

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: June 1, 2020

COMMODITY NAME: Library Supplies

CONTRACT NUMBER: MALiA 11-71500-02

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

1<sup>st</sup> Renewal: July 1, 2019 through June 30, 2020

2<sup>nd</sup> Renewal: July 1, 2020 through June 30, 2021

CONTRACTOR: **Brodart Co.**

500 Arch Street

Williamsport PA 17701

Contact: Erin Kennedy- Sales Rep

PH: 800-233-8467 ext. 6736 FX: 570-651-1639

Email: [Erin.Kennedy@brodart.com](mailto:Erin.Kennedy@brodart.com)

Email: [supplies.quotes@brodart.com](mailto:supplies.quotes@brodart.com)

Customer Serv: Susan Domino

PH: 800-233-8467 ext. 6144

Email: [bookscs@brodart.com](mailto:bookscs@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: Rachel Cuervo, P-Card Administrator/Buyer

Phone: 540-422-8353

[Rachel.Cuervo@fauquiercounty.gov](mailto:Rachel.Cuervo@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. Additional Contract Information: <http://malialibrary.org/brodart/>
7. Pricing: Please see following page: