

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 UPDATE

DATE: May 22, 2015

COMMODITY NAME: Uniform Rental Service

CONTRACT NUMBER: 12-JLH-011C (US Communities Contract)

CONTRACT PERIOD: April 1, 2015 – March 31, 2017

RENEWALS: Two (2) two year periods

CONTRACTOR: CINTAS

9022 Euclid Avenue

V/N: 630775

Manassas, VA 20110

PH: 703-881-4370 FX: 703-881-4398

Chad Hedgepeth

hedgepethc@cintas.com

TERMS: Net 30 days

FOR FURTHER INFORMATION CONTACT: Jessica L. Wagler, Senior Buyer
Phone: 540.422.8354

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 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: Contact sales representative Chad Hedgepeth, cell: 540-905-9508 or hedgepethc@cintas.com.

*Additional detail and information regarding this U.S. Communities contract is available at the following link:

<http://www.uscommunities.org/suppliers/cintas/cintas-contract/>