



Purchase Order

Fiscal Year 2026

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THIS NUMBER MUST APPEAR ON ALL
INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **20260364**

Delivery must be made within doors of
specified destination.

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ATTN: COMMUNITY DEVELOPMENT
P.O. BOX 150
NEW KENT, VA 23124
Phone: 804-966-9690

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BERKLEY GROUP LLC
PO BOX 181
BRIDGEWATER, VA 22812

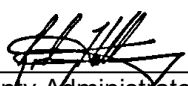
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ADMINISTRATION BUILDING
12007 COURTHOUSE CIRCLE
NEW KENT, VA 23124

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference			
			26000429				
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
02/02/2026	3508				COMMUNITY DEVELOPMENT		
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	CONSULTING SERVICES FOR ORDINANCE UPDATES			1.0	JOB	\$236,250.00	\$236,250.00
	COMPREHENSIVE ZONING AND SUBDIVISION ORDINANCE UPDATE/REWRITE						

The Above Purchase Order Number Must Appear On All
Correspondence - Packing Sheets And Bills Of Lading

By:


County Administrator

VENDOR COPY

Total Ext. Price	\$236,250.00
PO Total	\$236,250.00

1. THE COUNTY OF NEW KENT, VIRGINIA IS NOT RESPONSIBLE FOR MATERIALS, SUPPLIES OR EQUIPMENT DELIVERED WITHOUT AUTHORITY OF ITS WRITTEN ORDER.

2. Do not over ship or substitute. Ship exactly as ordered.

3. All material shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY, unless otherwise arranged for and expressly stated on this order. Store-Door deliveries are not acceptable.

4. Include itemized packing slips with all shipments or deliveries. Show name of DEPARTMENT for whom delivery is intended.

5. Invoices must be rendered on enclosed claim form, on date of COMPLETE SHIPMENT of all materials on this order. Separate billing for partial shipments not allowed unless otherwise arranged for and expressly stated on this order.

6. Use separate claim form for each order. Claim must be itemized in detail. An itemized claim is one set forth in items and in such form that anyone reading same may readily understand the kind, quantity, quality and prices.

7. CASH DISCOUNT TERMS must be indicated on claim form. Time in connection with discount offered will be computed from date of delivery of the materials, equipment and/or supplies at destination, where final inspection and acceptance is made, or from date correct billing on County claim form properly certified by the vendor or contractor is received in the office of Department of Purchase, if the latter date is later than the date of delivery.

8. All materials, supplies and equipment received subject to inspection and acceptance by The County.

9. If unable to fill this order exactly in accordance with description unit and price thereon communicate at once with Department of Purchase for instructions. The County reserves the right to reject and return at shipper's expense any and all materials or supplies delivered which do not conform to our description or specifications.

10. If there is any part of this order you cannot fill promptly or within the time specified, notify the Department of Purchase at once. In case of unreasonable delay in delivery or delivery of goods inferior to those specified, or in case of any other default of the vendor, the Department of Purchase shall have the right at it's option to cancel this order in whole or in part, and the County may procure the goods, or services from other sources, and hold the vendor responsible for any part, and EXCESS COST, EXPENSE AND DAMAGES occasioned thereby.

11. The vendor by accepting this order agrees to assume the defense of and hold THE COUNTY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

12. The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the Department of Purchase and before final acceptance by the Department of Purchase all matters of dispute must be adjusted to the mutual satisfaction of the Department of Purchase and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in question is settled.

13. Upon the vendor's acceptance hereof, the vendor agrees to comply with and shall comply with Art. 9 Sec. 10 of the Chapter 472 of the laws of 1922 being Sections 220, 220a and 220b, of the Labor Law and with Chapter 424 of the laws of 1950, Section 22e prohibiting discrimination on account of race, creed, color, or national origin in hiring employees within the State involved in the manufacture of materials, equipment or supplies specified herein, and with Section 5 and 12 of the Lien Law, and with Sec. 109 of the General Municipal Law as to assignment of contracts, and Sec. 108 of the General Municipal Law as to Workmen's Compensation and the vendor shall keep itself fully informed of all municipal ordinances and regulations, State and national Laws in any manner affecting this order and the goods delivered or to be delivered thereunder, and shall at all times observe and comply with said ordinances, laws and regulations at his sole cost and expense.

14. All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

15. EXCISE AND SALES TAXES: The prices herein should not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the vendor when submitting claim for payment.