

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 CONTRACT AWARD**

DATE: August 23, 2016

COMMODITY NAME: Library Supplies

CONTRACT NUMBER: 11-71500-02

CONTRACT PERIOD: July 1, 2016 through June 30, 2019

RENEWAL OPTIONS: 0

CONTRACTOR(s): **Brodart Co.**  
500 Arch Street  
Williamsport PA 17701  
Ph: 888-820-4377 Fax: 800-578-1064  
Contact: Rose Geyer  
Email: Rose.Geyer@brodart.com  
Email: supplies.quotes@brodart.com

TERMS: Net 30 days

DELIVERY: Library, Audiovisual & Archival Supplies:  
7 to 10 days ARO of in-stock items

Furniture & Equipment:  
4 to 6 weeks ARO

FOR FURTHER INFORMATION CONTACT: Colleen Keener, Senior Buyer  
Phone: 540-422-8350  
colleen.keener@fauquiercounty.gov

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) 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 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 Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via email, fax or courier.
5. Ordering:  
See following page for specific details.

**Purchase orders must reference quote # 85686 to receive discounts.**

6. Pricing: Please see following page:



# Library Supplies & Furnishings

500 Arch Street, Williamsport, PA 17701  
Sales & Service: 888.820.4377 • Order, Fax: 800.283.6087 or 570.326.2461  
Bids & Quotes: 888.820.4377 • Order, Fax: 800.578.1064 or Email: [supplies.quotes@brodart.com](mailto:supplies.quotes@brodart.com)  
Visit us online at [www.shopbrodart.com](http://www.shopbrodart.com)

## BRODART SUPPLIES & FURNISHINGS

Since 1939 Brodart has been perfecting the product and service mix to provide solutions for the ever changing needs of libraries and educational institutions. From the inception our legacy book jacket cover grew a robust and multifaceted business with product and service offerings in the areas of Library Books, Supplies and Furniture. The Brodart Supplies and Furnishing Division product assortment is jam-packed with more than 50,000 items for libraries, schools, universities and more to support the evolving needs of libraries and educational spaces. Shop the annual catalog or shop online 24 hours a day!

### BID TERMS AND CONDITIONS

LIBRARY, AUDIOVISUAL & ARCHIVAL SUPPLIES	
Product Discount:	20%*
Shipping Discount:	Free shipping on stocked consumable supply orders over \$100.00
Delivery Terms:	7 to 10 days after receipt of order of in-stock items
Shipping Details:	Orders placed by 2:00 pm EST for in-stock items ship same day Orders ship via best means
FURNITURE & EQUIPMENT	
Product Discount:	15%*
Shipping Discount:	N/A
Delivery Terms:	4 to 6 weeks after receipt of order
Shipping Details:	Freight charges will be added to final invoice
Payment Terms:	Net 30 Days
Expiration of Bid:	June 30, 2019

**Please reference quote# 85686 when placing your order.**

\*Discounts are applied to current retail prices at the time of order. Catalog prices are subject to change without notice. Discount applies only to products, not to shipping charges, and may not be combined with any other preferred pricing. Not applicable to closed orders and orders already in process. Excludes Brodart Books & Library Services Division. Some product category exclusions apply. Call for details. Products can be discontinued at any time. Substitutions meeting specifications may not be available. If an alternative is available, pricing quoted may need to be adjusted accordingly.



**Brodart Co.**

500 Arch Street, Williamsport, PA 17701

P: 800•233•8467 F: 570•651•1639

[www.brodart.com](http://www.brodart.com)

## Brodart Return Policy

At Brodart, your complete satisfaction is important to us. Within the first 30 days of receiving your product you become dissatisfied, please contact us to receive prompt friendly service.

An authorization must be received prior to returning any merchandise. Items listed as stocked, ships same day are returnable. Items shipping directly from the manufacturer require special approvals for return. You may wish to contact Brodart Customer Service prior to your purchase if you wish to validate the specific terms related to your ability to return these items. Custom products and furniture products manufactured to your specific instructions for stain, wood species plastics color and upholstery are considered custom. Brodart manufactured Furniture is considered custom and is therefore non-returnable unless received defective or damaged.

All returns must be in their **original** packaging and in **resalable** condition unless defective or damaged. Returns may be subject to restocking fees.

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**Books & Library Services**

500 Arch St., Williamsport, PA 17701

P: 800•233•8467

[www.brodartbooks.com](http://www.brodartbooks.com)

**Contract Furniture**

280 North Rd., McElhattan, PA 17748

P: 888•521•1884

[www.brodartfurniture.com](http://www.brodartfurniture.com)

**Supplies & Furnishings**

500 Arch St., Williamsport, PA 17701

P: 888•820•4377

[www.shopbrodart.com](http://www.shopbrodart.com)