

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS**

**Procurement Division**

**320 Hospital Drive Ste. 23**

**Warrenton, VA 20186**

**Phone: (540) 422-8353**

**Fax: (540) 422-8355**

**NOTICE OF CONTRACT**

**DATE:** February 28, 2019

**COMMODITY NAME:** Office Equipment (Copiers, Printers, Software & Specialty Products)

**CONTRACT NUMBER:** Sourcewell #083116-KON (formerly NJPA)

**CONTRACT PERIOD:** October 19, 2016 – October 19, 2020

**RENEWALS REMAINING:** 0

**CONTRACTOR: \*\*** **Konica Minolta Business Solutions U.S.A., Inc.**  
1595 Spring Hill Road, Suite 400  
Vienna, Virginia 22182  
Phone: (703) 637-1534  
Fax: (703) 506-0131  
**Account Executive: Ian Nichols**  
**inichols@kmb.konicaminolta.us**  
**Mobile: (618) 978-5238**

**VENDOR NUMBER:** 645584

**TERMS:** Net 45

**DELIVERY:** F.O.B. Destination

**FOR FURTHER INFORMATION CONTACT: Jessica Wagler, Senior Buyer**  
**PH: (540) 422-8353**  
**Jessica.wagler@fauquiercounty.gov**

**\*\* Please Note: Konica Minolta also has a cooperative contract available through AEPA & Fairfax County (reference #4400007478). The Sourcewell, formerly known as NJPA, cooperative contract currently has the best pricing options, please feel free to discuss further details with the above named representative regarding your department or school's individual needs.**

**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 goods and 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. **For additional instructions regarding the lease or purchase of copiers please contact the Procurement department.**
2. Blanket Purchase Order: Blanket Purchase Orders may be issued to cover purchases during the fiscal year to expedite the order of supplies under this contract. Departments interested in ordering supplies should contact the Sales Representative for a proposal/quote.
3. **Purchase Order Checklist (top to bottom, left to right)**:
  - Vendor Contact Information (name, billing address, representative's name/e-mail, phone and fax numbers, and assigned vendor number),
  - Department Bill To, Ship To, phone and fax numbers,
  - Issue date, Date required, Net 45, F.O.B destination,
  - Sourcwell contract number #083116-KON,
  - Specific details from the Vendor quote (product description, agreement information, monthly pricing, lease amount, print charges, and any maintenance plan features),
    - Lease details and amount should be on a separate line from print/overage charges.
    - Indicate PO term and Lease term, separately.
    - Serial number(s), may be left blank and sent to Procurement upon receipt of equipment,
  - Budget Code and total dollar amount,
  - Authorized signature,
  - Attach a copy of IT department approval (if applicable), and vendor quote/proposal.
4. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
5. 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.

**FORM E**  
**CONTRACT ACCEPTANCE AND AWARD**



(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

NJPA Contract #: 083116-KON

Proposer's full legal name: Konica Minolta Business Solutions U.S.A., Inc.

**Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.**

The effective date of the Contract will be October 19, 2016 and will expire on October 19, 2020 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

**NJPA Authorized Signatures:**

  
\_\_\_\_\_  
NJPA DIRECTOR OF COOPERATIVE CONTRACTS  
AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz  
(NAME PRINTED OR TYPED)

  
\_\_\_\_\_  
NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette  
(NAME PRINTED OR TYPED)

Awarded on October 19, 2016

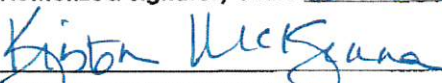
NJPA Contract # 083116-KON

**Vendor Authorized Signatures:**

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Konica Minolta Business Solutions U.S.A., Inc.

Authorized Signatory's Title Director Government Contracts

  
\_\_\_\_\_  
VENDOR AUTHORIZED SIGNATURE

Kristen McKenna  
\_\_\_\_\_  
(NAME PRINTED OR TYPED)

Executed on October 24, 2016

NJPA Contract # 083116-KON