

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

Procurement Division

320 Hospital Drive Ste. 23

Warrenton, VA 20186

Phone: (540) 422-8353

Fax: (540) 422-8355

**NOTICE OF CONTRACT AWARD**

DATE: June 24, 2021

COMMODITY NAME: OFFICE SUPPLY CATALOG SOLUTIONS

CONTRACT NUMBER: 012320-SCC (Sourcewell)

CONTRACT PERIOD: August 1, 2020 – April 6, 2025

RENEWALS REMAINING: Option to renew for one (1) additional one-year optional extension period.

CONTRACTOR: Staples

CONTACT: FCPS Contact:  
Brianna Woznicki  
Business Development  
Washington, DC  
570-401-5494  
[brianna.woznicki@staples.com](mailto:brianna.woznicki@staples.com)

FC Contact:  
Donna Heiser  
Account Manager  
407-475-4158  
[Donna.Heiser@Staples.com](mailto:Donna.Heiser@Staples.com)

Customer Service Phone: 800-622-1147

VENDOR NUMBER: 637887

TERMS: Net 30

DELIVERY: F.O.B. Destination

FOR FURTHER INFORMATION CONTACT: Rachel Cuervo, P-Card Administrator/Buyer  
PH (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 goods and 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. Account: Create a new account or link your existing account from the following: **StaplesAdvantage.com**
3. Blanket Purchase Order: Blanket Purchase Orders may be issued to cover purchases during the fiscal year to expedite the order under this contract. If using a P-Card PO is not necessary as P-Card purchases do not draw down on POs.
4. The contract number, department number, vendor number, total dollar amount, contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
5. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
6. 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 email, fax or courier.
7. Catalogs: Catalogs are available online at StaplesAdvantage.com - Business Account. Our account managers are listed above per County and Schools. You may also call Rachel Cuervo 422-8353 in Procurement for assistance. If you wish to be set up for internet ordering contact Rachel Cuervo or the appropriate sales representative and they will provide you with a user name and password for ordering directly to your location.