

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: January 25, 2022

COMMODITY NAME: Furniture, Installation and Related Services

CONTRACT NUMBER: 2020000604 Omnia SitOnIt Seating

CONTRACT PERIOD: January 1, 2020 – December 31, 2024

RENEWALS REMAINING: Option to renew for two (2) additional one-year periods.

CONTRACTOR: SitOnIt Seating
,
c/o Miller's Supplies at Work
200 Oak Street
Muscatine, IA, 52761

CONTACT: Elizabeth Killmer, Account Executive
161 Commonwealth Ct, Winchester, VA 22602
C: 540-336-6842 | P: 540-662-1824 x 4487

VENDOR NUMBER:

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

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. Purchase Order: Purchase Order template is attached. See below.
3. 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.
4. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
5. 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.
6. Catalogs: Catalogs are available online at [SitOnIt Seating Digital Catalog](#). Our account manager is listed above. For quotes reach out to Elizabeth Killmer directly. You may also call Rachel Cuervo 540-422-8353 in Procurement for assistance.



SEP 29 2021

Make Your PO Out As Follows:

VENDOR

Furniture Brand
c/o Millers Supplies at Work
200 Oak Street
Muscatine, IA.
52761

DESCRIPTION

QUOTE 1234-1 Dated 8/31/2021	
1 Lot **Brand** Office Furniture	\$1,234.56
Per Attached Hon Spec Sheet 1234	
Reference Omnia Contract R191804	
Sales Tax	None
Freight	None
Installation	\$123.45
TOTAL	\$1,358.01

SHIP TO ADDRESS

Millers Supplies at Work
8600 Cinder Bed Rd
Lorton, VA. 22079

BILL TO ADDRESS

Your Address
Your Name/Phone#