

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.422-8353

Fax: 540.422-8355

**NOTICE OF CONTRACT RENEWAL**

DATE: August 16, 2017

COMMODITY NAME: Labor Agency Services  
CONTRACT NUMBER: #01-14shc – A-C  
CONTRACT PERIOD: August 15, 2013 through August 14, 2014  
Renewal #1 August 15, 2014 through August 14, 2015  
Renewal #2 August 15, 2015 through August 14, 2016  
Renewal #3 August 15, 2016 through August 14, 2017  
Renewal #4 August 15, 2017 through August 14, 2018

RENEWAL OPTIONS: Four (4) One Year Renewals

CONTRACTOR(s):

**Primary** – This contractor is the first contact for service

V/N: 637171 Labor Finders of Virginia, Inc.  
8910 Centerville Road  
Manassas, VA 20110  
Rico Smith  
Phone: 703-369-1553 Fax: 703-257-6052

**Secondary** – Should the primary contractor be unable to provide requested service, contact this contractor

V/N: 647651 Excel Staffing Services, Inc.  
200 E. Cary Street  
Richmond, VA 23219  
Billie Brown  
Phone: 804-771-9680 Fax: 804-771-9682

**Tertiary** – Should the primary & secondary contractor be unable to provide requested service, contact this contractor

V/N: 639946 Tito Contractors, Inc.  
7308 Georgia Ave, NW  
Washington, DC 20012  
Kenneth Brown  
Phone: 202-291-2255 Fax: 202-726-0495

TERMS: Net 45 days

FOR FURTHER INFORMATION CONTACT: Tomeka Price, VCA, Senior Buyer  
Phone: 540.422-8353

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program 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) 428-8351 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 on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, 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. Renewals: As stated on the face of this notice.
6. Price Adjustments: Changes to the firm, fixed prices as stated herein will be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.
7. Price: Labor Finders: \$15.23 Regular Time/ \$22.62 Overtime (Per Mod.#3)  
Excel Staffing: \$16.98 Regular Time/ \$25.20 Overtime  
Tito Contractors: \$18.57 Regular Time/ \$22.69 Overtime
8. Use of Contract by Other Political Jurisdictions: This clause is contained in IFB 01-14shc, which became this contract. This contract may therefore be extended to Northern Virginia, Metropolitan Washington Council of Governments jurisdictions and other jurisdictions and the Political Subdivisions of the Commonwealth of Virginia with the Authorization of the Contractor. FCG&PS acts only as the “Contracting Agent” for these jurisdictions and political subdivisions.