

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
**PROCUREMENT DIVISION**  
320 Hospital Drive, Suite 23  
Warrenton, Virginia 20186  
Phone: 540.422.8354 Fax: 540.422.8355

**NOTICE OF CONTRACT RENEWAL**

DATE: September 9, 2019

COMMODITY NAME: Vision Services

CONTRACT NUMBER: 12-20 smc (Sole Source SPED)

CONTRACT PERIOD: August 20, 2019 – August 19, 2020

RENEWAL OPTIONS: Two (2) One-Year Periods remaining

CONTRACTOR(s):  
V/N: 651375 Margaret Roth Inc.  
459 Albermarle Ave.  
Staunton, VA

TERMS: Net 45

DELIVERY: As scheduled

FOR FURTHER INFORMATION CONTACT: Susan R. Monaco, CPPO, CPPB, Mgr.  
Phone: 540.422-8348, [susan.monaco@fauquiercounty.gov](mailto:susan.monaco@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 (540) 422-8352.
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. **Pricing:**
  - A) Fees: \$90.00 per hours for services and any required associated meetings.  
\$45.00 per hour for travel to and from school location.
6. Renewals: Two (2) one (1) year renewal options on this contract; pending input from FCPS Special Education Department, a new solicitation will be released approximately ninety (90) days prior to the expiration of the current term.
7. Price Adjustments: Changes to the firm, fixed prices as stated herein will be negotiated only at the time of renewal, reference contract Section 3.7. All price increases must be approved by the contract administrator. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.