

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 UPDATE**

1. DATE: June 6, 2016
2. COMMODITY NAME: HOME DEPOT
3. CONTRACT NUMBER: U.S. Communities # 11019
4. CONTRACT PERIOD: August 1, 2011 through July 31, 2017
5. RENEWAL OPTIONS: 0
6. CONTRACTOR: Home Depot  
VN: 632511 Alwington Blvd.  
Warrenton, VA 20186  
PH 540-878-2236  
FX 540-878-2261  
Contact Person: Pro Desk  
Website: www.homedepot.com
8. TERMS: Net 30 days
9. FOR FURTHER INFORMATION CONTACT: Colleen Keener, Senior Buyer  
PH (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 of services provided and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of service, 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: 0
6. Prices: Prices can be obtained from by:
  - (1) Calling (Ph:878-2236) the local store and speaking with someone at the Pro Desk, or
  - (2) Sending via fax (fax:878-2261) a price quote request to the Pro Desk, or
  - (3) Visit the store and determine what needs to be purchased and pricing would be the same as in the store.
  - (4) The pricing on the website is NOT your prices. If you think you are interested in establishing a large scale order process, contact Colleen Keener (540) 422-8350.
  - (5) Purchases of \$1,500 or more receive an additional 8% - 12% discount at time of purchase.

Note: We are not receiving a discount at the time of the purchase, unless item is \$1,500 or greater, however, we will receive everyday low retail pricing, volume pricing, and an annual volume rebate based on all the account numbers that have already been linked to the main account. Purchases cannot be made without a purchase order and purchase orders cannot be issued without a Home Depot account number for your department. If you are interested in establishing an account number, send [colleen.keener@fauquiercounty.gov](mailto:colleen.keener@fauquiercounty.gov) an email with the following information:

Department name, mailing address, phone number, fax number, contact person(s).

Rebate schedule is:

\$25K-100K = 1%

\$100K plus = 2%

This rebate schedule is a total of both county and school accounts together.