

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION

320 Hospital Drive, Suite 23
Warrenton, Virginia 20186
Phone: 540-422-8353 Fax: 540-422-8355

NOTICE OF CONTRACT RENEWAL

DATE: October 11, 2018

COMMODITY NAME: Graphic Art Design & Layout, Parks & Recreation

CONTRACT NUMBER: 25-18tpc

SUPERCEDES: 43-16smc

CONTRACT PERIOD: November 1, 2017 through October 31, 2018
1st Renewal: November 1, 2018 through October 31, 2019

RENEWAL OPTIONS: Four (4) additional one-year renewals

CONTRACTOR: Iconograph LLC
VN: 650265 1766 Scottsville Road
Charlottesville, VA 22902
Phone: 804-874-2484
Fax: 434-295-1926
E-mail: brittney@iconograph.com

TERMS: 45 Days

DELIVERY: See contract details

FOR FURTHER INFORMATION CONTACT: Tomeka Price, VCA
Phone: 540-422-8353

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: Unit prices for each service provided under this contract are listed on the next page. All pricing includes freight and all charges that may be incurred in fulfilling the terms of this contract unless otherwise noted.
6. Renewals: As stated on the face of this notice, there are three (3) one-year renewals remaining on this contract. Renewals will be requested by the contract officer, with input requested from the using departments, approximately ninety days in advance of the expiration date of the current term.
7. Price Adjustments: Changes to prices will be negotiated as specified in Section 6.5 of the contract documents, during the contract renewal period. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.

**Contract # 25-18tpc
Graphic Art Design/Layout, Parks & Recreation**

Firm, Fixed price for the Goods & Services as described in RFP 25-18tp and listed below:

Per page cost for Magazine format, 8 ½" X 11" page size, image size approximately 8" X 10 ½"

Graphics only, for each page-size publication noted below:

24 Pages \$ 30.00

32 Pages \$ 30.00

48 Pages \$ 26.00

Each additional eight (8) pages: \$200.00

Other Costs: Hourly rate for Graphics Design/Layout personnel required for updates beyond Owner acceptance of final products and other work as required including development of Parks & Recreation promotional materials and projects (please note Personnel position with hourly rates and any other potential rates/costs associated with a Graphics Design/Layout contract):

Brittney Butler, Creative Director \$120.00

Tanner Schreiber-May, Designer \$75.00