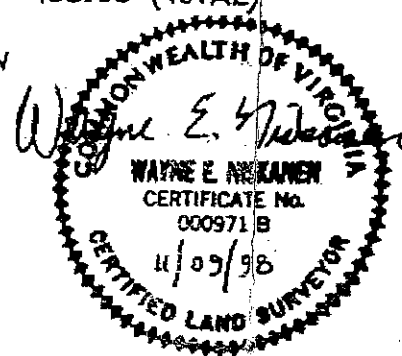
75.00'

N 89° 00' 00" W ~ 150.00' (TOTAL)

501° 00' 00" W
90.00'

501° 00' 00" W
90.00'

ALLEY 20' R/W



LAND SURVEYS, INC.
FRONT ROYAL, VIRGINIA

PLAT

SHOWING RESUBDIVISION
LOTS 24, 25 & 26, BLOCK
FRONT ROYAL - RIVER
IMPROVEMENT C
TOWN OF FRONT ROYAL
WARREN COUNTY, VIRGINIA
SCALE: 1" = 20' NOVEMBER



7B



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7B

Meeting Date: April 22, 2019

Agenda Item: COUNCIL APPROVAL – Bid - Technical Services for IT Networking & Infrastructure

Summary: Council is requested to approve a bid from Syntax Communications for IFB#1 Technical Services for Information Technology Networking and Infrastructure. The Contract is for a period of 12 months with the option to renew for two additional years (total of 3 years).

Budget/Funding: Information Technology budget line item 1204-43002

Attachments: Memorandums from Purchasing Manager and Director of Information Technology, Bid Specs and Contract

Meetings: None

Staff

Recommendation: Approval ✓ Denial _____

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a bid from Syntax Communications for IFB#1 Technical Services for Information Technology Networking and Infrastructure for a period of twelve (12) months with the option to renew for two (2) additional years for a total of three (3) years.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: April 18, 2019
To: Tina Presley, Senior Executive Assistant
Town Manager's Office
From: Alisa Scott, Purchasing Manager
RE: Request to Add Consent Agenda Item

The Purchasing Division responded to a request from the Information Technologies Department to purchase technical services for IT networking and infrastructure. I received one bid at the Tuesday, February 28, 2019 public invitation. The Department Director, Todd Jones has reviewed the bid from Syntax and confirms it meets requirements. Staff recommends Town Council award the IFB #1 Technical Services for IT Networking and Infrastructure to Syntax Communications.

Due to the historical spending of IT networking and infrastructure over the course of one fiscal year reaching beyond \$25,000, Town Council is requested to approve the staff-recommended award prior to purchase. Attached to this memo is the memo from Todd Jones as well as a standard contract for material pricing, labor rates, and equipment rates on a task basis. Please add this action item to the April 22nd, 2019 Town Council Agenda.

Funding for this request is available in the Information Technologies' budget line item 1204-43002.

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889



TOWN OF FRONT ROYAL
DEPARTMENT OF INFORMATION TECHNOLOGY
102 E. MAIN STREET
PO BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560
(540) 631-3600
WWW.FRONTROYALVA.COM

TODD C. JONES
Director
tjones@frontroyalva.com

MEMORANDUM

TO: Alisa Scott, Purchasing Manager

FROM: Todd C. Jones, Director of Information Technology

DATE: April 5, 2019

RE: IFB#1 Technical Services for IT Networking and Infrastructure

Alisa,

I have reviewed the submission for IFB#1 from Syntax Communications and recommend they be awarded the contract. Syntax Communication has always done exceptional work for the Town of Front Royal and their submission meets our requirements.

Please let me know if you have any questions and thank you for your help.

-Todd



CONTRACT FOR SERVICES

THIS CONTRACT FOR SERVICES is made and entered into this _____ day of _____, 20____, by and between **THE TOWN OF FRONT ROYAL, VIRGINIA**, a Municipal Corporation, whose address is 102 East Main Street, Front Royal, Virginia 22630 (hereinafter referred to as the "Town"), and **SYNTAX COMMUNICATIONS, INC.**, a State of **VIRGINIA** Corporation, whose street address is **987 AUBURN COURT, FRONT ROYAL, VA 22630**, and whose mailing address is **SAME**, (hereinafter called the "Service Provider").

W I T N E S S E T H:

That for and in consideration of the mutual promises contained herein, the Town agrees to purchase, and the Service Provider agrees provide the following described services:

Designing, providing, installing, repair, replacement, modifying, testing, and terminating Data, Voice, AV and Coax cabling in and to Town facilities which include offices, schools, commercial and light industrial spaces on a task basis. Additional work performed under this contract will include but not limited to:

- Maintenance-repair services for installed cabling
- Rebuild existing computer rooms and telephone closets
- Install security cameras and related systems
- Assist the IT staff as required in planning and budgeting
- Install of wireless network systems
- Install and maintaining AV systems
- Assist the IT staff as required in move/add/change MAC activity

1. Place of Service Performance/Delivery:

AS REQUESTED,

2. Time of Service Delivery:

9:00 A.M. TO 5:00 P.M., MONDAY THROUGH FRIDAY, EXCLUDING TOWN

HOLIDAYS; AFTER HOURS AND WEEKEND WORK TO BE ARRANGED

THROUGH THE IT DIRECTOR, AS NEEDED

3. Term of Contract: This Contract shall be in effect for a term of **ONE (1) YEAR**

beginning with **FINAL SIGNATURE ON CONTRACT** and continuing (if not otherwise terminated pursuant to the terms of this agreement) through **TWELVE (12) MONTHS**.

This contract may be renewed for two (2) additional one-year periods on the anniversary date if agreed to by both parties for a total contract period of three (3) years. It is understood that this contract shall be subject to annual appropriations by the Town of Front Royal Town Council. Should the Council fail to appropriate funds for this contract, the contract will be terminated when funds are exhausted. There shall be no penalty should the Council fail to provide annual appropriations for this contract.

4. Payment: The Town shall pay the Service Provider for services rendered based on the cost of each accepted work order proposal, with services based on the unit fixed price submitted with original proposal described in Attachment "A", Attachment "B", and Attachment "C". The Service Provider shall monthly furnish an invoice to the Town for services rendered that month. The Town shall forward a check to the Service Provider at the mailing address indicated above within thirty (30) days of the receipt of such invoice.

5. Reports: Service Provider shall complete, maintain, and submit to the Town all records and reports and lists of services rendered when such services are rendered.

6. Services Rendered: Service Provider shall perform all services to be rendered pursuant to this Contract at the location specified above. Service Provider agrees to

maintain all facilities and equipment used by Service Provider under this Contract in clean, sanitary, and safe condition and free from defects of every kind.

7. **Licenses and Permits:** Service Provider agrees that it has procured all licenses, permits, or other like permission required by law to conduct or engage in the activity provided for in this Contract; that it will procure all additional licenses, permits, or like permission required by law during the term of this Contract; and that it will keep such licenses, permits, and permissions in full force and effect during the term of this Contract.

8. **Independent Contractor:** Service Provider understands and agrees that the relationship of service provider to the Town arising out of this Contract shall be that of independent contractor. It is understood that the Service Provider, or its staff and employees, are not employees of the Town and are, therefore, not entitled to any benefits provided employees of the Town. Service Provider shall be responsible for reporting and accounting for all State, Federal, Social Security, and local taxes where applicable.

9. **Non-Discrimination:** During the performance of this contract, the Service Provider agrees as follows:

a. The Service Provider will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, 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 Service Provider. The Service Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The Service Provider in all solicitations or advertisements for employees placed by or on behalf of Service Provider will state that Service Provider is an equal opportunity employer.

The Town of Front Royal does not discriminate against faith-based organizations.

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.

d. The Service Provider agrees to provide a drug-free workplace for the Service Provider's employees; to 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 Service Provider's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the Service Provider that the Service Provider maintains a drug-free workplace. For the purpose of this paragraph, "drug-free workplace" means a site for the performance of work done in connection with the contract awarded to a Service Provider in accordance with this procurement transaction.

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

10. Compliance with Federal Immigration Law: The Contractor does not and shall not during the performance of the Contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

11. Compliance with State Law: The Contractor shall comply with section 2.2-4311.2 of the Code of Virginia pertaining to foreign and domestic businesses authorized to transact business in the Commonwealth.

12. Termination for Cause: This Contract may be terminated by the Town upon fifteen (15) days written notice to the Service Provider to the address first named above in the event of substantial failure or default of the Service Provider to perform in accordance with the terms hereof through no fault of the Town's.

13. **Termination for Convenience:** The obligation to provide further services under this Contract may be terminated by the Town for its convenience and not for cause upon fifteen (15) days written notice. Service Provider shall be compensated for work performed through the date of termination and for termination expenses, including any expenses directly attributable to termination and for which Service Provider is not otherwise compensated. Termination expenses shall not, however, include loss profits on services not performed as a result of such termination for convenience.

14. **Notice:** Any notice which is required to be given, or which may be given under this Contract, shall be sent to those mailing addresses noted in the first paragraph of this Contract.

15. **Non-Assignability:** Service Provider understands that this Contract is a contract with the personal services of Service Provider and that it is made by the Town in reliance on Service Provider's personal skills and knowledge in the activity to be conducted and as represented by Service Provider. Accordingly, this Contract is non-assignable by Service Provider without the express written advance permission of the Town.

16. **Insurance:** Service Provider shall procure and maintain the general liability insurances shown below, with the Town named as Additional Insured, for protection from claims arising out of performance of services caused by negligent, reckless, or willful error, omission or act for which the Service Provider is legally liable. The Service Provider shall deliver to the Town, upon execution of this Agreement, certificates of such insurance. Insurance shall provide for coverage effective through the date of the end of the Project. Comprehensive General Liability Insurance, *naming the Town as Additional Insured*
Automobile Liability, *naming the Town as Additional Insured*
Worker's Compensation

17. Amount of Insurance Required:

Comprehensive General Liability Insurance - \$1,000,000 Minimum per Incident
Automobile Liability Insurance - \$1,000,000 bodily injury and \$1,000,000 property damage
Worker's Compensation - As required by the Commonwealth of Virginia

18. Indemnification:

The Service provider shall indemnify, keep and hold harmless the Town of Front Royal and its members of Council, officers, directors, employees and volunteers against any and all third party claims of injuries, death, damage to property, theft, patent claims, suits, liabilities, judgements, costs and expenses (including reasonable attorney fees) which may otherwise accrue against the Town in consequence of the granting of a Contract which may otherwise result therefrom, to the extent it shall be determined that the claim was caused through negligence or error, or omission of the Service Provider or his or her employees, or that of the Sub Service Provider or his or her employees, if any; and the Service Provider shall, to the extent of its obligation above, pay all reasonable charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgement shall be rendered against the Town in any such action, the Service Provide shall, to the same extent, at its own expense, satisfy and discharge the same. The Service Provider expressly understands and agrees that any performance bond or insurance protection required by this Contract, or otherwise provided by the Service Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Town as herein provided. The provisions of this section shall survive the completions, terminations or expiration of the Contract.

19. Entire Contract: This Contract constitutes the entire agreement between the parties pertaining to the subject matter of this Contract and supersedes all prior or contemporaneous agreements and understandings of the parties in connection with the subject matter. No modification of this Contract shall be effective unless made in writing and signed by both parties.

20. Additional Terms and Conditions: The following attachments are made a part of this Contract and are incorporated herein:

- 1. Attachment "A" – Contractor's Proposal for Material Pricing**
- 2. Attachment "B" – Contractor's Proposal for Labor Rates**
- 3. Attachment "C" – Contractor's Proposal for Equipment Rates**

21. Standard of Care: Service Provider shall perform the services herein described expeditiously and diligently and in accordance with the standard of care and skill ordinarily exercised under similar conditions by reputable members of its profession or trade practicing in the same or similar locality within the Commonwealth of Virginia existing as of the date such services are provided and in accordance with all applicable laws, codes, and regulations in effect as of the date such services are provided.

22. Enforcement: This Contract shall be governed by the laws of the State of Virginia. Any action maintained by either party for the enforcement or interpretation of the terms of this Contract shall be filed in the courts of Warren County, Virginia.

IN WITNESS WHEREOF, the undersigned parties hereto have made and executed this
Contract as the day and year first above written.

(SEAL)

TOWN OF FRONT ROYAL, VIRGINIA

Attest: _____

BY: _____

Type Name: _____

Type Name: Joseph Waltz

Title: _____

Title: Town Manager

Date: _____

(SEAL)

SERVICE PROVIDER:

Attest: _____

Syntax Communications

Type Name: _____

BY: _____

Title: _____

Type Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

Douglas W. Napier, Town Attorney

DATE: _____

Town of Front Royal Invitation for Bid IFB #1
Technical Services for IT Networking and Infrastructure

ATTACHMENT A
MATERIAL PRICING

The rates shown on this table include the material delivered to the Town IT office or to a location designated by the town in the town limits.

Line RK2900 has the incorrect part number, the new part number and price for that part number has been added.

line #	Description	Part Number	Manufacture	UT	Price	Notes:
Station Jacks						
SJ100	Jack USOC 1 port 6Wx6P fog white	OR-S21RJ25	Ortronics	ea	\$ 5.75	no substitute allowed
SJ200	Jack USOC 2 port 6Wx6P fog white	OR-S22RJ25	Ortronics	ea	\$ 10.24	no substitute allowed
SJ300	Jack CAT5 1 RJ45 1U 568B fog white	OR-S215E00	Ortronics	ea	\$ 6.18	no substitute allowed
SJ400	Jack CAT5 2 RJ45 1U 568B fog white	OR-S225E00	Ortronics	ea	\$ 11.96	no substitute allowed
SJ500	Jack CAT5 Track jack fog white	OR-TJ5E00	Ortronics	ea	\$ 5.23	no substitute allowed
SJ600	Jack CAT6 1 RJ45 1U 568B fog white	OR-S21600	Ortronics	ea	\$ 8.72	no substitute allowed
SJ700	Jack CAT6 2 RJ45 1U 568B fog white	OR-S22600	Ortronics	ea	\$ 17.17	no substitute allowed
SJ800	Jack blank inserts 1U seriesII fog white	OR-40300164	Ortronics	ea	\$ 0.44	no substitute allowed
SJ900	Jack CAT6 Track jack fog white	OR-TJ600	Ortronics	ea	\$ 8.10	no substitute allowed
SJ1000	Jack blank tracJack 10/pack	OR-42100002	Ortronics	ea	\$ 3.37	no substitute allowed
SJ1100	Jack wall mount phone track jack	OR-403STJ1WP	Ortronics	ea	\$ 9.11	no substitute allowed
SJ1200	Jack DB15-HD F/F VGA	OR-60900376	Ortronics	ea	\$ 21.87	no substitute allowed
SJ1300	Jack HDMI fog white	OR-60900372	Ortronics	ea	\$ 30.97	no substitute allowed
SJ1400	Jack F connectors 1 port 1U fog white	OR-60900017	Ortronics	ea	\$ 5.32	no substitute allowed
SJ1500	Jack F connectors 2 port 1U fog white	OR-60900020	Ortronics	ea	\$ 8.35	no substitute allowed
SJ1600	Jack faceplate single gang .5" low profile 3U fog white	OR-40300158	Ortronics	ea	\$ 2.00	no substitute allowed
SJ1700	Jack faceplate double gang standard profile 6U fog white	OR-40300159	Ortronics	ea	\$ 5.23	no substitute allowed
SJ1800	Jack surface mount box single gang fog white	OR-40300185	Ortronics	ea	\$ 4.11	no substitute allowed
SJ1900	Jack surface mount box double gang fog white	OR-40300186	Ortronics	ea	\$ 4.71	no substitute allowed

SJ2000	Jacks surface mount box 4U fog white	OR-404S22X2U	Ortronics	ea	\$	5.51	no substitute allowed
SJ2100	Jacks surface mount box 3U fog white	OR-404S23U	Ortronics	ea	\$	8.35	no substitute allowed
SJ2200	Jacks surface mount box 2U fog white	OR-404S21X1U	Ortronics	ea	\$	3.61	no substitute allowed
SJ2300	Jacks surface mount box 1U fog white	OR-404S21U	Ortronics	ea	\$	3.61	no substitute allowed

Patch Panels

PP100	Patch panel 24 port CAT5e rack mount 1u	OR-PHD5E6U24	Ortronics	ea	\$	150.81	no substitute allowed
PP200	Patch panel 48 port CAT5e rack mount 2u	OR-PHD5E6U48	Ortronics	ea	\$	313.57	no substitute allowed
PP300	Patch panel 24 port CAT6 rack mount 1u	OR-PHD66U24	Ortronics	ea	\$	195.27	no substitute allowed
PP400	Patch panel 48 port CAT6 rack mount 2u	OR-PHD66U48	Ortronics	ea	\$	385.74	no substitute allowed
PP500	Patch Panel 12 port CAT6 Wall mount	PMP612H	Ortronics	ea	\$	130.26	no substitute allowed
PP600	Patch Panel 12 port CAT5e Wall mount 66 body	PMP5e1289	Ortronics	ea	\$	82.21	no substitute allowed
PP700	Rack Horz ca mgr 1U black 3.5" rings	OR-60400131	Ortronics	ea	\$	51.04	Or Equivalent provide specs
PP800	Rack Horz ca mgr 2U black 3.5" rings	OR-60400057	Ortronics	ea	\$	62.32	Or Equivalent provide specs
PP900	Rack Horz ca mgr 2U black 2" rings	OR-808044916	Ortronics	ea	\$	63.82	Or Equivalent provide specs

Patch Cords

PC100	Patch cord CAT 5e - 1.5' - RJ45 - any color			ea	\$	3.46	USA made provide specs
PC200	Patch cord CAT 5e - 03' - RJ45 -any color			ea	\$	3.76	USA made provide specs
PC300	Patch cord CAT 5e - 05' - RJ45 - any color			ea	\$	4.13	USA made provide specs
PC400	Patch cord CAT 5e - 07' - RJ45 - any color			ea	\$	4.49	USA made provide specs
PC500	Patch cord CAT 5e - 14' - RJ45 - any color			ea	\$	5.97	USA made provide specs

PC600	Patch cord CAT 5e - 25' - RJ45 - any color			ea	\$	8.00	USA made provide specs
PC700	Patch cord CAT 5e - 50' - RJ45 - any color			ea	\$	12.79	USA made provide specs
PC800	Patch cord CAT 6 - 03' - RJ45 - any color			ea	\$	4.65	USA made provide specs
PC900	Patch cord CAT 6 - 05' - RJ45 - any color			ea	\$	5.06	USA made provide specs
PC1000	Patch cord CAT 6 - 07' - RJ45 - any color			ea	\$	5.47	USA made provide specs
PC1100	Patch cord CAT 6 - 07' - RJ45 - any color			ea	\$	5.47	USA made provide specs
PC1200	Patch cord CAT 6 - 14' - RJ45 - any color			ea	\$	7.10	USA made provide specs
PC1300	Patch cord CAT 6 - 25' - RJ45 - any color			ea	\$	9.37	USA made provide specs
PC1400	Patch cord CAT 6 - 50' - RJ45 - any color			ea	\$	14.16	USA made provide specs

UTP cable

UT100	Cable 4 pair CAT5e/350 CMR - 1000' Box Yellow	Lanmark350	Berk-Tek	1000 ft.	\$	150.92	Or Equivalent provide specs
UT200	Cable 4 pair CAT5e/350 CMR - 1000' Box Yellow	Cobra 5e 52-240-65	Superior Essex	1000 ft.	\$	155.44	Or Equivalent provide specs
UT300	Cable 4 pair CAT5e/350 CMP - 1000' reel yellow	Lanmark350	Berk-Tek	1000 ft.	\$	265.62	Or Equivalent provide specs
UT400	Cable 4 pair CAT5e/350 CMP - 1000' reel yellow	Cobra 5e 52-241-68	Superior Essex	1000 ft.	\$	247.51	Or Equivalent provide specs
UT500	Cable 4 pair CAT6 CMR - 1000' Box Blue	Lanmark 1000	Berk-Tek	1000 ft.	\$	211.29	Or Equivalent provide specs
UT600	Cable 4 pair CAT6 CMR - 1000' Box Blue	DataGain 6 66-240-2A	Superior Essex	1000 ft.	\$	212.80	Or Equivalent provide specs
UT700	Cable 4 pair CAT6 CMP - 1000' Box Blue	Lanmark 1000	Berk-Tek	1000 ft.	\$	375.79	Or Equivalent provide specs

UT800	Cable 4 pair CAT6 CMP - 1000' Box Blue	DatatGain 6 66-240-2B	Superior Essex	1000 ft.	\$ 363.71	Or Equivalent provide specs
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Coax

CX100	Coax RG6U Plenum coax white 1000'		Comscope	1000 ft.	\$ 585.61	Or Equivalent provide specs
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CX200	Coax RG6U non-plenum coax 1000'		Comscope	1000 ft.	\$ 87.53	Or Equivalent provide specs
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CX300	Coax RG59 w/ 18/2 plenum coax 1000'		Comscope	1000 ft.	\$ 242.37	Or Equivalent provide specs
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Fiber Optics

FO100	FO Patch Cord duplex 7/125 LC/LC 3M			ea	\$ 24.62	USA made provide specs
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FO200	FO Patch Cord duplex 50/125 LC/LC 3M			ea	\$ 26.47	USA made provide specs
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FO300	FO Patch Cord duplex 62/125 LC/LC 3M			ea	\$ 25.56	USA made provide specs
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FO400	FO cable 6 strand SM indoor/outdoor	006EWF-T4101D20	Corning	ft	\$ 0.34	Or Equivalent provide specs
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FO500	FO cable 6 strand 50um indoor/outdoor	006SWF-T4180D20	Corning	ft	\$ 1.28	Or Equivalent provide specs
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FO600	FO cable 12 strand SM indoor/outdoor	012EWF-T4101D20	Corning	ft	\$ 0.39	Or Equivalent provide specs
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FO700	FO cable 12 strand 50um indoor/outdoor	012SWF-T4180D20	Corning	ft	\$ 2.28	Or Equivalent provide specs
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FO800	FO cable 24 strand SM indoor/outdoor	024EWF-T4101D20	Corning	ft	\$ 0.62	Or Equivalent provide specs
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FO900	FO cable 24 strand 50um indoor/outdoor	024SWF-T4180D20	Corning	ft	\$ 4.47	Or Equivalent provide specs
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FO1000	FO cable 48 strand SM indoor/outdoor	048EWF-T4101D20	Corning	ft	\$ 1.41	Or Equivalent provide specs
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FO1100	FO cable 96 strand SM indoor/outdoor	096EWF-T4101D20	Corning	ft	\$ 2.40	Or Equivalent provide specs
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FO1200 FO connector LC 7 SM Unicam composite	95-200-99	Corning	ea	\$	18.90	Or Equivalent provide specs
FO1300 FO Connector LC 50um Unicam composite	95-200-99	Corning	ea	\$	18.90	Or Equivalent provide specs
FO1400 FO Fan out kit fiber optic 6 fibers 36" 900um	FAN-BT36-06	Corning	ea	\$	14.69	Or Equivalent provide specs
FO1500 FO Fan out kit fiber optic 12 fibers 36" 900um	FAN-BT36-12	Corning	ea	\$	17.47	Or Equivalent provide specs
FO1600 FO Patch Panel rack mount 1U connector panel w/o inserts	CCH-01U	Corning	ea	\$	220.71	Or Equivalent provide specs
FO1700 FO Patch Panel rack mount 2U connector panel w/o inserts	CCH-02U	Corning	ea	\$	262.44	Or Equivalent provide specs
FO1800 FO Patch Panel rack mount 4U connector panel w/o inserts	CCH-04U	Corning	ea	\$	334.41	Or Equivalent provide specs
FO1900 FO Patch Panel Wall mount enclosure 19" 2U empty	WCH-02P	Corning	ea	\$	91.18	Or Equivalent provide specs
FO2000 FO LC connector panel w/06 LC composite SM inserts	CCH-CP06-A9	Corning	ea	\$	54.57	Or Equivalent provide specs
FO2100 FO LC connector panel w/12 LC composite SM inserts	CCH-CP12-A9	Corning	ea	\$	96.32	Or Equivalent provide specs
FO2200 FO LC connector panel w/06 LC composite 50um inserts	CCH-CP06-E4	Corning	ea	\$	49.13	Or Equivalent provide specs
FO2200 FO LC connector panel w/12 LC composite 50um inserts	CCH-CP12-E4	Corning	ea	\$	85.40	Or Equivalent provide specs
FO2300 FO Inner Duct 1" white corrugated w/rope CMP	CF4X1C-xxxx	Carlton	ft	\$	191.31	Or Equivalent provide specs
FO2400 FO Inner duct 1" for UG application w/ pull rope	DF4X1C-xxxx	Carlton	ft	\$	61.69	Or Equivalent provide specs

Blocks & Protectors

BP100	Block 110 - 100 pair wiring block w/ legs Kit	OR-110ABC5E100	Ortronics	ea	\$	48.97	no substitute allowed
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Equipment Racks

RK100	Rack wall mount vert rack 2U	11583-719	Chatsworth	ea	\$	97.34	Or Equivalent provide specs
RK200	Rack wall mount 19" swing gate - black - 24" deep 21U	11791-725	Chatsworth	ea	\$	375.36	Or Equivalent provide specs
RK300	Rack wall mount 19" swing gate - black - 24" deep 41U	11792-725	Chatsworth	ea	\$	500.29	Or Equivalent provide specs
RK400	Rack wall mount heavy duty kit	12795-701	Chatsworth	ea	\$	103.99	Or Equivalent provide specs
RK500	Rack cabinet wall mount 36"h x 24"w x 25"d	EWMW362425	Hoffman	ea	\$	826.74	Or Equivalent provide specs
RK600	Rack cabinet wall mount 72"h x 24"w x 25"d	EWMW722425	Hoffman	ea	\$	1,482.96	Or Equivalent provide specs
RK700	Rack cabinet fan kit for EWMW racks	EDMF2	Hoffman	ea	\$	144.96	Or Equivalent provide specs
RK800	Rack 19" x 84" x 3" channel 2 post	46353-703	Chatsworth	ea	\$	286.96	Or Equivalent provide specs
RK900	Rack 19" x 7' x adjustable depth - 4 post black 45U	15211-703	Chatsworth	ea	\$	542.95	Or Equivalent provide specs
RK1000	Rack ground bar	10610-019	Chatsworth	ea	\$	59.84	Or Equivalent provide specs
RK1100	Ground bus	GBI14212N	Harger	ea	\$	69.94	Or Equivalent provide specs
RK1200	Rack cable manager two side ca. Trough 6" blk	11729-703	Chatsworth	ea	\$	405.57	Or Equivalent provide specs
RK1300	Rack cable manager ca. Trough cover plastic	12188-001	Chatsworth	ea	\$	219.95	Or Equivalent provide specs

RK1400 Rack cable manager ca. Trough cover metal	12664-701	Chatsworth	ea	\$	123.57	Or Equivalent provide specs
RK1500 Rack Shelf 19"x15" black vented	40117-719	Chatsworth	ea	\$	131.31	Or Equivalent provide specs
RK1700 Rack Shelf CPU black 2 post vented	11231-719	Chatsworth	ea	\$	185.13	Or Equivalent provide specs
RK1800 Rack shelf adjustable 4 post 24" to 36" 200lbs	14072-719	Chatsworth	ea	\$	159.59	Or Equivalent provide specs
RK1900 rack runway 12"x9'11.5" black	10250-712	Chatsworth	ea	\$	92.95	Or Equivalent provide specs
RK2000 rack runway corner bracket	11959-715	Chatsworth	ea	\$	86.20	Or Equivalent provide specs
RK2100 rack runway wall mount bracket 12"	11421-712	Chatsworth	ea	\$	24.41	Or Equivalent provide specs
RK2200 Rack runway wall angle support kit 12"	11312-712	Chatsworth	ea	\$	60.79	Or Equivalent provide specs
RK2300 rack runway to rack mounting plate 3"	10595-712	Chatsworth	ea	\$	33.54	Or Equivalent provide specs
RK2400 rack runway to cabinet mounting brackets 12"	10506-712	Chatsworth	ea	\$	79.70	Or Equivalent provide specs
RK2500 rack runway to cabinet mounting brackets 6"	10506-706	Chatsworth	ea	\$	38.25	Or Equivalent provide specs
RK2600 Rack runway protective end caps	10642-001	Chatsworth	ea	\$	7.44	Or Equivalent provide specs
RK2700 rack runway retaining post 8"h	10596-708	Chatsworth	ea	\$	23.78	Or Equivalent provide specs
RK2800 Rack runway butt splice kit	11301-701	Chatsworth	ea	\$	9.50	Or Equivalent provide specs

RK2900 rack runway butt splice kit 45 degree	11313-001	Chatsworth	ea	\$	32.10	Or Equivalent provide specs
RK3000 Rack runway corner splice	11302-701	Chatsworth	ea	\$	9.93	Or Equivalent provide specs
RK3100 Rack runway corner splice adjustable	10616-701	Chatsworth	ea	\$	51.87	Or Equivalent provide specs
RK3200 rack runway J-bolt kit	11308-701	Chatsworth	ea	\$	4.28	Or Equivalent provide specs
RK3300 rack runway feet	11309-701	Chatsworth	ea	\$	31.88	Or Equivalent provide specs
RK3400 rack runway radius drop cross member	12100-712	Chatsworth	ea	\$	32.14	Or Equivalent provide specs

Cable tray

CT100 Cable tray 2"h x 12"w x 10'l zinc	CF54/300EZ	Cablofil	ea	\$	130.00	Or Equivalent provide specs
CT200 Cable tray 2"h x 6"w x 10'l zinc	CF54/150EZ	Cablofil	ea	\$	80.78	Or Equivalent provide specs
CT300 Connectors (50 per bag) zinc	SWKEZ	Cablofil	bg	\$	82.69	Or Equivalent provide specs
CT400 Corner zinc	EZT90KIT EZ	Cablofil	ea	\$	21.57	Or Equivalent provide specs
CT600 single rod hanger zinc	FASPCH150 PG	Cablofil	ea	\$	7.94	Or Equivalent provide specs
CT700 single rod hanger zinc	FASPCH200 PG	Cablofil	ea	\$	11.70	Or Equivalent provide specs
CT500 single rod hanger zinc	FASPCH300 PG	Cablofil	ea	\$	13.34	Or Equivalent provide specs
CT1000 Wall bracket for 6"	FASL150PG	Cablofil	ea	\$	6.79	Or Equivalent provide specs

CT900	Wall bracket for 8"	FASP200PG	Cablofil	ea	\$	5.81	Or Equivalent provide specs
CT1100	Wall bracket for 12"	FASL300PG	Cablofil	ea	\$	11.41	Or Equivalent provide specs
CT1200	Wall mount brackets	FV1PG	Cablofil	ea	\$	7.61	Or Equivalent provide specs
CT1300	Cable drop out 4"	CABLEXIT100PG	Cablofil	ea	\$	6.85	Or Equivalent provide specs
CT1400	Hangers 12"	FASP400PG	Cablofil	ea	\$	12.04	Or Equivalent provide specs
CT1500	Hangers 8"	FASP300PG	Cablofil	ea	\$	8.74	Or Equivalent provide specs

Network Equipment

NE100	Switch 10/100/1000 8 port managed POE 1920-08G-POE+	JG922A	HP	ea	\$	682.50	no substitute allowed
NE200	Switch 10/100/1000 24 port managed POE 1920-24G-POE+	JG926A	HP	ea	\$	546.00	no substitute allowed
NE300	Switch 10/100/1000 24 port managed POE 1950-24G-2SFP+-2XGT-POE+	JG962A	HP	ea	\$	1,041.96	no substitute allowed
NE400	Media Converter SC to TX 100Base SM	AT-MC103XL-10	Allied Telesis	ea	\$	489.84	no substitute allowed
NE500	Access point	AP55	Sophos	ea	\$	383.50	no substitute allowed
NE600	Access point	AP55C	Sophos	ea	\$	383.50	no substitute allowed
NE700	Access point	AP100	Sophos	ea	\$	643.50	no substitute allowed
NE800	Access point	AP100C	Sophos	ea	\$	773.50	no substitute allowed
NE900	PDU - 110v20a	PDU1220	Tripp Lite	ea	\$	137.28	no substitute allowed
NE1000	Network Surge suppresser - 8 outlet - 4 filter banks	ISOBAR 8 ultra	Tripp Lite	ea	\$	76.05	no substitute allowed
NE1100	UPS smartpro 1000 tower	SU1000XLA	Tripp Lite	ea	\$	659.58	no substitute allowed

NE1200 UPS smartpro 1500 rackmount 2U	SMART1500LCD	Tripplite	ea	\$ 286.75	no substitute allowed
NE1300 UPS smartpro 1500 rackmount 2U	SMART1500RM2U	Tripplite	ea	\$ 743.51	no substitute allowed
NE1400 UPS smartpro 1500 rackmount 2U	SMART1500RMXL2UA	Tripplite	ea	\$ 821.51	no substitute allowed
NE1500 UPS smartpro 2200 rackmount 2U	SMART2200RMXL2U	Tripplite	ea	\$ 1,157.07	no substitute allowed
NE1600 UPS smartpro 3000 rackmount 2U	SMART3000RMXL2U	Tripplite	ea	\$ 1,336.34	no substitute allowed
NE1700 UPS network card	SNMPWEBCARD	Tripplite	ea	\$ 299.12	no substitute allowed

AV Equipment

AV100 LCD wall mount bracket	PA730-S	Paramount	ea	\$ 57.03	no substitute allowed
AV200 Projector	IN2128HDA	InFocus	ea	\$ 414.82	no substitute allowed
AV300 Projector mounting kit	PRJ-PLTB	InFocus	ea	\$ 132.74	no substitute allowed
AV400 Projector ceiling mount	PRJ-MNT-UNIV	InFocus	ea	\$ 258.69	no substitute allowed
AV500 Projector adjustable extension arm 6-9"	PRJ-EXTARM-01	InFocus	ea	\$ 98.80	no substitute allowed
AV600 Projector adjustable extension arm 24-36"	PRJ-EXTARM-05	InFocus	ea	\$ 162.23	no substitute allowed
AV700 Screen 8' x 10'	40268	Da-Lite	ea	\$ 801.96	no substitute allowed
AV800 Screen wall mount brackets	40932	Da-Lite	ea	\$ 17.47	no substitute allowed

Fire Stops

FS100 Fire stop Smooth Penetrator 1"	SP-1	Unique	ea	\$ 31.20	Or Equivalent provide specs
FS200 Fire stop Smooth Penetrator 2"	SP-2	Unique	ea	\$ 45.50	Or Equivalent provide specs
FS300 Fire stop Smooth Penetrator 4"	SP-4	Unique	ea	\$ 84.50	Or Equivalent provide specs

FS400	Fire stop Threated Penetrator 1"	TP-1	Unique	ea	\$	50.70	Or Equivelent provide specs
FS500	Fire stop Threated Penetrator 2"	TP-2	Unique	ea	\$	84.50	Or Equivelent provide specs
FS600	Fire stop Threated Penetrator 4"	TP-4	Unique	ea	\$	117.00	Or Equivelent provide specs

ATTACHMENT B

LABOR RATES

The rates shown on this table include all charges for taxes, insurance, union, supervision, overhead and profit. These rates apply to all work performed on a straight time basis, eight (8) hours per day, Monday through Friday during normal business hours. Due to federal labor laws, OSP labor categories performed beyond eight (8) hours per day and all-day Saturday will be billed at one and one-half (1-1/2) times the above stated rates. The rates shall be doubled for all work conducted on Sunday and the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day, or days celebrated in lieu thereof. Personnel called in for emergency work shall be paid travel time to and from their previous location which is billable at the above stated rates as well as expenses for the duration of the emergency.

Labor Classification	Hourly Rate
Premise Distribution Technician	\$ 50.00
Premise Distribution Engineer	\$ 75.00
Foreman	\$ 85.69
Cable Splicer	\$ 82.94
Lineman	\$ 79.42
Installer Repairman	\$ 82.94
Equipment Operator	\$ 79.42
Labor	\$ 73.19
Groundman	\$ 50.11
Network Engineer	\$ 95.00
Network Engineer Senior	\$ 125.00

ATTACHMENT C
EQUIPMENT RATES

The rates shown on this table include the unit price for any major equipment required for a project.

Hourly Rate	Hourly Rate
Pick-up Truck	\$ 16.92
1-1/2 Ton Utility Truck	\$ 24.18
Dump Truck	\$ 24.72
Dump Truck Tandem Axle	\$ 38.70
Cable Splicers Bucket Truck	\$ 25.20
Telsta - Construction - T40	\$ 35.40
Digger Truck - Hydraulic	\$ 35.40
Vacuum Excavator Truck	\$ 56.46
Boom Truck	\$ 45.06
Rodding Truck	\$ 36.00
Tractor and Trailer	\$ 76.50
6 and 8 wheel Tag-along Trailer	\$ 5.82
Small Utility Trailer	\$ 4.14
Pole/Cable Combination Trailer	\$ 4.20
Hydraulic Cable Trailer - Truco	\$ 5.64
JD450 or equivalent with plow	\$ 46.32
JD850 or equivalent with plow	\$ 64.80
Vibratory Drop Plow	\$ 24.00
Trencher/Plow 40-60HP	\$ 33.96
Trencher/Plow 60+HP	\$ 39.42
Backhoe JD310 or equal	\$ 33.48
BH JD310 w/hyd. Hammer	\$ 49.32
Trackhoe - JD 490	\$ 56.82
Trackhoe-JD 490 w/hammer	\$ 87.00
Boring Machine - 4" - Push Machine	\$ 19.20
Air Comp to 185cfm with tools	\$ 16.80
Air Comp 185cfm to 600cfm with tools	\$ 37.86
Wacker - Tamper	\$ 12.90
Roller - Small	\$ 13.20
Water Pump - Generator – Manhole Blower	\$ 4.26
Hogg Davis Power Trailer or equal	\$ 14.40
Concrete Saw	\$ 9.60
Core Drill	\$ 9.60
Arrow Board	\$ 13.02
Hydraulic Capstan	\$ 8.04
Chipper	\$ 14.82
Farm tractor w/accessories	\$ 19.80
Fusion Machine	\$ 16.56
OTDR / Power Meter	\$ 19.32
Manhole Gas Tester	\$ 5.40
Vermeer 24x40 (Drill & Truck)	\$ 150.00

Vermeer 7x11A (Drill & Truck)	\$ 81.60
Vermeer 18x22 (Drill & Truck)	\$ 132.00
Vermeer D80	\$ 120.00
Welding Machine	\$ 7.20
Power Bucket	\$ 65.40
Skid Steer	\$ 21.60
Skid Steer - Milling Machine	\$ 28.80
Paver	\$ 19.74
4 Wheeler	\$ 8.70
Blacktop Zipper	\$ 27.00
Case Wheel Loader	\$ 56.04
Cable Blowers	\$ 53.40

Town of Front Royal Invitation for Bid IFB #1

Technical Services for IT Networking and Infrastructure

Syntax Communications, Inc.

987 Auburn Court Front Royal, VA 22630

Phone: 540-622-3609 Fax: 540-636-4224

syntax@syntaxcomm.com

To: Town of Front Royal
Attn: Purchasing Dept.
102 E. Main Street
Front Royal, VA 22630

Phone: 540-631-2789
Job: 190013
Date: January 29, 2019

Job Description:
Technical Services for IT
Networking and Infrastructure

Thank you for the opportunity to allow Syntax Communications, Inc. to provide a bid for your company.

The Town of Front Royal is looking for IT support performing design and installation of network cabling and to support the IT staff in any IT networking and infrastructure task as required. These services will be offered by the Syntax Communications team as outlined in this proposal. It is understood that troubleshooting the existing network switches and routers as well as the existing phone system is not a part of this proposal. It is also understood that work will be done on a work order basis and each work order will require a separate proposal. The proposal will be based on the unit fixed price as shown in attachments A, B, and C. Any materials not itemized on the attached list will be listed in a separate line item on the individual proposals. Any network cabling provided in whole by Syntax Communication will be covered under the manufactures OASIS warranty. Syntax Communications is a certified OASIS integrator. All installation services will be done using EIA/TIA standards, per the latest building codes, and follow the specific requirements as outlined in section 8 of your IFB. Although most of the outlined work will be provided by Syntax, we have teamed with one other contractor to provide a one stop shop for all of the town's communications needs. Henkels and McCoy, Inc. will provide any outside plant repairs and installations. They are a highly qualified utilities contractor that are proficient in underground conduit and cabling as well as aerial pole line cabling. If additional manpower is required due to work surges, large projects, or etc. Syntax may use some of their other teaming partners at the same unit prices provided in this IFB.

Town of Front Royal Invitation for Bid IFB #1

Technical Services for IT Networking and Infrastructure

A –Overall knowledge in information technology

This proposal will use resources from Syntax Communications, Inc. and Henkels & McCoy. Syntax will be the prime on the contract providing all of the design, materials, and work inside the building. Henkels & McCoy will be a sub to Syntax providing labor and materials for outside cabling.

Syntax Communications

Since 1996, Syntax Communications, Inc., a Front Royal, Virginia based company, has been assisting clients in the design and installation of network communication infrastructure and telephone systems for both business and residential. Syntax Communications is a full-service cabling and networking company. We have the ability and experience to provide any or all steps of the communications life cycle including requirements analysis, site surveys, engineering design, material procurement, installation, testing, project management, and MAC (moves, adds, & changes) activity. We work closely with large hi-tech businesses, government agencies and large commercial companies as well as small businesses helping them with their voice, data and computer needs. Syntax specializes in network structured wiring systems for banks, industrial, automobile dealerships, government facilities and schools, working closely with service providers and other vendors to ensure seamless integration of varied IT systems.

Syntax Communications, Inc. consists of a team of well-trained professionals with extensive experience in all types of data and voice systems. Our technicians are well versed in leading edge areas such as data cabling, computer network installations and fiber optic technologies.

Henkels & McCoy

Henkels & McCoy was founded in 1923 by John B. Henkels, Jr., started out performing tree-trimming, landscaping, and tennis court construction. Since then Henkels & McCoy has developed into one of the largest privately held engineering, project management, construction, and training firms providing critical infrastructure for the electric power,

Town of Front Royal Invitation for Bid IFB #1

Technical Services for IT Networking and Infrastructure

communications, natural gas and pipeline, and water industries. They consistently rank in the top tier of the Engineering News-Record list of Specialty Contractors.

Contractors single point of contact

Robert Williams will be the project manager for this project. Robert has been in the IT field for over 25 years. Mr. Williams is retired from EDS where he managed large government projects such as:

- The State Department IT upgrade where his team designed and implemented a complete IT upgrade at every embassy and consulate in the world.*
- The Air National Guard WAN upgrade where his team designed and implemented a new MPLS wide area network installing new routers at over 100 sites in the United States.*

After retirement Robert focused all of his time in building Syntax Communications, Inc. into the trusted company it is today.

Robert Williams

Voice 540-622-3609

Fax 540-636-4224

Syntax@syntaxcomm.com

987 Auburn Court Front Royal, VA 22630

Manage several projects simultaneously

Syntax Communications, Inc. is a Virginia certified small veteran owned company. Syntax has recently been certified by the Commonwealth of Virginia as a micro business. At the present time, Syntax has 3 full time and 6 part time employees. Over the past 20 years, Syntax has been able to provide excellent services to their over 150 customers as well as take on large projects. Syntax has a very good business relationship within the IT community so when work load surges arise, Syntax has the ability to call on some of their IT partners to assist during the surge. As well, Syntax assists their IT partners during their surge.

Town of Front Royal Invitation for Bid IFB #1

Technical Services for IT Networking and Infrastructure

B – Experience with local governments

Over the last 20 years, Syntax Communications has provided networking services to the Warren County Public Schools, the County of Warren, and to the Town of Front Royal. This gives Syntax an edge on the networking requirements of the Town. Along with the local government experience, Syntax has provided network services to Rappahannock County, the City of Manassas, and Frederick County.

In 2015, Syntax Communications, Inc. was named to the Virginia School Boards Association Business Honor Roll Program.

Since the key employees of Syntax Communications are residences of the town, our commitment to providing quality and economical services to the town is a priority. Over the last 20 years employees of Syntax Communications, Inc. has volunteered many hours, materials, and funds to the local non-profit organizations in Warren County such as Warren Heritage Society, Warren County Schools, Humane Society of Warren County, Front Royal / Warren County Chamber of Commerce, Warren County Educational Endowment, Front Royal Rotary Club, Front Royal Elks, Park-West Lions Club, Blue Ridge Educational Center, and Town of Front Royal Police Foundation.

C – Methodology and approach to the IFB tasks

Syntax Communications, Inc. uses the Communications Lifecycle process to design and implement communications projects. These steps are outlined below. Syntax uses these steps on either turnkey design and installation projects or any step of the process.

Design

Syntax communications uses a four-step process, part of the communications lifecycle process, to design a customer's network. These steps are outlined below.

Step 1 - Existing Network Site Survey

The first step will provide a complete documentation package for the customer's network backbone cabling and network equipment. The completed package will include but not limited to:

- *Collect all IT documentation that past contractors may have developed.*
- *Develop a map with all the customers buildings, fiber routing, fiber type, fiber count, internet connections, wireless connections, and any other pertinent connectivity information.*
- *Develop a customer backbone network schematic with all network equipment models, ports used and available, connectivity, IP addressing scheme, and any other pertinent network information.*

Step 2 – Network Requirements Analysis

The requirements analysis step will develop the requirements of the customers IT needs. The work will include but not limited to conducting meetings with each department head to determine what IT methods they are using at present and what IT plans each may have for the future. Determine the size of staff, location of staff, and any future moves to other locations. Develop a meeting agenda with questions that will be asked. The agenda should be approved by the customer then distributed to each department head one week prior to the meeting.

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Step 3 - Preliminary design

With the information obtained in step one and two, a preliminary design can be developed. The preliminary design can be a phase upgrade approach or a complete IT renovation either of which would be developed and documented. This plan will be developed primarily by the contractor, but will include a group of customer's employees. The phased plan is the most used and helps in long term budgeting. The phased plan will document triggers of when each phase should be implemented such as a failing switch or a move or renovation and etc.

Step 4 - Final Design

The customer will approve the preliminary IT plan. Once one of the triggers of the phased plan occurs, Syntax will review the preliminary plan to make sure it is still accurate and then develop a detail design that will provide the most economical and technically sound solution for the customer. Syntax will present this detailed plan to the customer and provide any technical assistance required to understand the detailed plan.

Implementation

Syntax Communications uses a five-step process, again, part of the communications lifecycle process, to implement a customer's IT solution. These steps are outlined below.

Step 1 - Pre-proposal review

The pre-proposal is one of the most important steps in the implementation process. Syntax will sit down with the customer and capture the customer's goals and expectations that they expect from the implementation.

Step 2 - Proposal

The proposal process will document the customer's goals and expectations and describe how Syntax will accomplish the scope of the project and pricing for the project.

Step 3 - Pre-installation review

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The pre-installation review is the second most important step in the implementation process. This process will establish whether the project scope has changed, establish points of contact for the project, develop a time schedule, and make sure the budgeting is still in line with what was proposed.

Step 4 - Installation

The installation step will implement the proposal. Syntax will provide daily updates on the projects process during the installation and document any changes from the original proposal. Syntax will not implement any changes without written permission from the customer.

Step 5 - Project close down

At the end of the implementation, Syntax will work with the customer to provide any as-built documentation, testing documentation, or training as outlined in the proposal. Upon customer final acceptance of the project, Syntax will submit the final billing.

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D - References

The table below outlines the references requested by the Town of Front Royal.

<i>Client Name</i>	<i>Address</i>	<i>Contact person</i>	<i>Phone Number</i>	<i>Project Name</i>
Warren County Public Schools	210 N. Commerce Ave Front Royal, VA	Tim Grant	540-635-2171	Warren County Middle School
County of Warren	220 N. Commerce Ave Front Royal, VA	Jeff Hayes	540-636-4600	15 th Street Building
Town of Front Royal	102 E. Main St. Front Royal, VA	Todd Jones	540-635-7799	Town Police Department
RSW regional Jail	6601 Winchester Rd. Front Royal, VA	Russell Gilkison	540- 622-5006	New wireless network
HP Hood	160 Hood Way Winchester, VA	Scott Poppo	540-868-4229	New office area

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E – Small business

Syntax Communications, Inc is a Virginia certified small and micro business. It is estimated that 95% of the services on this contract will be provided by Syntax.

F - Equipment

Below is a partial list of equipment used by Syntax Communications, Inc.

Wireless network equipment

Fluke AirCheck Wi-Fi tester

Wired network equipment

Fluke EtherScope II network assistant

UTP Cable testing

Ideal Lantek cable certifier

Fiber Cable testing

Meson 850/1300um power meter and light source

Meson 850/1300/1550um power meter and light source

Noyes optical fiber scope

AFL FTB-200

CATV testing

Holland Signal meter

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G - Pricing

The tables in attachments A, B, and C of this proposal provide the material, labor, and equipment unit prices that will be used during the first year of the project.

Invoice payments are required no greater than 30 days after the date of the invoice. Projects with durations greater than 3 months will be invoiced on a monthly basis throughout the project. Milestones will be setup prior to implementation with the customer to determine the monthly payment plan.

Prior to the end of each year's contract, Syntax Communications, Inc. will meet with the town to evaluate the next year's unit cost. Units pricing will increase by the inflation rate of that year on all items with the exception of cabling. Due to the constant increase of copper prices, copper cable prices will have to be evaluated at the time.

Travel expense will be charged only on emergency projects.

H - Statement of non-discrimination

Syntax Communications, Inc. does 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 Syntax Communications, Inc.

I - Statement of drug free workplace

Syntax Communications, Inc. provides a drug free work place.

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ATTACHMENT A
MATERIAL PRICING

The rates shown on this table include the material delivered to the Town IT office or to a location designated by the town in the town limits.

Line RK2900 has the incorrect part number, the new part number and price for that part number has been added.

line #	Description	Part Number	Manufacture	UT	Price	Notes:
Station Jacks						
SJ100	Jack USOC 1 port 6Wx6P fog white	OR-S21RJ25	Ortronics	ea	\$ 5.75	no substitute allowed
SJ200	Jack USOC 2 port 6Wx6P fog white	OR-S22RJ25	Ortronics	ea	\$ 10.24	no substitute allowed
SJ300	Jack CAT5 1 RJ45 1U 568B fog white	OR-S215E00	Ortronics	ea	\$ 6.18	no substitute allowed
SJ400	Jack CAT5 2 RJ45 1U 568B fog white	OR-S225E00	Ortronics	ea	\$ 11.96	no substitute allowed
SJ500	Jack CAT5 Track jack fog white	OR-TJ5E00	Ortronics	ea	\$ 5.23	no substitute allowed
SJ600	Jack CAT6 1 RJ45 1U 568B fog white	OR-S21600	Ortronics	ea	\$ 8.72	no substitute allowed
SJ700	Jack CAT6 2 RJ45 1U 568B fog white	OR-S22600	Ortronics	ea	\$ 17.17	no substitute allowed
SJ800	Jack blank inserts 1U seriesII fog white	OR-40300164	Ortronics	ea	\$ 0.44	no substitute allowed
SJ900	Jack CAT6 Track jack fog white	OR-TJ600	Ortronics	ea	\$ 8.10	no substitute allowed
SJ1000	Jack blank tracJack 10/pack	OR-42100002	Ortronics	ea	\$ 3.37	no substitute allowed
SJ1100	Jack wall mount phone track jack	OR-403STJ1WP	Ortronics	ea	\$ 9.11	no substitute allowed
SJ1200	Jack DB15-HD F/F VGA	OR-60900376	Ortronics	ea	\$ 21.87	no substitute allowed
SJ1300	Jack HDMI fog white	OR-60900372	Ortronics	ea	\$ 30.97	no substitute allowed
SJ1400	Jack F connectors 1 port 1U fog white	OR-60900017	Ortronics	ea	\$ 5.32	no substitute allowed
SJ1500	Jack F connectors 2 port 1U fog white	OR-60900020	Ortronics	ea	\$ 8.35	no substitute allowed
SJ1600	Jack faceplate single gang .5" low profile 3U fog white	OR-40300158	Ortronics	ea	\$ 2.00	no substitute allowed
SJ1700	Jack faceplate double gang standard profile 6U fog white	OR-40300159	Ortronics	ea	\$ 5.23	no substitute allowed
SJ1800	Jack surface mount box single gang fog white	OR-40300185	Ortronics	ea	\$ 4.11	no substitute allowed
SJ1900	Jack surface mount box double gang fog white	OR-40300186	Ortronics	ea	\$ 4.71	no substitute allowed

SJ2000	Jacks surface mount box 4U fog white	OR-404S22X2U	Ortronics	ea	\$	5.51	no substitute allowed
SJ2100	Jacks surface mount box 3U fog white	OR-404S23U	Ortronics	ea	\$	8.35	no substitute allowed
SJ2200	Jacks surface mount box 2U fog white	OR-404S21X1U	Ortronics	ea	\$	3.61	no substitute allowed
SJ2300	Jacks surface mount box 1U fog white	OR-404S21U	Ortronics	ea	\$	3.61	no substitute allowed

Patch Panels

PP100	Patch panel 24 port CAT5e rack mount 1u	OR-PHD5E6U24	Ortronics	ea	\$	150.81	no substitute allowed
PP200	Patch panel 48 port CAT5e rack mount 2u	OR-PHD5E6U48	Ortronics	ea	\$	313.57	no substitute allowed
PP300	Patch panel 24 port CAT6 rack mount 1u	OR-PHD66U24	Ortronics	ea	\$	195.27	no substitute allowed
PP400	Patch panel 48 port CAT6 rack mount 2u	OR-PHD66U48	Ortronics	ea	\$	385.74	no substitute allowed
PP500	Patch Panel 12 port CAT6 Wall mount	PMP612H	Ortronics	ea	\$	130.26	no substitute allowed
PP600	Patch Panel 12 port CAT5e Wall mount 66 body	PMP5e1289	Ortronics	ea	\$	82.21	no substitute allowed
PP700	Rack Horz ca mgr 1U black 3.5" rings	OR-60400131	Ortronics	ea	\$	51.04	Or Equivalent provide specs
PP800	Rack Horz ca mgr 2U black 3.5" rings	OR-60400057	Ortronics	ea	\$	62.32	Or Equivalent provide specs
PP900	Rack Horz ca mgr 2U black 2" rings	OR-808044916	Ortronics	ea	\$	63.82	Or Equivalent provide specs

Patch Cords

PC100	Patch cord CAT 5e - 1.5' - RJ45 - any color			ea	\$	3.46	USA made provide specs
PC200	Patch cord CAT 5e - 03' - RJ45 -any color			ea	\$	3.76	USA made provide specs
PC300	Patch cord CAT 5e - 05' - RJ45 - any color			ea	\$	4.13	USA made provide specs
PC400	Patch cord CAT 5e - 07' - RJ45 - any color			ea	\$	4.49	USA made provide specs
PC500	Patch cord CAT 5e - 14' - RJ45 - any color			ea	\$	5.97	USA made provide specs

PC600	Patch cord CAT 5e - 25' - RJ45 - any color			ea	\$	8.00	USA made provide specs
PC700	Patch cord CAT 5e - 50' - RJ45 - any color			ea	\$	12.79	USA made provide specs
PC800	Patch cord CAT 6 - 03' - RJ45 - any color			ea	\$	4.65	USA made provide specs
PC900	Patch cord CAT 6 - 05' - RJ45 - any color			ea	\$	5.06	USA made provide specs
PC1000	Patch cord CAT 6 - 07' - RJ45 - any color			ea	\$	5.47	USA made provide specs
PC1100	Patch cord CAT 6 - 07' - RJ45 - any color			ea	\$	5.47	USA made provide specs
PC1200	Patch cord CAT 6 - 14' - RJ45 - any color			ea	\$	7.10	USA made provide specs
PC1300	Patch cord CAT 6 - 25' - RJ45 - any color			ea	\$	9.37	USA made provide specs
PC1400	Patch cord CAT 6 - 50' - RJ45 - any color			ea	\$	14.16	USA made provide specs

UTP cable

UT100	Cable 4 pair CAT5e/350 CMR - 1000' Box Yellow	Lanmark350	Berk-Tek	1000 ft.	\$	150.92	Or Equivalent provide specs
UT200	Cable 4 pair CAT5e/350 CMR - 1000' Box Yellow	Cobra 5e 52-240-65	Superior Essex	1000 ft.	\$	155.44	Or Equivalent provide specs
UT300	Cable 4 pair CAT5e/350 CMP - 1000' reel yellow	Lanmark350	Berk-Tek	1000 ft.	\$	265.62	Or Equivalent provide specs
UT400	Cable 4 pair CAT5e/350 CMP - 1000' reel yellow	Cobra 5e 52-241-68	Superior Essex	1000 ft.	\$	247.51	Or Equivalent provide specs
UT500	Cable 4 pair CAT6 CMR - 1000' Box Blue	Lanmark 1000	Berk-Tek	1000 ft.	\$	211.29	Or Equivalent provide specs
UT600	Cable 4 pair CAT6 CMR - 1000' Box Blue	DataGain 6 66-240-2A	Superior Essex	1000 ft.	\$	212.80	Or Equivalent provide specs
UT700	Cable 4 pair CAT6 CMP - 1000' Box Blue	Lanmark 1000	Berk-Tek	1000 ft.	\$	375.79	Or Equivalent provide specs

UT800	Cable 4 pair CAT6 CMP - 1000' Box Blue	DatatGain 6 66-240-2B	Superior Essex	1000 ft.	\$ 363.71	Or Equivalent provide specs
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Coax

CX100	Coax RG6U Plenum coax white 1000'		Comscope	1000 ft.	\$ 585.61	Or Equivalent provide specs
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CX200	Coax RG6U non-plenum coax 1000'		Comscope	1000 ft.	\$ 87.53	Or Equivalent provide specs
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CX300	Coax RG59 w/ 18/2 plenum coax 1000'		Comscope	1000 ft.	\$ 242.37	Or Equivalent provide specs
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Fiber Optics

FO100	FO Patch Cord duplex 7/125 LC/LC 3M			ea	\$ 24.62	USA made provide specs
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FO200	FO Patch Cord duplex 50/125 LC/LC 3M			ea	\$ 26.47	USA made provide specs
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FO300	FO Patch Cord duplex 62/125 LC/LC 3M			ea	\$ 25.56	USA made provide specs
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FO400	FO cable 6 strand SM indoor/outdoor	006EWF-T4101D20	Corning	ft	\$ 0.34	Or Equivalent provide specs
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FO500	FO cable 6 strand 50um indoor/outdoor	006SWF-T4180D20	Corning	ft	\$ 1.28	Or Equivalent provide specs
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FO600	FO cable 12 strand SM indoor/outdoor	012EWF-T4101D20	Corning	ft	\$ 0.39	Or Equivalent provide specs
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FO700	FO cable 12 strand 50um indoor/outdoor	012SWF-T4180D20	Corning	ft	\$ 2.28	Or Equivalent provide specs
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FO800	FO cable 24 strand SM indoor/outdoor	024EWF-T4101D20	Corning	ft	\$ 0.62	Or Equivalent provide specs
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FO900	FO cable 24 strand 50um indoor/outdoor	024SWF-T4180D20	Corning	ft	\$ 4.47	Or Equivalent provide specs
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FO1000	FO cable 48 strand SM indoor/outdoor	048EWF-T4101D20	Corning	ft	\$ 1.41	Or Equivalent provide specs
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FO1100	FO cable 96 strand SM indoor/outdoor	096EWF-T4101D20	Corning	ft	\$ 2.40	Or Equivalent provide specs
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FO1200 FO connector LC 7 SM Unicam composite	95-200-99	Corning	ea	\$	18.90	Or Equivalent provide specs
FO1300 FO Connector LC 50um Unicam composite	95-200-99	Corning	ea	\$	18.90	Or Equivalent provide specs
FO1400 FO Fan out kit fiber optic 6 fibers 36" 900um	FAN-BT36-06	Corning	ea	\$	14.69	Or Equivalent provide specs
FO1500 FO Fan out kit fiber optic 12 fibers 36" 900um	FAN-BT36-12	Corning	ea	\$	17.47	Or Equivalent provide specs
FO1600 FO Patch Panel rack mount 1U connector panel w/o inserts	CCH-01U	Corning	ea	\$	220.71	Or Equivalent provide specs
FO1700 FO Patch Panel rack mount 2U connector panel w/o inserts	CCH-02U	Corning	ea	\$	262.44	Or Equivalent provide specs
FO1800 FO Patch Panel rack mount 4U connector panel w/o inserts	CCH-04U	Corning	ea	\$	334.41	Or Equivalent provide specs
FO1900 FO Patch Panel Wall mount enclosure 19" 2U empty	WCH-02P	Corning	ea	\$	91.18	Or Equivalent provide specs
FO2000 FO LC connector panel w/06 LC composite SM inserts	CCH-CP06-A9	Corning	ea	\$	54.57	Or Equivalent provide specs
FO2100 FO LC connector panel w/12 LC composite SM inserts	CCH-CP12-A9	Corning	ea	\$	96.32	Or Equivalent provide specs
FO2200 FO LC connector panel w/06 LC composite 50um inserts	CCH-CP06-E4	Corning	ea	\$	49.13	Or Equivalent provide specs
FO2200 FO LC connector panel w/12 LC composite 50um inserts	CCH-CP12-E4	Corning	ea	\$	85.40	Or Equivalent provide specs
FO2300 FO Inner Duct 1" white corrugated w/rope CMP	CF4X1C-xxxx	Carlton	ft	\$	191.31	Or Equivalent provide specs
FO2400 FO Inner duct 1" for UG application w/ pull rope	DF4X1C-xxxx	Carlton	ft	\$	61.69	Or Equivalent provide specs

Blocks & Protectors

BP100	Block 110 - 100 pair wiring block w/ legs Kit	OR-110ABC5E100	Ortronics	ea	\$	48.97	no substitute allowed
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Equipment Racks

RK100	Rack wall mount vert rack 2U	11583-719	Chatsworth	ea	\$	97.34	Or Equivalent provide specs
RK200	Rack wall mount 19" swing gate - black - 24" deep 21U	11791-725	Chatsworth	ea	\$	375.36	Or Equivalent provide specs
RK300	Rack wall mount 19" swing gate - black - 24" deep 41U	11792-725	Chatsworth	ea	\$	500.29	Or Equivalent provide specs
RK400	Rack wall mount heavy duty kit	12795-701	Chatsworth	ea	\$	103.99	Or Equivalent provide specs
RK500	Rack cabinet wall mount 36"h x 24"w x 25"d	EWMW362425	Hoffman	ea	\$	826.74	Or Equivalent provide specs
RK600	Rack cabinet wall mount 72"h x 24"w x 25"d	EWMW722425	Hoffman	ea	\$	1,482.96	Or Equivalent provide specs
RK700	Rack cabinet fan kit for EWMW racks	EDMF2	Hoffman	ea	\$	144.96	Or Equivalent provide specs
RK800	Rack 19" x 84" x 3" channel 2 post	46353-703	Chatsworth	ea	\$	286.96	Or Equivalent provide specs
RK900	Rack 19" x 7' x adjustable depth - 4 post black 45U	15211-703	Chatsworth	ea	\$	542.95	Or Equivalent provide specs
RK1000	Rack ground bar	10610-019	Chatsworth	ea	\$	59.84	Or Equivalent provide specs
RK1100	Ground bus	GBI14212N	Harger	ea	\$	69.94	Or Equivalent provide specs
RK1200	Rack cable manager two side ca. Trough 6" blk	11729-703	Chatsworth	ea	\$	405.57	Or Equivalent provide specs
RK1300	Rack cable manager ca. Trough cover plastic	12188-001	Chatsworth	ea	\$	219.95	Or Equivalent provide specs

RK1400 Rack cable manager ca. Trough cover metal	12664-701	Chatsworth	ea	\$	123.57	Or Equivalent provide specs
RK1500 Rack Shelf 19"x15" black vented	40117-719	Chatsworth	ea	\$	131.31	Or Equivalent provide specs
RK1700 Rack Shelf CPU black 2 post vented	11231-719	Chatsworth	ea	\$	185.13	Or Equivalent provide specs
RK1800 Rack shelf adjustable 4 post 24" to 36" 200lbs	14072-719	Chatsworth	ea	\$	159.59	Or Equivalent provide specs
RK1900 rack runway 12"x9'11.5" black	10250-712	Chatsworth	ea	\$	92.95	Or Equivalent provide specs
RK2000 rack runway corner bracket	11959-715	Chatsworth	ea	\$	86.20	Or Equivalent provide specs
RK2100 rack runway wall mount bracket 12"	11421-712	Chatsworth	ea	\$	24.41	Or Equivalent provide specs
RK2200 Rack runway wall angle support kit 12"	11312-712	Chatsworth	ea	\$	60.79	Or Equivalent provide specs
RK2300 rack runway to rack mounting plate 3"	10595-712	Chatsworth	ea	\$	33.54	Or Equivalent provide specs
RK2400 rack runway to cabinet mounting brackets 12"	10506-712	Chatsworth	ea	\$	79.70	Or Equivalent provide specs
RK2500 rack runway to cabinet mounting brackets 6"	10506-706	Chatsworth	ea	\$	38.25	Or Equivalent provide specs
RK2600 Rack runway protective end caps	10642-001	Chatsworth	ea	\$	7.44	Or Equivalent provide specs
RK2700 rack runway retaining post 8"h	10596-708	Chatsworth	ea	\$	23.78	Or Equivalent provide specs
RK2800 Rack runway butt splice kit	11301-701	Chatsworth	ea	\$	9.50	Or Equivalent provide specs

RK2900 rack runway butt splice kit 45 degree	11313-001	Chatsworth	ea	\$	32.10	Or Equivalent provide specs
RK3000 Rack runway corner splice	11302-701	Chatsworth	ea	\$	9.93	Or Equivalent provide specs
RK3100 Rack runway corner splice adjustable	10616-701	Chatsworth	ea	\$	51.87	Or Equivalent provide specs
RK3200 rack runway J-bolt kit	11308-701	Chatsworth	ea	\$	4.28	Or Equivalent provide specs
RK3300 rack runway feet	11309-701	Chatsworth	ea	\$	31.88	Or Equivalent provide specs
RK3400 rack runway radius drop cross member	12100-712	Chatsworth	ea	\$	32.14	Or Equivalent provide specs

Cable tray

CT100 Cable tray 2"h x 12"w x 10'l zinc	CF54/300EZ	Cablofil	ea	\$	130.00	Or Equivalent provide specs
CT200 Cable tray 2"h x 6"w x 10'l zinc	CF54/150EZ	Cablofil	ea	\$	80.78	Or Equivalent provide specs
CT300 Connectors (50 per bag) zinc	SWKEZ	Cablofil	bg	\$	82.69	Or Equivalent provide specs
CT400 Corner zinc	EZT90KIT EZ	Cablofil	ea	\$	21.57	Or Equivalent provide specs
CT600 single rod hanger zinc	FASPCH150 PG	Cablofil	ea	\$	7.94	Or Equivalent provide specs
CT700 single rod hanger zinc	FASPCH200 PG	Cablofil	ea	\$	11.70	Or Equivalent provide specs
CT500 single rod hanger zinc	FASPCH300 PG	Cablofil	ea	\$	13.34	Or Equivalent provide specs
CT1000 Wall bracket for 6"	FASL150PG	Cablofil	ea	\$	6.79	Or Equivalent provide specs

CT900	Wall bracket for 8"	FASP200PG	Cablofil	ea	\$	5.81	Or Equivalent provide specs
CT1100	Wall bracket for 12"	FASL300PG	Cablofil	ea	\$	11.41	Or Equivalent provide specs
CT1200	Wall mount brackets	FV1PG	Cablofil	ea	\$	7.61	Or Equivalent provide specs
CT1300	Cable drop out 4"	CABLEXIT100PG	Cablofil	ea	\$	6.85	Or Equivalent provide specs
CT1400	Hangers 12"	FASP400PG	Cablofil	ea	\$	12.04	Or Equivalent provide specs
CT1500	Hangers 8"	FASP300PG	Cablofil	ea	\$	8.74	Or Equivalent provide specs

Network Equipment

NE100	Switch 10/100/1000 8 port managed POE 1920-08G-POE+	JG922A	HP	ea	\$	682.50	no substitute allowed
NE200	Switch 10/100/1000 24 port managed POE 1920-24G-POE+	JG926A	HP	ea	\$	546.00	no substitute allowed
NE300	Switch 10/100/1000 24 port managed POE 1950-24G-2SFP+-2XGT-POE+	JG962A	HP	ea	\$	1,041.96	no substitute allowed
NE400	Media Converter SC to TX 100Base SM	AT-MC103XL-10	Allied Telesis	ea	\$	489.84	no substitute allowed
NE500	Access point	AP55	Sophos	ea	\$	383.50	no substitute allowed
NE600	Access point	AP55C	Sophos	ea	\$	383.50	no substitute allowed
NE700	Access point	AP100	Sophos	ea	\$	643.50	no substitute allowed
NE800	Access point	AP100C	Sophos	ea	\$	773.50	no substitute allowed
NE900	PDU - 110v20a	PDU1220	Tripp Lite	ea	\$	137.28	no substitute allowed
NE1000	Network Surge suppresser - 8 outlet - 4 filter banks	ISOBAR 8 ultra	Tripp Lite	ea	\$	76.05	no substitute allowed
NE1100	UPS smartpro 1000 tower	SU1000XLA	Tripp Lite	ea	\$	659.58	no substitute allowed

NE1200 UPS smartpro 1500 rackmount 2U	SMART1500LCD	Tripplite	ea	\$ 286.75	no substitute allowed
NE1300 UPS smartpro 1500 rackmount 2U	SMART1500RM2U	Tripplite	ea	\$ 743.51	no substitute allowed
NE1400 UPS smartpro 1500 rackmount 2U	SMART1500RMXL2UA	Tripplite	ea	\$ 821.51	no substitute allowed
NE1500 UPS smartpro 2200 rackmount 2U	SMART2200RMXL2U	Tripplite	ea	\$ 1,157.07	no substitute allowed
NE1600 UPS smartpro 3000 rackmount 2U	SMART3000RMXL2U	Tripplite	ea	\$ 1,336.34	no substitute allowed
NE1700 UPS network card	SNMPWEBCARD	Tripplite	ea	\$ 299.12	no substitute allowed

AV Equipment

AV100 LCD wall mount bracket	PA730-S	Paramount	ea	\$ 57.03	no substitute allowed
AV200 Projector	IN2128HDA	InFocus	ea	\$ 414.82	no substitute allowed
AV300 Projector mounting kit	PRJ-PLTB	InFocus	ea	\$ 132.74	no substitute allowed
AV400 Projector ceiling mount	PRJ-MNT-UNIV	InFocus	ea	\$ 258.69	no substitute allowed
AV500 Projector adjustable extension arm 6-9"	PRJ-EXTARM-01	InFocus	ea	\$ 98.80	no substitute allowed
AV600 Projector adjustable extension arm 24-36"	PRJ-EXTARM-05	InFocus	ea	\$ 162.23	no substitute allowed
AV700 Screen 8' x 10'	40268	Da-Lite	ea	\$ 801.96	no substitute allowed
AV800 Screen wall mount brackets	40932	Da-Lite	ea	\$ 17.47	no substitute allowed

Fire Stops

FS100 Fire stop Smooth Penetrator 1"	SP-1	Unique	ea	\$ 31.20	Or Equivalent provide specs
FS200 Fire stop Smooth Penetrator 2"	SP-2	Unique	ea	\$ 45.50	Or Equivalent provide specs
FS300 Fire stop Smooth Penetrator 4"	SP-4	Unique	ea	\$ 84.50	Or Equivalent provide specs

FS400	Fire stop Threated Penetrator 1"	TP-1	Unique	ea	\$	50.70	Or Equivelent provide specs
FS500	Fire stop Threated Penetrator 2"	TP-2	Unique	ea	\$	84.50	Or Equivelent provide specs
FS600	Fire stop Threated Penetrator 4"	TP-4	Unique	ea	\$	117.00	Or Equivelent provide specs

ATTACHMENT B

LABOR RATES

The rates shown on this table include all charges for taxes, insurance, union, supervision, overhead and profit. These rates apply to all work performed on a straight time basis, eight (8) hours per day, Monday through Friday during normal business hours. Due to federal labor laws, OSP labor categories performed beyond eight (8) hours per day and all-day Saturday will be billed at one and one-half (1-1/2) times the above stated rates. The rates shall be doubled for all work conducted on Sunday and the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day, or days celebrated in lieu thereof. Personnel called in for emergency work shall be paid travel time to and from their previous location which is billable at the above stated rates as well as expenses for the duration of the emergency.

Labor Classification	Hourly Rate
Premise Distribution Technician	\$ 50.00
Premise Distribution Engineer	\$ 75.00
Foreman	\$ 85.69
Cable Splicer	\$ 82.94
Lineman	\$ 79.42
Installer Repairman	\$ 82.94
Equipment Operator	\$ 79.42
Labor	\$ 73.19
Groundman	\$ 50.11
Network Engineer	\$ 95.00
Network Engineer Senior	\$ 125.00

ATTACHMENT C
EQUIPMENT RATES

The rates shown on this table include the unit price for any major equipment required for a project.

Hourly Rate	Hourly Rate
Pick-up Truck	\$ 16.92
1-1/2 Ton Utility Truck	\$ 24.18
Dump Truck	\$ 24.72
Dump Truck Tandem Axle	\$ 38.70
Cable Splicers Bucket Truck	\$ 25.20
Telsta - Construction - T40	\$ 35.40
Digger Truck - Hydraulic	\$ 35.40
Vacuum Excavator Truck	\$ 56.46
Boom Truck	\$ 45.06
Rodding Truck	\$ 36.00
Tractor and Trailer	\$ 76.50
6 and 8 wheel Tag-along Trailer	\$ 5.82
Small Utility Trailer	\$ 4.14
Pole/Cable Combination Trailer	\$ 4.20
Hydraulic Cable Trailer - Truco	\$ 5.64
JD450 or equivalent with plow	\$ 46.32
JD850 or equivalent with plow	\$ 64.80
Vibratory Drop Plow	\$ 24.00
Trencher/Plow 40-60HP	\$ 33.96
Trencher/Plow 60+HP	\$ 39.42
Backhoe JD310 or equal	\$ 33.48
BH JD310 w/hyd. Hammer	\$ 49.32
Trackhoe - JD 490	\$ 56.82
Trackhoe-JD 490 w/hammer	\$ 87.00
Boring Machine - 4" - Push Machine	\$ 19.20
Air Comp to 185cfm with tools	\$ 16.80
Air Comp 185cfm to 600cfm with tools	\$ 37.86
Wacker - Tamper	\$ 12.90
Roller - Small	\$ 13.20
Water Pump - Generator – Manhole Blower	\$ 4.26
Hogg Davis Power Trailer or equal	\$ 14.40
Concrete Saw	\$ 9.60
Core Drill	\$ 9.60
Arrow Board	\$ 13.02
Hydraulic Capstan	\$ 8.04
Chipper	\$ 14.82
Farm tractor w/accessories	\$ 19.80
Fusion Machine	\$ 16.56
OTDR / Power Meter	\$ 19.32
Manhole Gas Tester	\$ 5.40
Vermeer 24x40 (Drill & Truck)	\$ 150.00

Vermeer 7x11A (Drill & Truck)	\$ 81.60
Vermeer 18x22 (Drill & Truck)	\$ 132.00
Vermeer D80	\$ 120.00
Welding Machine	\$ 7.20
Power Bucket	\$ 65.40
Skid Steer	\$ 21.60
Skid Steer - Milling Machine	\$ 28.80
Paver	\$ 19.74
4 Wheeler	\$ 8.70
Blacktop Zipper	\$ 27.00
Case Wheel Loader	\$ 56.04
Cable Blowers	\$ 53.40

Town of Front Royal Invitation for Bid IFB #1
Technical Services for IT Networking and Infrastructure

ATTACHMENT D
COMPANY INFORMATION FORM

THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH QUOTATION

In compliance with this Invitation for Bid and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed quotation.

LEGAL NAME & ADDRESS OF FIRM:

Syntax Communications, Inc.

By: Robert Williams

Company's Legal Name Authorized Representative - Signature in Ink

Printed Name: Robert Williams

Title: Principal

Date: 2/22/19

Phone: 540-622-3609

Email: syntax@syntaxcomm.com

Fax: 540-636-4224

In compliance with this Invitation for Bid (IFB), and subject to all the conditions thereof, the signatory offers, if this bid is accepted within thirty (30) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The above signature certifies the bidder has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named above.

ATTACHMENT E

VIRGINIA STATE CORPORATION COMMISSION

THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH QUOTATION

PLEASE NOTE: State Corporation Commission (SCC) registration requirements effective July 1, 2010 require that your proposal include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration, per the requirements in Sections 6.31 and 9.21. Please complete this Proof of Authority to Transact Business in Virginia form and submit it with your proposal. Failure to provide this information or providing inaccurate or purged information shall result in your proposal being rejected.

State Corporation Commission Form

Virginia State Corporation Commission (SCC) Registration Information

Pursuant to VPPA §2.2-4311.2, the bidder must include the following

information: ☐ is a corporation or other business entity with the following SCC

identification number:

0534112-2

-OR-

- ☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- ☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**
- ☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. **Attach opinion of legal counsel to this form.**
- ☐ **NOTE:** Check this circle if you have not completed any of the foregoing options but currently have pending before the SCC and application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals. (The Town of Front Royal reserves the right to determine in its sole discretion whether to allow such waiver).

I certify the accuracy of this information.

Signed: Robert White Title: Principal Date: 2/21/19

Town of Front Royal Invitation for Bid IFB #1
Technical Services for IT Networking and Infrastructure

ATTACHMENT F
COMPANY INFORMATION

THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH QUOTATION

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. **Qualification:** The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.
2. **Vendor's Primary Contact:**
Name: Robert Williams Phone: 540-622-3609
3. **Years in Business:** Indicate the length of time you have been in business providing this type of good or service:
20 Years 6 Months
4. Indicate below a listing of three (3) references for like jobs the Contractor has performed for a municipal government in Virginia immediately preceding this bid, including a contact person, address, and phone number.

See section D "References" of proposal

A.

Company: _____	Contact: _____
Phone: _____	Email: _____
Date of Service: _____	\$ Value: _____

B.

Company: _____	Contact: _____
Phone: _____	Email: _____
Date of Service: _____	\$ Value: _____

C.

Company: _____	Contact: _____
Phone: _____	Email: _____
Date of Service: _____	\$ Value: _____

I certify the accuracy of this information.

Signed: Robert Williams Title: Principal Date: 2/21/19

ATTACHMENT F
OATH AND AFFIRMATION

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered in to any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR ~~MOWING SERVICES FOR LEACH RUN PARKWAY & ELECTRIC SUBSTATIONS~~ ARE TRUE AND CORRECT.

IT NETWORKING AND INFRASTRUCTURE

Dated this 21st day of February, 2019

Syntax Communications, Inc.

(Name of Organization)

Robert Williams

(Title of Person Signing)

Robert Williams

(Signature)

ACKNOWLEDGEMENT

STATE OF Virginia

COUNTY OF WARREN

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 22 day of February, 2019

Paula Payton Bain

Notary Public Signature

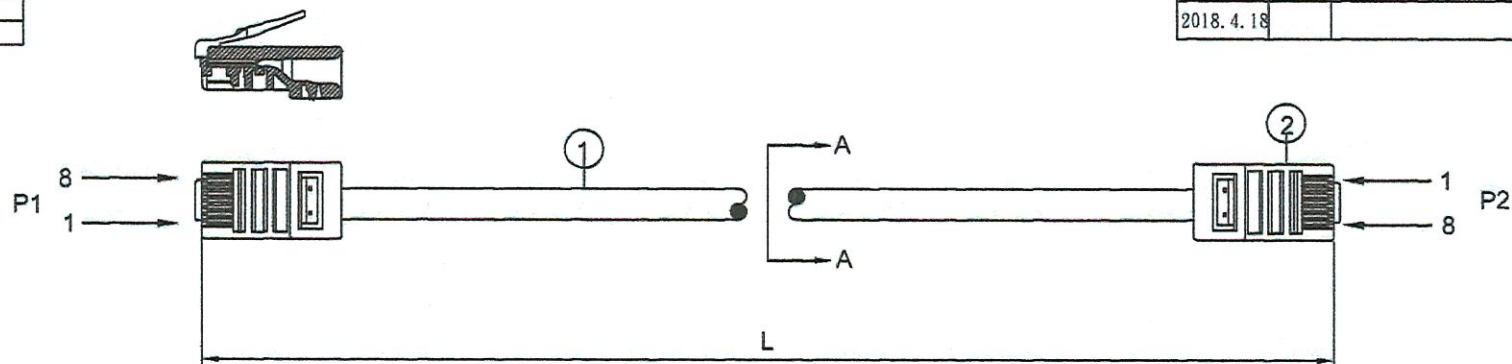
My Commission Expires: 7-31-2020



Town of Front Royal Invitation for Bid IFB #1
Technical Services for IT Networking and Infrastructure

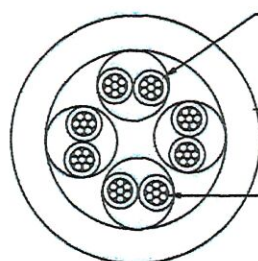
ATTACHMENT H
MATERIAL SPECIFICATIONS

1	2	3	4	5	6	7	8	9	10	11	12	13			
MOLDING										DATE	REV.	REVISION	DRAFTING	CHECKED	
										2018.4.18					



INK MARKING: PATCH CABLE www.ecorecables.com 866-519-9505 CAT5E UTP 350MHz ETL VERIFIED TO ANSI/TIA-568-C.2 ▲
4PR/24AWG CMX(UL) c(UL) CMH E164469-XX RoHS COMPLIANT

COLOR	
Blue	Gray
White	Black
Green	Red
Orange	Yellow
Purple	Pink



SEC:A-A

INSULATION:[HDPE OD NOMINAL 0.85mm]X4P

JACKET:PVC OD=5.3±0.3mm

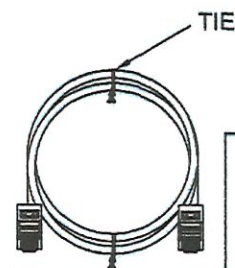
CONDUCTOR:[(24AWG 7C) BC]X4P

orange 1	green 2
white/orange	white/green
blue 3	brown 4
white/blue	white/brown

PINOUT		
P1	WIRE	P2
1	WHITE/ORANGE	1
2	ORANGE	2
3	WHITE/GREEN	3
4	BLUE	4
5	WHITE/BLUE	5
6	GREEN	6
7	WHITE/BROWN	7
8	BROWN	8

L (mm)	T(mm)	L (mm)	T(mm)
150	±30	3050	±30
305	±30	4270	±50
610	±30	7620	±80
910	±30	15240	±200
1524	±30	30480	±300
2130	±30		

Winding	
L(mm)	Tie(pcs)
150-305	Without Winding
610-910	1
1524-30480	2



TIE



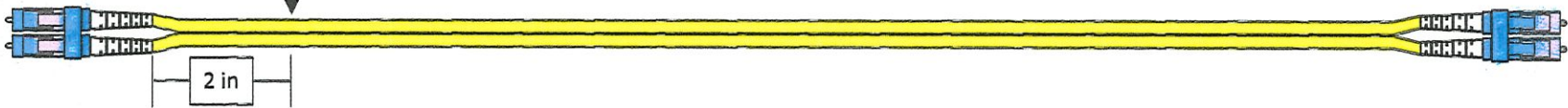
Unless specified on the drawing, tolerances are per the follows:

X	±0.20	X' ±3
.X	±0.10	.X' ±0.3
.XX	±0.05	

CUSTOMER	TITLE	Cat5e Patch Cable- No Boot		
CUST' R P/N	Parts No.	500-XX		
SCALE	CHECK	DATE		
UNIT	mm	APPROVED	SHEET	

② PLUG	8P8C G/F RJ45						2
① CABLE	CAT.5E UTP 24AWG*4P PVC						1
No.	TITLE	DESCRIPTION					Q' TY
Material	Part Number	Note	☒ RoHS	☐ Reach	☐ GP	☐ HF	Department

1	2	3	4	5	6	7	8	9	10	11	12	13
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A L-1 B Fibertronics S/N: ***** 																
2 in																
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Total Length (L-1)	1	UOM	meters	Connectors												
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		Side B		SM LC/UPC Duplex												
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Fiber Mode	SM 9μm															
Cable Type	S09DX02CNRV															
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Ship Date:																
QTY:																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; vertical-align: top;"> Description: LC-LC Duplex Fiber Optic Patch cable Singlemode, 3mm Yellow PVC Jacket </td> <td style="width: 20%; vertical-align: top;"> PART NUMBER: PC-KK9D3YV01M SO: REV: 01 </td> <td style="width: 20%; vertical-align: top;"> Date: 6 December 2017 </td> <td style="width: 20%; vertical-align: top;"> Fibertronics Inc. 300 North Drive, Suite 106 Melbourne, FL 32934 321-473-8933 Sales@fibertronics.com </td> </tr> </table>		Description: LC-LC Duplex Fiber Optic Patch cable Singlemode, 3mm Yellow PVC Jacket	PART NUMBER: PC-KK9D3YV01M SO: REV: 01	Date: 6 December 2017	Fibertronics Inc. 300 North Drive, Suite 106 Melbourne, FL 32934 321-473-8933 Sales@fibertronics.com											
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8



Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 8

Meeting Date: April 22, 2019

Agenda Item: PUBLIC HEARING – To Receive Public Comments/Concerns and Approve a Resolution for the Possible Sale of Town Real Estate – 179 Square Foot Parcel Located to the Rear and Adjacent to 120 and 124 E. Main Street

Summary: Council is requested to receive comments and concerns from the public as to the possible sale of the Town's real estate of approximately 179 square feet with improvements (being a loading dock, including steps and a roof), on and over the Town's Peyton Street Parking Lot located to the rear and adjacent to 120 and 124 E Main Street, as shown on a survey dated January 29, 2019 prepared by Brogan Land Surveying, PLC.

Once the public hearing has concluded Council may determine the property as surplus, the Town does not desire to maintain it and its sale to a private owner would not inconvenience the public. By approving the attached Resolution Council authorizes staff to advertise the terms of the sale. Procurement laws allow for a 20-day minimum advertisement requirement. Council will finalize the sale at their May 28, 2019 Regular Council Meeting.

Note: Council approved a Resolution for an encroachment license for Vibe Properties, LLC for 120 and 124 E Main Street on June 12, 2017. (attached). This Resolution will be rescinded if the property is sold.

Budget/Funding: None

Attachments: Resolution, Advertisement for Public Hearing, Code/Charter Sections, Encroachment License

Meetings: Work Session held March 4, 2019

Staff

Recommendation: Approval ✓ Denial _____

Proposed Motion: I move that Council approve a Resolution authorizing the sale of 179 square feet of the Peyton Street Parking Lot located to the rear and adjacent to 120 and 124 E Main Street, per the Town Charter and the Town Code by bidding with the final sale of the property occurring at Council's regular meeting of May 28, 2019. I further move that Council authorize Town Staff to advertise the terms of the sale.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

**RESOLUTION TO SELL 179 SQUARE FEET OF THE PEYTON STREET PARKING
LOT PROPERTY LOCATED TO THE REAR AND ADJACENT TO 120 AND 124 EAST
MAIN STREET**

WHEREAS, on June 12, 2017, the Town Council of the Town of Front Royal, Virginia (“Town Council”) approved an encroachment license for Vibe Properties, LLC, a Virginia Limited Liability Company (“Vibe Properties”); and,

WHEREAS, the encroachment license to Vibe Properties was issued for 120 and 124 E. Main Street, Town of Front Royal, County of Warren, Virginia, for a loading dock, including steps and a roof, that were proposed to partly project onto the Town’s Peyton Street Parking Lot Property; and,

WHEREAS, during discussions with Vibe Properties in association with the encroachment license, it was discussed that the Town would be willing to consider the sale of the property at such time that a survey was prepared; and,

WHEREAS, Vibe Properties has submitted to the Town a survey, dated January 29, 2019, prepared by Joseph G. Brogan, Jr., depicting the transfer of 179 square feet from the Town’s Peyton Street Parking Lot Property to the real property owned by Vibe Properties at 120 and 124 E. Main Street; and,

WHEREAS, Chapter 1, Section 1, of the Town Charter, authorizes the Town of Front Royal to “sell, lease, hold, manage and control such property as its interests may require.”; and,

WHEREAS, Chapter 1, Section 1, Subsection A, of the Town Code, specifies that “No real estate owned by the Town shall be sold unless the following requirements have been complied with:

1. The Town Council shall hold a public hearing upon the question of the sale after two (2) publications in a newspaper published or having general circulation in the Town.
2. The Town Council shall authorize by resolution the terms of the sale.
3. Bids shall be accepted by the Purchasing Agent on the date such property is advertised for sale.
4. The Town Council shall authorize the acceptance, or rejection, of the best bid at the first available regular Town Council meeting.

WHEREAS, a public hearing was held on April 22, 2019 in accordance with Chapter 1, Section 1, Subsection A.1. of the Town Code.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council that the property be advertised in the time and manner for receipt of bids as required by Town Code Section 1-22 for the sale of the property; and,

BE IT FURTHER RESOLVED that the Mayor and Town Council hereby confirm that acceptance or rejection of the best bid received for final sale of the property will occur at the May 28, 2019 Meeting.

Approved:

Hollis L. Tharpe, Mayor

Attest:

Jennifer E. Berry, MMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____, 2019 upon the following recorded vote:

William A. Sealock	<u>Yes/No</u>	Gary L. Gillispie	<u>Yes/No</u>
Eugene R. Tewalt	<u>Yes/No</u>	Jacob L. Meza	<u>Yes/No</u>
Chris Holloway	<u>Yes/No</u>	Letasha T. Thompson	<u>Yes/No</u>

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____

ADVERTISEMENT



TOWN OF FRONT ROYAL

SALE OF TOWN PROPERTY

The Front Royal Town Council will hold a public hearing on Monday, April 22, 2019 in the Warren County Government Center at 7:00 PM, to receive comments and concerns from the public that they may have as to the possible sale of the Town's real estate of approximately 179 sq. ft. land parcel with improvements (being a loading dock, including steps and a roof), on and over the Town's Peyton Street Parking Lot. This real estate is located to the rear and adjacent to 120 and 124 E Main Street, Town of Front Royal, Warren County, Virginia, and is more particularly shown on a survey dated January 29, 2019 and prepared by Brogan Land Surveying, PLC. Following the public hearing, Town Council may determine that the Property is surplus, the Town does not desire to maintain it, and its sale to a private owner would not inconvenience the public. If the Property is sold, its sale will be on an "As Is/Where is" basis, and in its present condition. If the Town Council decides to sell the Property as a result of the public hearing, Town Council may decide it will be advertised for sale by bidding, decide when the bidding and sale will take place, and further bidding instructions for the public will be published and forthcoming thereafter. A copy of the Town's policy as to sale of its real estate is governed by Town Code Section 1-22.

All interested citizens are invited to attend this public hearing to express their views.

MAYOR AND TOWN COUNCIL

TOWN OF FRONT ROYAL, VIRGINIA

Publish: Northern Virginia Daily – April 6 and 13, 2019

Warren Sentinel - April 18, 2019

TOWN CODE ----- 1-22 SALE OF TOWN PROPERTY

- A. No real estate owned by the Town shall be sold unless the following requirements have been complied with:
1. The Town Council shall hold a public hearing upon the question of the sale after two (2) publications in a newspaper published or having general circulation in the Town.
 2. The Town Council shall authorize by resolution the terms of the sale.
 3. Bids shall be accepted by the Purchasing Agent on the date such property is advertised for sale.
 4. The Town Council shall authorize the acceptance, or rejection, of the best bid at the first available regular Town Council meeting.
- B. No personal property owned by the Town shall be sold unless the following requirements have been complied with:
1. The Town Manager, or his designated agent, shall cause to be published in a newspaper having general circulation in the Town, an advertisement arranging the sale including the date, time and place of the sale.
 2. The sale shall be held by public auction and/or online public auction to the highest bidder, and such shall be conducted at the place, date and time such property is advertised for sale.
- C. Any deviation from the foregoing procedures shall be authorized by resolution adopted by the Town Council, with the reasons therefore stated therein.
-

CHARTER --- CHAPTER I.

§ 1. The inhabitants of the Town of Front Royal, Warren County, Virginia, as its limits now are, or hereafter may be established in the manner provided by law, shall continue to be a body corporate and politic by name the Town of Front Royal, and under that name shall have perpetual succession; may use a corporate seal of such kind as it may adopt; may sue and be sued; may acquire property within or without its boundaries for any municipal purpose, in fee simple or lesser interest or estate, by purchase, gift, devise, lease or condemnation, **and may sell, lease, hold, manage and control such property as its interests may require;** and, except as prohibited by the Constitution of Virginia or restricted by this charter, the Town of Front Royal shall have and may exercise all municipal powers, functions, rights, privileges and immunities which are now, or may be hereafter, conferred upon or delegated to incorporated towns under the Constitution and laws of Virginia, as fully and completely as if herein enumerated in detail, and no enumeration of particular powers in this charter shall be held exclusive. (1937, c. 44)

RESOLUTION

WHEREAS, Vibe Properties, LLC, a Virginia Limited Liability Company (“Vibe Properties”), the owner of improved real property located at 120 and 124 E. Main Street, Town of Front Royal, County of Warren, Virginia, has requested that the Town Council of the Town of Front Royal, Virginia, authorize of a proposed encroachment of a portion of said improvements located on Vibe Properties’ real property, specifically, a loading dock, including steps and a roof, onto, on and over the Town’s Peyton Street Parking Lot; and,

WHEREAS, pursuant to the authority granted the Town by Sections 15.2-2009 through 15.2-2011 of the Code of Virginia, 1950, as amended, Town Council is of the opinion that it is in the public interest to authorize said proposed encroachment of a portion of said improvements located on Vibe Properties’ real property, specifically, a loading dock, including steps and a roof, onto, on and over the Town’s Peyton Street Parking Lot, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, with plat of survey attached, to the extent as more particularly described therein, it being intended that said encroachment would be substantially the same as described as shown on that certain drawing plat titled “120-124 E. MAIN ST. ZONING DIMENSIONAL DRAWING TOWN OF FRONT ROYAL, VIRGINIA TM# 20A8-4 PARCEL 29”, dated 4-27-17, by John C. Lewis, Professional Engineer, Painter-Lewis, P.L.C..

NOW, THEREFORE, BE IT, HEREBY, RESOLVED by the Town Council of the Town of Front Royal, Virginia, that the Town Council hereby **authorizes the proposed encroachment** of a portion of said improvements located on Vibe Properties' real property, specifically, a loading dock, including steps and a roof, onto, on and over the Town's Peyton Street Parking Lot, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, with plat of survey attached, to the extent as more particularly described therein, it being intended that said encroachment would be substantially the same as described as shown on that certain drawing plat titled "120-124 E. MAIN ST. ZONING DIMENSIONAL DRAWING TOWN OF FRONT ROYAL, VIRGINIA TM# 20A8-4 PARCEL 29", dated 4-27-17, by John C. Lewis, Professional Engineer, Painter-Lewis, P.L.C..

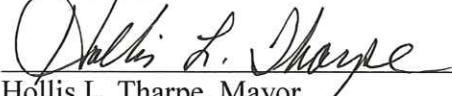
This encroachment authorization is conditioned upon the execution and recording of an Encroachment License by Vibe Properties, with plat of survey attached, authorizing said proposed encroachment according to the terms and conditions stated therein and to the extent as more particularly described therein. The Mayor is hereby authorized to execute an Encroachment License acceptable to Town on behalf of the Town.

.....

[[SIGNATURES NEXT PAGE FOLLOWING]]

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on 6-12, 2017, upon the following recorded vote:

APPROVED:

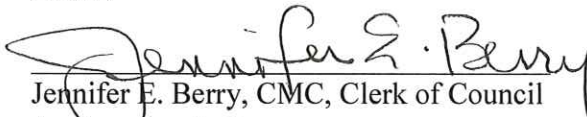

Hollis L. Tharpe, Mayor

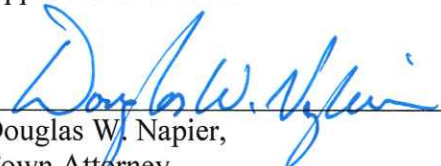
Town Council Members:

John P. Connolly yes
Jacob Meza yes
Eugene R. Tewalt yes

Bébhinn C. Egger yes
William A. Sealock yes
Christopher Morrison yes

Attest:


Jennifer E. Berry, CMC, Clerk of Council
Approved as to form:

 6-12-17
Douglas W. Napier, Date
Town Attorney

9



Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 9

Meeting Date: April 22, 2019

Agenda Item: PUBLIC HEARING – Adoption of a Resolution Regarding the Proposed Financing of the Construction and Equipping the Police Department Building at 900 Monroe Avenue

Summary: Council is requested to approve a Resolution regarding the proposed financing of certain public infrastructure improvements, including the construction and equipping of the police department building at 900 Monroe Avenue and refinancing of a loan from the Front Royal-Warren County Economic Development Authority (EDA), used to interim finance the police department building. The Town expects to issue a general obligation bond or bonds in an aggregate principal amount not to exceed \$10,000,000.00 to accomplish the financing.

Budget/Funding: None

Attachments: Resolution and Advertisement for Public Hearing

Meetings: During various budget discussions

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a Resolution regarding financing of construction and equipping of the police department building at 900 Monroe Avenue and refinancing of a loan from the Front Royal-Warren County Economic Development Authority (EDA), used to interim finance the police department building with the Town expected to issue a general obligation bond or bonds in an aggregate principal amount not to exceed \$10,000,000.00 to accomplish the financing, as presented.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

RESOLUTION

Regarding the Proposed Financing of the New Police Department Building

WHEREAS, the Town Council of the Town of Front Royal, Virginia (the “Town”) conducted a public hearing on April 22, 2019, in accordance with Section 15.2-2606 of the Code of Virginia of 1950, as amended; and,

WHEREAS, with respect to the adoption, by the Town, of a resolution regarding the proposed financing of certain public infrastructure improvements, including the construction and equipping of the new Police Department building at 900 Monroe Avenue, Front Royal, Virginia and refinancing of a loan from the Front Royal-Warren County Economic Development Authority, used to interim finance the police department building, all together with related administrative and financing costs (collectively, “the Project”); and,

WHEREAS, the Town expects to issue a general obligation bond or bonds in an aggregate principal amount not to exceed \$10,000,000 to accomplish the financing. The purpose of the financing is to permanently finance the costs of the Project with one or more bond issuances; and,

NOW THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Front Royal, Virginia, that the Town Council approve a Resolution regarding the proposed financing of the new Police Department, as presented.

APPROVED:

Hollis L. Tharpe, Mayor

Attest:

Jennifer E. Berry, MMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____, 2019 upon the following recorded vote:

William A. Sealock	<u>Yes/No</u>	Gary L. Gillispie	<u>Yes/No</u>
Eugene R. Tewalt	<u>Yes/No</u>	Jacob L. Meza	<u>Yes/No</u>
Chris Holloway	<u>Yes/No</u>	Letasha T. Thompson	<u>Yes/No</u>

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____

ADVERTISEMENT

TOWN OF FRONT ROYAL, VIRGINIA NOTICE OF PUBLIC HEARING

Notice is hereby given that on April 22, 2019, the Town Council of the Town of Front Royal, Virginia (the “Town”) will conduct a public hearing, which may be continued or adjourned, as required under applicable law, in accordance with Section 15.2-2606 of the Code of Virginia of 1950, as amended, with respect to the adoption by the Town Council of a resolution or resolutions, as may be necessary or convenient, regarding the proposed financing of certain public infrastructure improvements, including the construction and equipping of the police department building at 900 Monroe Avenue, Front Royal, Virginia and refinancing of a loan from the Front Royal-Warren County Economic Development Authority, used to interim finance the police department building, all together with related administrative and financing costs (collectively, “the Project”). The Town expects to issue a general obligation bond or bonds in an aggregate principal amount not to exceed \$10,000,000 to accomplish the financing. The purpose of the financing is to permanently finance the costs of the Project with one or more bond issuances.

The public hearing will be conducted at 7:00 p.m., or as soon thereafter as the matter may be heard by the Town Council, at the Warren County Government Center, 220 N Commerce Avenue, Front Royal, Virginia. Interested persons may appear at such time and place and present their views whether orally or in writing, or submit written comments prior to the hearing. The Council may set time limits on speakers and other rules and procedures for the conduct of this public hearing. Any persons with disabilities are urged to contact the Town Manager’s Office at (540) 635-8007 prior to the public hearing to arrange for any necessary accommodations. For additional information, please contact the Town Manager’s Office.

Joseph Waltz, Town Manager
of the Town of Front Royal, Virginia
By Order of the Town Council of
the Town of Front Royal, Virginia

TO: Northern Virginia Daily

Advertise on the following dates:

Authorized by:

Bill to:

April 6 and 13, 2019

Town Manager

Town of Front Royal

102 E Main Street

Front Royal, VA 22630

10



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 10

Meeting Date: April 22, 2019

Agenda Item: COUNCIL APPROVAL – Proclamation for “*Workers Memorial Day*”

Summary: Council has received a request seeking approval of a proclamation proclaiming April 28, 2019 as “*Workers Memorial Day*” in the Town of Front Royal.

Budget/Funding: None

Attachments: Proclamation

Meetings: None

Staff

Recommendation: Approval ✓ Denial _____

Proposed Motion: I move that Council approve a proclamation proclaiming April 28, 2019 as “*Workers Memorial Day*” in the Town of Front Royal.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

Proclamation

Workers' Memorial Day



Whereas, each April 28th we observe Workers' Memorial Day as a day to remember those who have suffered and died on the job; and

Whereas, this date was chosen because it is the anniversary date that the Occupational Safety and Health Act went into effect; and

Whereas, we remember those who have died in workplace catastrophes, suffered diseases because of exposure to toxic substances or been injured because of dangerous conditions, we rededicate ourselves to the fight for safe workplaces; and

Whereas, the core theme for Workers' Memorial Day has been "Mourn for the Dead, Fight for the Living;" and

Whereas, Workers' Memorial Day is observed in nearly 100 countries; and all workers have the right to a safe job; and;

Whereas we join with business and labor in recognizing that the Commonwealth's greatest resource is its educated, skilled, and dedicated workforce;

NOW, THEREFORE, DO I, William A. Sealock, Vice Mayor of the Town of Front Royal, proclaim Sunday, April 28, 2019 to be

Workers' Memorial Day

in the Town of Front Royal, the Commonwealth of Virginia.

APPROVED:

ATTEST:

William A. Sealock
Vice Mayor



Jennifer E. Berry, MMC
Clerk of Council

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 11

Meeting Date: April 22, 2019

Agenda Item: COUNCIL APPROVAL – Certificate of Recognition for “*Vietnam War Veterans Day*”

Summary: Council has received a request seeking approval of a Certificate of Recognition retroactively proclaiming March 29, 2019 as “*Vietnam War Veteran’s Day*” in the Town of Front Royal.

Budget/Funding: None

Attachments: Certificate of Recognition

Meetings: None

Staff

Recommendation: Approval ☒ Denial ☐

Proposed Motion: I move that Council approve a Certificate of Recognition retroactively proclaiming March 29, 2019 as “*Vietnam War Veteran’s Day*” in the Town of Front Royal.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

CERTIFICATE OF RECOGNITION

By virtue of the authority vested by the Charter of the Town of Front Royal, Virginia, the Front Royal Town Council hereby officially recognizes:

VIETNAM WAR VETERANS DAY

WHEREAS, more than 230,000 Virginians, including many great servicemen and women from our community, served the nation in Vietnam, more than 1,300 sacrificed their lives, and 46 Virginians are still listed as missing in action; and

WHEREAS, of the 246 service members who were awarded the Medal of Honor, the nation's highest military award, eight were Virginians, including seven who died in action; and

WHEREAS, Virginians, including many Front Royal and Warren County residents, served in Vietnam from the beginning to the end, with a Virginian being one of the first casualties of the war in 1961, and one of the last in 1975; and

WHEREAS, the Vietnam War was extremely divisive among people the people of the United States, and the debate about the country's involvement in the war deprived many members of the Armed Forces of public support and appreciation of their patriotic service; and

WHEREAS, the soldiers, sailors, airmen, and marines who returned from Vietnam were never accorded the recognition and praise that was routinely given returning servicemen and women in earlier wars; and

WHEREAS, it is especially important that the extraordinary contributions of America's Vietnam War veterans and the sacrifice of their families be remembered and recognized; and

WHEREAS, the Vietnam War Veterans Recognition Act of 2017 officially designated March 29 as the annual Vietnam War Veterans Day;

NOW, THEREFORE, I, William A. Sealock, do hereby recognize March 29, 2019, as **VIETNAM WAR VETERANS DAY** in the **TOWN OF FRONT ROYAL, VIRGINIA**, and I call this observance to the attention of all of our citizens.



VICE MAYOR

CLERK OF COUNCIL

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 12

Meeting Date: April 22, 2019

Agenda Item: COUNCIL APPROVAL – An Ordinance to Vacation a Portion of an Alley - 208 W Duck St – Jerry Bell, Jr. (*2nd Reading*)

Summary: Council is requested approve an ordinance for vacation of a public right-of-way that includes the end portion of a twenty-five (25) foot alley located to the rear and adjacent to 208 W. Duck Street and owned by Jerry Bell, Jr.

Note: Council approved a similar vacation of the same alley to Mr. Bell in December 2017; however, after further review Mr. Bell realized that he needed more of the alley than originally indicated in his request in 2017. Due to this oversight Mr. Bell is coming back before Council to request more of the alley. If approved, the original approved ordinance will be rescinded.

Budget/Funding: None

Attachments: Proposed Ordinance, 2017 Ordinance, Application

Meetings: Work Session held March 4, 2019. Public Hearing held April 8, 2019

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council adopt on its second and final reading an ordinance to conditionally vacate a public right-of-way that includes the end portion of a twenty-five (25) foot alley located to the rear and adjacent to 208 W. Duck Street and owned by Jerry Bell, Jr. I further move that Council rescind the ordinance approved by Council on December 11, 2017.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: *JW*

**AN ORDINANCE TO CONDITIONALLY VACATE A PORTION OF THE
TOWN OF FRONT ROYAL'S RIGHT-OF-WAY FOR AN ALLEY NEAR
208 WEST DUCK STREET IN THE TOWN OF FRONT ROYAL, VIRGINIA.**

WHEREAS, the Town Council of the Town of Front Royal, Virginia, has received a request from Jerry A. Bell, Jr., who resides at 208 West Duck Street in said Town, to conditionally vacate a portion of the Town's unimproved, and unused by the public, alley located on the South Side of the lot owned by Jerry A. Bell, Jr., Parcel 11C (**Tax Map # 20A11-4** Parcel 11C, per Inst. # 010008060 Zoned R-2), and on the north side of the lot owned by Jerry A. Bell, Jr., Parcel 10 (**Tax Map # 20A11-4** Parcel 10, Per Inst. # 0110007953 Zoned R-2), and partially along the north side of the lot owned by Michael W. Peters, Parcel 11 (**Tax Map 20A11-4** Parcel 11 Per Inst. # 120004498 Zoned R-2) in said Town, as shown on that certain plat titled "SURVEY OF A PORTION OF A 25' WIDE ALLEY PER PLATE RECORDED IN DEED BOOK R PAGE 180 NORTH RIVER MAGISTERIAL DISTRICT **TOWN OF FRONT ROYAL WARREN COUNTY, VA.**, prepared by Brogan Land Surveying, PLC, Joseph G. Brogan, Jr., Land Surveyor, dated April 6, 2018, hereinafter referred to as the "Plat", in said Town, more particularly described as that portion of said alley which is 165.00' (one hundred sixty-five feet) long along a course S 65°00'00" E from its point of beginning at the South and West end of Parcel 11C to the South and East end of Parcel 11C of said Jerry A. Bell, Jr., with said alley being vacated having a width of 25.14' (twenty-five and fourteen-one hundredths feet)) for a total area of alley being requested to be vacated in favor of Jerry A. Bell, Jr. as shown on said Plat being 4,125 SQ.FT. (four thousand one

hundred twenty-five square feet), said alley shown on said Plat requested to be vacated by the said Jerry A. Bell, Jr., being referred to as the “Alley”.

WHEREAS, the said Jerry Bell, Jr., has further requested that the Town to convey the Alley to him.

WHEREAS, the said Town Council and its Staff have investigated said requests and have found that the Alley requested for vacation and conveyance is not used by the Town or its citizens for public rights-of-way, and contains no public Town utility easements or other public improvement; and

WHEREAS, pursuant to the Town’s ordinance and standard procedures for said requests, and as required by Sections 15.2-2006, *et seq.*, and 15.2-2100, *et seq.*, of the Code of Virginia, 1950, a required \$100.00 application fee has been collected and paid into the Town’s General Fund; letters of this proposed vacation have heretofore been sent to property owners who are effected by the proposed vacation and conveyance; the Town Manager and the aforesaid applicant have reached a price for the Part of Alley to be conveyed; and the Town has appointed a Viewer’s Committee who have personally reviewed the area to be vacated and conveyed and who have filed a written Report with the Town recommending the vacation and conveyance; and, after conducting a duly advertised Public Hearing on the said vacation and conveyance, Town Council now finds it appropriate and in the best interests of the Town to adopt this Ordinance and to hereby vacate and convey the Alley to the said Jerry A. Bell, Jr., upon the terms and conditions hereinafter specified.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia, that the following portion of the Town's unimproved, and unused by the public, alley, being the Alley as shown on the Plat aforesaid, is hereby conditionally vacated, on conditions and terms hereinafter described, and when said terms and conditions are satisfied, said Alley will be unconditionally conveyed to the said Jerry A. Bell, Jr.

AND BE IT, FURTHER, ORDAINED AND ENACTED that this vacation is conditioned upon the said Jerry A. Bell, Jr. obtaining the recordation of said Plat at the expense of the Jerry Bell, Jr., and to be filed in the land records of the Circuit Court of Warren County, Virginia; and the Town Manager, Finance Director, and Planning Director shall, if appropriate, sign and thereby approve the aforesaid plat of survey, and that the Town Attorney shall forthwith prepare a good and sufficient Special Warranty Deed for the Alley, to be signed on behalf of the Town Council by the Mayor, with the Town's Official Seal to be thereunto affixed and attested to by the Clerk of Town Council, and with a copy of the said approved Plat to be a part thereof, as well as an attested copy of this Ordinance, and that the said Town Attorney shall further, upon receipt of payment in the amount of Two Thousand Five Dollars (\$2,500.00), plus the costs to advertise the Public Hearing, deliver the deed for the Alley;

Upon vacation and conveyance of the Alley, the Alley so vacated and conveyed hereby will become an integral part of new Lot 11 C ("**New Tax Map No. 20A11-4 Lot 11 C 41,902 Sq. Ft.**") as shown on Sheet Two of said Plat for all

purposes and shall not be conveyed separately from the Property and shall not be a separate building lot.

AND BE IT, FURTHER, ORDAINED AND ENACTED that, if the aforesaid proof of recordation and said sums are not delivered to the Town Attorney within one (1) year from the date of the adoption of this Conditional Ordinance by the said Jerry Bell, Jr., he shall report same to this Council, and this Conditional Ordinance shall be void.

Upon payment of said sum and recordation of said deed and plat according to this Conditional Ordinance, the conditions to this Ordinance shall expire, and this Ordinance and conveyance shall thereupon become Unconditional.

This Ordinance shall be effective upon passage.

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____, 2019, upon the following recorded vote:

APPROVED:

Hollis L. Tharpe, Mayor

Town Council Members:

Attest:

Gary L. Gillespie _____
Chris W. Holloway _____
Jacob L. Meza _____

William A. Sealock _____
Eugene R. Tewalt _____
Letasha T. Thompson _____

Attest:

Jennifer E. Berry, MMC, Clerk of
Council Approved as to form:

Douglas W. Napier, Date
Town Attorney

A public hearing on the above was held on _____, 2019, having been
advertised in the Northern Virginia Daily on _____ and
_____, 2019. The Ordinance was enacted at the regular meeting of
the Town Council held _____, 2019.



VACATION OF STREETS AND ALLEY and OTHER TOWN RIGHTS-OF-WAYS APPLICATION

APPLICANT INFORMATION

(please print)

Name Jerry A. Bell, Jr.

Mailing Address 208 West Duck St.
Front Royal, VA 22630

Phone # 203-946-5226 E-mail jeryabell@gmail.com

☒ \$100.00 Application Fee Paid (cash, card, check)

VACATION INFORMATION

Description (please select all that apply)

☐ Street/Portion of Street

☒ Alley/Portion of Alley

☐ Other (please specify) _____

165' X 25.14
4,125 sq ft.

Location 208 W. Duck St. (TM#20A114 11C) is located along
the north side of W. Duck St. between the intersections with
Rugby St. and Forest Hill Dr. Subject alley behind 208 W. Duck St.

Reason for request Vacation of public right-of-way, that includes
the end portion of a 25-foot wide alley.

☒ Current Plat Attached Showing Property to be Vacated

Applicant's Signature Date 1/18/2019

Completed application shall be returned by mail or delivery to:

Town Manager's Office, Town Hall, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630

Additional Information: Town Manager's Office (540)635-8007, Monday-Friday, 8:00am – 5:00pm

Revised 11/2/17

NORFOLK - SOUTHERN RAILROAD
66' WIDE

33' WIDE UNIMPROVED STREET PER PLAT IN D.B. R/180

PER PLAT IN SLIDE 176 F
SCALE 1" = 40'

T.M. 20A11-4 PARCEL 11D
SANDI J. THARPE, WALTER S. KNAVE, SR. AND HELEN M. KNAVE
PER INST. # 130003359 ZONED R-2

T.M. 20A11-4 PARCEL 11C
JERRY A. BELL, JR.
PER INST. # 010008060
ZONED R-2

T.M. 20A11-4 PARCEL 10
T.M. 20A11-4 PARCEL 10
JERRY A. BELL, JR. PER INST. # 970005708
PAGE K. HENSON, JR. PER INST. # 970005708
ZONED R-2

25' WIDE UNIMPROVED ALLEY
PER DEED BOOK R/180
TO DUCK STREET

N 19°00'05" E

S 65°00'00" E 165.00'

25' WIDE ALLEY
A = 4,125 SQ. FT.

N 65°00'00" W 165.00'

T.M. 20A11-4 PARCEL 11
MICHAEL W. PETERS
PER INST. # 120004498
ZONED R-2

T.M. 20A11-4 PARCEL 10
JERRY A. BELL, JR.
PER INST. # 010007953
ZONED R-2

S 19°00'05" W 25.14'

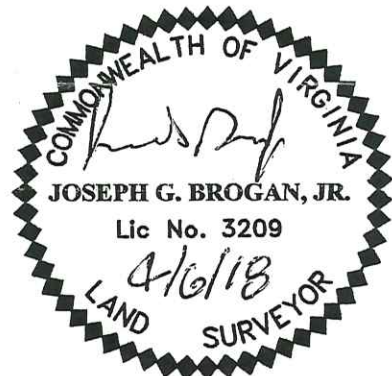
- DENOTES PIN SET.
- DENOTES EXISTING PIN OR PIPE.

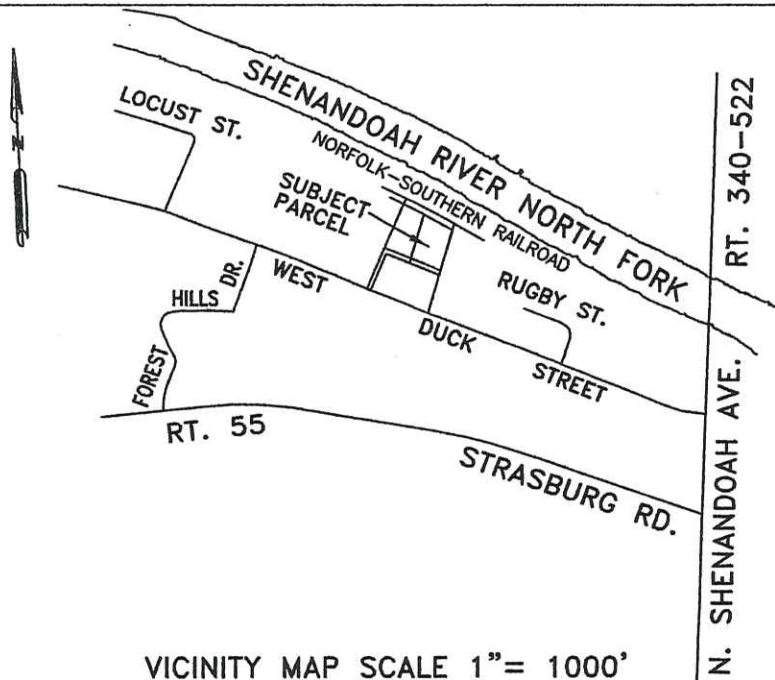
NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

SUBJECT ALLEY SITUATED OUTSIDE THE LIMITS OF THE FEMEA FLOOD ZONE.

SURVEY OF A PORTION OF A
25' WIDE ALLEY PER PLAT
RECORDED IN DEED BOOK R PAGE 180
NORTH RIVER MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
APRIL 6, 2018





VICINITY MAP SCALE 1"= 1000'

APPROVED BY THE TOWN OF FRONT ROYAL

ALL TOWN TAXES HAVE BEEN PAID AND RELEASED.

FINANCE DIRECTOR

DATE

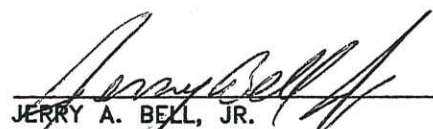
PLANNING DIRECTOR

DATE

TOWN MANAGER

DATE

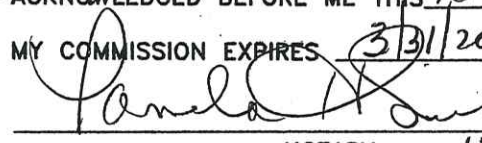
THIS PLAT WAS MADE WITH THE FREE CONSENT AND
DESIRE OF THE UNDERSIGNED OWNER.



JERRY A. BELL, JR.

ACKNOWLEDGED BEFORE ME THIS 10 DAY OF May 2018.

MY COMMISSION EXPIRES 3/31/20



NOTARY 173578

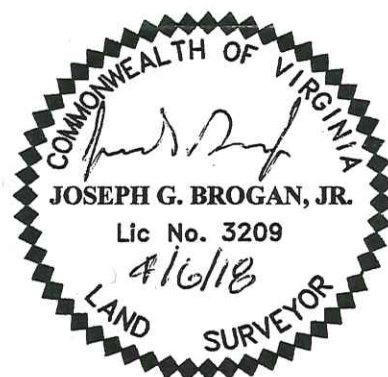
BOUNDARY LINE ADJUSTMENT BETWEEN
TAX MAP 20A11-4 PARCEL 11C AND
25' WIDE VACATED ALLEY PER PLAT
RECORDED IN SLIDE 176-F

NORTH RIVER MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL

WARREN COUNTY, VA.

SHEET ONE OF TWO



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
APRIL 6, 2018

**AN ORDINANCE TO CONDITIONALLY VACATE A PORTION OF THE
TOWN OF FRONT ROYAL'S RIGHT-OF-WAY FOR AN ALLEY NEAR
208 WEST DUCK STREET IN THE TOWN OF FRONT ROYAL, VIRGINIA.**

WHEREAS, the Town Council of the Town of Front Royal, Virginia, has received a request from Jerry Bell, Jr., who resides at 208 West Duck Street in said Town, to conditionally vacate a portion of the Town's unimproved, and unused by the public, alley located on the north side of his lot (**Tax Map # 20A114 11B**, street address 208 West Duck Street, Lot 5A-1 in said Town, as shown on that certain plat titled "Plat of Boundary Line Adjustment for Lot 5A-1, A Portion of Lots 5 and 6 of the Riverton Lots for Richard McCoy", dated September 5, 1991, prepared by Darry G. Merchant, L. L. S., which is of record in the Clerk's Office of the Circuit Court of Warren County, Virginia, in Slide Book 160 at Page H, hereinafter referred to as the "Property"), in said Town, more particularly described as that portion of said alley which is located directly adjacent to and to the north of the Property, the portion to be vacated beginning on the West side of the Property and the boundary line of the parcel identified as **Tax Map # 20 A 114 11**, and terminating on the East side of the Property at the boundary line of the parcel identified as **Tax Map # 10A114 10**, each line of beginning and ending across said alley to be a straight line continuing from the West and East sides, respectively, of the Property across said alley as if the Property originally had been created longer in a north-south direction in the width of the alley, and such that, after said portion of said alley is vacated, the Property will now be directly be bounded to the north by the lot described as **Tax Map # 20A114 11C**, said portion of alley requested to be vacated to hereinafter referred to as "Part of Alley", said Part of Alley being approximately 97.79 feet long in an East-West length and approximately 25 feet wide in a North-South width.

WHEREAS, the said Jerry Bell, Jr., has further requested that the Town to convey the Part of Alley to him.

WHEREAS, the said Town Council and its Staff have investigated said requests and have found that the Part of Alley requested for vacation and conveyance is not used by the Town or its citizens for public rights-of-way, and contains no public Town utility easements or other public improvement; and

WHEREAS, pursuant to the Town's ordinance and standard procedures for said requests, and as required by Sections 15.2-2006, *et seq.*, and 15.2-2100, *et seq.*, of the Code of Virginia, 1950, a required \$100.00 application fee has been collected and paid into the Town's General Fund; letters of this proposed vacation have heretofore been sent to property owners who are effected by the proposed vacation and conveyance; the Town Manager and the aforesaid applicant have reached a price for the Part of Alley to be conveyed; and the Town has appointed a Viewer's Committee who have personally reviewed the area to be vacated and conveyed and who have filed a written Report with the Town recommending the vacation and conveyance; and, after conducting a duly advertised Public Hearing on the said vacation and conveyance, Town Council now finds it appropriate and in the best

interests of the Town to adopt this Ordinance and to hereby vacate and convey the Part of Alley to the said Jerry Bell, Jr., upon the terms and conditions hereinafter specified.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia, that the following portion of the Town's unimproved, and unused by the public, alley, being the Part of Alley aforesaid, more particularly described as located on the north side of his lot (**Tax Map # 20A114 11B**, street address 208 West Duck Street, Lot 5A-1 in said Town, as shown on that certain plat titled "Plat of Boundary Line Adjustment for Lot 5A-1, A Portion of Lots 5 and 6 of the Riverton Lots for Richard McCoy", dated September 5, 1991, prepared by Darry G. Merchant, L. L. S., which is of record in the Clerk's Office of the Circuit Court of Warren County, Virginia, in Slide Book 160 at Page H, hereinafter referred to as the "Property"), in said Town, more particularly described as that portion of said alley which is located directly adjacent to and to the north of the Property, the portion to be vacated beginning on the West side of the Property and the boundary line of the parcel identified as **Tax Map # 20 A 114 11**, and terminating on the East side of the Property at the boundary line of the parcel identified as **Tax Map # 10A114 10**, each line of beginning and ending across said alley to be a straight line continuing from the West and East sides, respectively, of the Property across said alley as if the Property originally had been created longer in a north-south direction in the width of the alley, and such that, after said portion of said alley is vacated, the Property will now be directly be bounded to the north by the lot described as **Tax Map # 20A114 11C** (hereinafter referred to as "Part of Alley"), said Part of Alley being approximately 97.79 feet long in an East-West length and approximately 25 feet wide in a North-South width.

Are hereby conditionally vacated, on conditions and terms hereinafter described, and when said terms and conditions are satisfied, said Part of Alley will be unconditionally conveyed to the said Jerry Bell, Jr.

AND BE IT, FURTHER, ORDAINED AND ENACTED that this vacation is conditioned upon the said Jerry Bell, Jr. obtaining a plat and survey of the Part of Alley, said plat and survey to be prepared by a licensed Virginia Land Surveyor, said plat of survey to be obtained at the expense of Jerry Bell, Jr., and the recordation thereof at the expense of the Jerry Bell, Jr., and to be filed in the land records of the Circuit Court of Warren County, Virginia; and the Town Manager and Town surveyor shall, if appropriate, sign and thereby approve the aforesaid plat of survey, and that the Town Attorney shall forthwith prepare a good and sufficient Special Warranty Deed for the Part of Alley, to be signed on behalf of the Town Council by the Mayor, with the Town's Official Seal to be thereunto affixed and attested to by the Clerk of Town Council, and with a copy of the said approved plat of survey to be a part thereof, as well as an attested copy of this Ordinance, and that the said Town Attorney shall further, upon receipt of payment in the amount of Two Thousand Five Dollars (\$2,500.00), plus the costs to advertise the Public Hearing, deliver the deed for the Part of Alley;

Upon vacation and conveyance of the Part of Alley, the Part of Alley so vacated and conveyed hereby will become an integral part of said Property (Lot 5A-1) for all purposes and shall not be conveyed separately from the Property and shall not be a separate building lot.

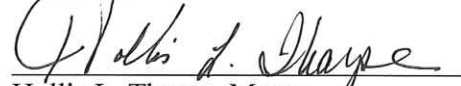
AND BE IT, FURTHER, ORDAINED AND ENACTED that, if the aforesaid plat and survey and said sums are not delivered to the Town Attorney within one (1) year from the date of the adoption of this Conditional Ordinance by the said Jerry Bell, Jr., he shall report same to this Council, and this Conditional Ordinance shall be void.

Upon payment of said sum and recordation of said deed and plat and this Conditional Ordinance, the conditions to this Ordinance shall expire, and this Ordinance and conveyance shall thereupon become Unconditional.

This Ordinance shall be effective upon passage.

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on 12-11-, 2017, upon the following recorded vote:

APPROVED:


Hollis L. Tharpe, Mayor

Town Council Members:

John P. Connolly Y
Jacob Meza Y
Christopher Morrison Y

Gary Gillispie Y
William A. Sealock Y
Eugene R. Tewalt Y

Attest:


Jennifer E. Berry, CMC, Clerk of Council

Approved as to form:

 12-11-2017
Douglas W. Napier, Date
Town Attorney

A public hearing on the above was held on 11-27, 2017, having been advertised in the Northern Virginia Daily on 11-11 and 11-18, 2017. The Ordinance was enacted at the regular meeting of the Town Council held 12-11-, 2017

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**Town of Front Royal, Virginia
Council Agenda Statement**

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Item No. 13

Meeting Date: April 22, 2019

Agenda Item: COUNCIL APPROVAL – Ordinance Amendment to Town Code Chapter 12-2 and 175-137 Pertaining to FEES (*2nd Reading*)

Summary: Council is requested to adopt on its second and final reading an ordinance amendment to Town Code Chapter 12-2 (FEES) and 175-137 (FEES, CHARGES, EXPENSES) as presented. The highlights of these revisions include:

Chapter 12: Implementing a fee of \$25.00 for 3rd and subsequent requests for Data Logs from a Water Meter within 12 months.

Chapter 175-137: Including a \$25.00 application fee for ALL fence permits

Budget/Funding: None

Attachments: Ordinance

Meetings: Work Session held March 18, 2019. Public Hearing held April 8, 2019

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council adopt on its second and final reading an ordinance amendment to Town Code Chapter 12-2 (FEES) and 175-137 (FEES, CHARGES, EXPENSES) as presented.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

**AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE
CHAPTER 12-2 and CHAPTER 175-137 PERTAINING TO FEES**

WHEREAS, The Town has the ability to pull data logs from radio water meters for customers and to assist in recovering the costs to perform this action a fee of \$25.00 is being proposed on the third and subsequent data log request; and,

WHEREAS, The Town has an application fee for fence permits that differ in cost between commercial, industrial and residential. A fee of \$25.00 for all users is being proposed; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that Chapters 12-2 and 175-137 of the Front Royal Town Code are hereby amended as follows:

Chapter 12

FEES

12-2 ENVIRONMENTAL SERVICES PUBLIC WORKS FEES

After hours shut-off calls (water)	\$30.00
Construction Specifications	\$15.00
Data Log Obtained from a Water Meter within 12 months	\$25.00 for the 3rd and subsequent
Excavation for Sewer Clean Out Installation	\$150.00 per hour
Freon Removal (white goods commercial or residential)	\$15.00
Grease Trap Inspection (3 rd and all subsequent)	\$50.00 per inspection
On-Call Refuse Collection	Can be found in §85-3(E) of the Town Code
Recreational Vehicle Septic Tank Dump	\$17.50 each
Right-of-Way Utilization Fee	\$25.00 plus bond and insurance
Septic Tank Waste	\$50.00 per 1,000 gallons
Temporary Hydrant Meter Deposit (agreement for reading of water must be signed)	\$400.00 5/8" and smaller \$2,350 greater than 5/8"
Tires without Rim, not to exceed 16.5 inches	\$2.00 per tire
Tires on Rim, not to exceed 16.5 inches	\$4.00 per tire
Tires over 16.5 inches with or without Rim	\$5.00 per tire
Water Meter Test (2 nd or subsequent test)	\$25.00 each
White Goods Disposal, Commercial	\$15.00 per item plus \$15.00 per Freon item
White Goods Disposal, Residential	No Charge plus \$15.00 per Freon item
Yard Waste Disposal, Commercial, Lg. Truck	\$50.00
Yard Waste Disposal, Commercial, Pickup Tk	\$25.00
Yard Waste Disposal, Residential (Town OR County Decal Required)	No Charge

Chapter 175

ZONING

175-137 FEES, CHARGES AND EXPENSES

A. The Town Council hereby establishes the following schedule of fees, charges, and expenses for zoning permits, certificates of use, special permits, variances, appeals, amendments and other matters pertaining to this chapter.

For processing an Administrative Variance - \$100.00

For processing a Board of Architectural Review request –

- Administrative Review: \$50.00
- Board of Architectural Review: \$100.00
- Demolition of Historically Significant Structure: \$200.00

For processing a Board of Zoning Appeals application - \$400.00

For Business License Zoning Clearance - \$10.00

For issuing a Certificate of Compliance - \$25.00

For processing an application to amend the Comprehensive Plan - \$400.00

For processing an amendment to the Zoning Ordinance - \$400.00

For processing a Rezoning application –

- 1 acre or less: \$500.00
- Over 1 acre: \$500.00 + \$100.00 per acre over 1st acre
- Downzoning: \$400.00

Proffer amendment or Concept Plan/Master Land Use Plan Revision - \$400.00

For processing an application for a Sign Permit –

- Permanent: \$50.00
- Permanent (Entrance Corridor): \$75.00
- Temporary: \$25.00
- Relocation of previously approved sign: no charge for review

Requested Re-advertisement - \$200.00 per meeting

For processing an application for a Special Use Permit - \$400.00

For a Zoning Permit, Commercial Accessories/Additions - \$100.00

For a Zoning Permit, Residential Accessories/Additions - \$25.00

For a Zoning Permit, Multi-Family Residential Dwelling - \$50.00 per unit

For a Zoning Permit, New Commercial - \$100.00

For a Zoning Permit, New Single-Family Residential Dwelling - \$75.00

For a Zoning Permit, Portable Storage Container (Residential or Commercial) - \$25.00 each

For a Zoning Permit, Fences (for all uses) - \$25.00 each

Construction or Land Disturbance Activity without a Permit – double zoning permit regular fee

Requested Copies –

- Letter Paper Size: \$0.15 per sheet (b&w) or \$2.00 per sheet (color)
- Legal Paper Size: \$0.50 per sheet (b&w) or \$2.50 per sheet (color)
- 11" x 17" Paper Size: \$0.75 per sheet (b&w) or \$3.50 per sheet (color)
- Bond Paper for over 11" x 17" Sizes: \$0.50 per s.f. (b&w) or \$3.00 per s.f. (color)
- Copy of Zoning Ordinance: \$15.00
- Copy of the Comprehensive Plan (each): \$20.00

This ordinance shall become effective July 1, 2019.

APPROVED:

Hollis L. Tharpe, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____ 2019, upon the following recorded vote:

Eugene R. Tewalt	Yes/No	Jacob L. Meza	Yes/No
William A. Sealock	Yes/No	Chris W. Holloway	Yes/No
Letasha Thompson	Yes/No	Gary Gillispie	Yes/No

A public hearing on the above was held on _____, 2019, having been advertised in the Northern Virginia Daily on _____, 2019, and _____, 2019. The Ordinance was enacted at the Regular Meeting of the Town Council held _____ 2019, to become effective immediately.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 14

Meeting Date: April 22, 2019

Agenda Item: COUNCIL NOMINATIONS – 2019 Virginia Municipal League (VML) Policy Committees

Summary: Council is requested to make nominations to the Virginia Municipal League (VML) Policy Committees for 2019. Policy Committee members will serve until December 31, 2019. Nominations are due to VML by April 25, 2019.

Budget/Funding: None

Attachments: Letter/Information from VML

Meetings: Work Session held April 15, 2019

Staff Recommendation: Approval ☒ Denial ☐

Proposed Motion: I move that Council nominate the following to the various Virginia Municipal League (VML) Policy Committees, said terms to expire December 31, 2019.

Community & Economic Committee – Councilmen Gillispie and Thompson
Environmental Quality Committee – Town Manager Waltz and Councilman Holloway
Finance Committee – Finance Director Wilson and Councilman Meza
General Laws Committee – Town Attorney Napier and Councilman Sealock
Transportation Committee – Councilman Tewalt

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW



OFFICERS

PRESIDENT

ANITA JAMES PRICE
ROANOKE VICE MAYOR

PRESIDENT-ELECT

THOMAS R. SMIGIEL, JR.
NORFOLK COUNCIL MEMBER

VICE PRESIDENT

OPHIE KIER
STAUNTON VICE-MAYOR

PAST PRESIDENT

PATRICIA P. WOODBURY
NEWPORT NEWS COUNCIL MEMBER

EXECUTIVE DIRECTOR

MICHELLE GOWDY

MAGAZINE

VIRGINIA TOWN & CITY

March 29, 2019

To: VML Full-Member Key Officials; Council and Board Clerks

From: Michelle Gowdy, Executive Director

Subject: 2019 VML Policy Committee Nominations

The Virginia Municipal League welcomes your nominations for the 2019 policy committees. Accompanying this memo is a description of the committee process and a nominations form.

Please return your locality's nominations form by April 25. If your community has a May election, you may submit a revised form after your elections.

Please observe the following guidelines with your nominations:

- Only governing body members and appointed officials (i.e., employees of the local government) are eligible to serve.
- You may nominate two people to a committee; if two are nominated, at least one should be a governing body member.
- Individuals may serve on only one committee a year.

Please return your nominations form by April 25.

Policy committees traditionally meet in late July in the Richmond area; committee meeting dates and times will be forwarded to you once they are confirmed.

Please call or email Janet Areson at VML (804-523-8522; jareson@vml.org) if you have any questions about the appointment process.

Attachments

P.O. Box 12164
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

804/649-8471
www.vml.org

VML's Legislative and Policy Committee Process

Each year the Virginia Municipal League develops two separate documents -- a legislative program and a compilation of policy statements -- through a process that involves the Legislative Committee and six separate policy committees. The Legislative Committee is responsible for developing the legislative program, but it may also rely on input from the policy committees to do so. The policy committees develop broad policy statements, in addition to submitting specific legislative recommendations for consideration by the Legislative Committee.

Legislative Committee

What is the role of the Legislative Committee?

The Legislative Committee is responsible for considering and developing positions on existing or proposed state and federal legislation or regulations, and urging the enactment or amendment of, or opposition to, such legislation or regulations.

How is the Legislative Committee appointed?

VML's Constitution spells out the composition of the Legislative Committee. The committee consists of 24 individuals holding local elective or appointed positions, all appointed by VML's President. Of the 24 members, 12 must be representatives of cities and urban counties with populations in excess of 35,000, six must be representatives of cities and urban counties with populations of 35,000 or less, and six must represent towns.

What is included in VML's Legislative Program?

The legislative program adopted by the Legislative Committee reflects specific legislative objectives that VML hopes to achieve during the upcoming legislative session. It is subject to the approval of VML's membership at the annual conference.

What is the relationship between the legislative committee and VML's policy committees?

The Legislative Committee meets prior to the policy committees to identify issues that it would like the committees to consider for potential inclusion in the league's legislative program. It meets again after the policy committees have met to consider their recommendations.

Policy Committees

What is the role of the policy committees?

Policy committees receive briefings on select statewide issues, consider possible changes to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

How are policy committees appointed?

Policy committee membership consists of elected and appointed officials of full-member local governments. Nomination information is sent in the spring to each locality, and each local government determines which of its officials will be nominated for each of the six policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be an elected official.

What are the benefits of serving on a policy committee?

VML policy committees offer members an opportunity to learn about current and emerging statewide issues that affect local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

How many policy committees are there?

There are six policy committees: community and economic development, environmental quality, finance, general laws, human development and education, and transportation.

What issues does each policy committee cover?

- **Community & Economic Development:** Authority, administration, and funding of local governments to manage a full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.
- **Environmental Quality:** Natural resources and the authority of local governments to manage the environment, including water resources and quality, solid and hazardous waste management, air quality and the Chesapeake Bay.
- **Finance:** Powers, organization and administration of local government financing, including taxing authority, debt financing, state aid to local governments and federal policies affecting local finance issues.
- **General Laws:** Powers, duties, responsibilities, organization and administration of local governments, including state-local and inter-local relations, conflicts-of-interest, freedom-of-information, information management and personnel, telecommunications, utilities and law enforcement, jails and courts issues.
- **Human Development and Education:** Management and funding of social services, prek-12 education, health, behavioral health, juvenile justice, recreation, rehabilitation and aging.
- **Transportation:** Development, maintenance, and funding of a comprehensive land, sea and air transportation system for the Commonwealth, and federal, state and local roles in the provision and regulation of transportation.

What is a policy statement?

Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the agreement of VML's membership on matters of interest to local governments. The statement generally addresses broad, long-term, philosophical positions. The VML membership approves the policy statements at its annual meeting.

How do policy statements differ from VML's legislative program?

Policy statements are general in nature. They reflect local governments' positions on a range of issues. The Legislative Program is more specific and immediate. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 15

Meeting Date: April 22, 2018

Agenda Item: CLOSED MEETING – Former Afton Inn Property

Summary: Council is to go into a Closed Meeting with respect to the former Afton Inn property

Budget/Funding: None

Attachments: None

Meetings: None

Staff Recommendation: Approval ☒ Denial ☐

Motion to Go Into Closed Meeting

I move that Town Council convene and go into Closed Meeting with respect to the former Afton Inn property for the following purposes:

(1) Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia.

(2) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2- 3711. A. 29. of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW