

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**

DATE: August 16, 2018  
COMMODITY NAME: Temporary General/Manual Labor Staffing Agency Services  
CONTRACT NUMBER: 10-19tpc  
CONTRACT PERIOD: August 15, 2018 through August 31, 2019  
RENEWAL OPTIONS: Four (4) One Year Renewals

CONTRACTOR(s):

**Primary –**

V/N: 650785

**PSG-10-19tpc** - This contractor is the first contact for service  
Penguin Services Group, Inc.  
1432 Duke Street  
Alexandria, VA 22314  
Attn: Alex Atwood  
Phone: 202-421-3290 Fax: 703-852-3878  
Email: [aatwood@penguinstaff.com](mailto:aatwood@penguinstaff.com)

**Secondary –**

V/N: 637171

**LFV-10-19tpc** - Should the primary contractor be unable to provide  
requested service, contact this contractor  
Labor Finders of Virginia, Inc.  
PO Box 785  
Manassas Park, VA 20113  
Attn: Ed. Seeley, Vice President  
Phone: 703-393-6650 Fax: 703-393-6656  
Email: [Ed.seeley@laborfinders.com](mailto:Ed.seeley@laborfinders.com)

**Tertiary –**

V/N: 650778

**DI-10-19tpc** - Should the primary & secondary contractor be unable to  
provide requested service, contact this contractor  
Diskriter, Inc.  
2840 Library Road, Suite 300  
Pittsburgh, PA 15234  
Attn: Laveena Yadav, CEO  
Phone: 1800-242-1622 Fax: 877-815-6528  
Email: [Laveena.Yadav@diskriter.com](mailto:Laveena.Yadav@diskriter.com)

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: Penguin Services Group, Inc.: \$16.97 Regular Time/ \$25.45 Overtime  
Labor Finders of Virginia, Inc.: \$17.49 Regular Time/ \$26.24 Overtime  
Diskriter, Inc.: \$19.49 Regular Time/ \$29.23 Overtime
8. Use of Contract by Other Political Jurisdictions: This clause is contained in IFB 10-19tp, 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.