

## DEBARMENT

**Section 1. PURPOSE**

Pursuant to § 2.2-4321) of the code of Virginia, this policy is to document the procedure adopted by the Bedford Regional Water Authority (“Authority”) for the debarment of contractors and vendors for particular types of supplies, services, insurance or construction.

**Section 2. POLICY**

- A. The issue with the contractor or vendor is investigated and analyzed by the Executive Director of the Authority. A debarment recommendation may be on the basis of a contractor’s or vendor’s unsatisfactory performance for the Authority.
- B. A determination is made in writing and provided to the contractor or vendor, giving them the opportunity to respond and provide any additional information as to justify the circumstances surrounding the debarment. This response must be provided to the Executive Director in writing within 30 days of the written determination having been provided the contractor or vendor.
- C. The Executive Director may rescind the debarment recommendation after considering any additional information provided by the contractor or vendor; or the Executive Director may pursue recommending debarment to the Board of Directors.
- D. If debarment is pursued, the contractor or vendor will be given reasonable notice and the opportunity to appear before the Board of Directors (“Board”) at the time the debarment is considered.
- E. Debarment shall be determined by the Board on the vote of the majority of Directors in attendance and voting on the debarment.
- F. The debarment will be effective for a term of one year. It will automatically renew for additional one year terms unless the vendor submits a written request to the Executive Director to have the debarment removed and the Board approves of the request by a majority vote.

**Section 3. REFERENCES**

- A. Virginia Procurement Act:
  1. The Virginia Procurement Act may be accessed by the following web address:  
<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+TOC0202000004300000000000>.
  2. The code on debarment can be found at the following web address:  
<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+2.2-4321>

DEPARTMENT

**Section 4. REVISIONS**

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.