

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 422-8350

Fax: (540) 422-8355

NOTICE OF VENDOR DISCOUNT

1. DATE: June 25, 2015
2. COMMODITY NAME: Local Vendor Discount Program
3. CONTRACT NUMBER: 30-16ck-JH
4. CONTRACT PERIOD: July 1, 2015 through June 30, 2016
5. RENEWAL OPTIONS: Yearly
6. CONTRACTOR: Jim Harris
VN: 632511
250 West Shirley Avenue
Warrenton, VA 20186
PH 540-347-3341
FX 540-349-7737
Contact:
Garrett Wyatt
8. TERMS: Net 45 days
9. FOR FURTHER INFORMATION CONTACT: Colleen Keener, Senior Buyer
PH (540) 422-8350

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS This contract is the result of a discount offered by the vendor. No single purchase/service shall exceed \$5,000 and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection of services provided and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of service, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Pricing:
Parts & Service: Cost plus a mark-up of 20%