

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION

320 Hospital Drive, Suite 23
Warrenton, Virginia 20186

Phone: 540.422.8350

Fax: 540.422.8355

NOTICE OF VENDOR DISCOUNT

DATE: July 27, 2015

COMMODITY NAME: Local Vendor Discount Program

CONTRACT NUMBER: 30-16ck-BROD

CONTRACT PERIOD: July 1, 2015 through June 30, 2016

RENEWAL OPTIONS: Yearly

CONTRACTOR(s): **Brodart Supplies & Furnishings**
500 Arch Street
Williamsport PA 17701
Ph: 888-820-4377 Fax: 800-578-1064
Contact: Emilee Snook
Email: supplies.quotes@brodart.com

TERMS: Net 30 days

DELIVERY: 7 to 10 days ARO of in-stock items

FOR FURTHER INFORMATION CONTACT: Colleen Keener, Senior Buyer
Phone: 540.422.8350
colleen.keener@fauquiercounty.gov

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a discount offered by the vendor. No single purchase/service shall exceed \$5,000 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 Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via email, fax or courier.
5. Ordering:
Purchase orders must reference quote # 83551 to receive discounts.
6. Pricing: Please see below.



Library Supplies & Furnishings

500 Arch Street, Williamsport, PA 17701

Sales & Service: 888.820.4377 - Order, Fax: 800.283.6087 or 570.326.2461

Bids & Quotes: 888.820.4377 - Order, Fax: 800.578.1064 or Email: supplies.quotes@brodart.com

Visit us online at www.shopbrodart.com

BRODART SUPPLIES & FURNISHINGS

Since 1939 Brodart has been perfecting the product and service mix to provide solutions for the ever changing needs of libraries and educational institutions. From the inception our legacy Book Jacket Cover grew a robust and multifaceted business with product and service offerings in the areas of Library Books, Supplies and Furniture. The Brodart Supplies and Furnishing Division product assortment is jam-packed with more than 50,000 items for libraries, schools, universities and more to support the evolving needs of libraries and educational spaces. Shop the annual catalog or shop online 24 hours a day!

BID TERMS AND CONDITIONS

LIBRARY, AUDIOVISUAL & ARCHIVAL SUPPLIES	
Product Discount:	25%* on Book Jacket Covers; 20%* on All Other Library Supplies
Shipping Discount:	Free shipping on stocked consumable supply orders over \$100.00
Delivery Terms:	7 to 10 days after receipt of order of in-stock items
Shipping Details:	Orders placed by 2:00 pm EST for in-stock items ship same day Orders ship regular UPS ground service
FURNITURE & EQUIPMENT	
Product Discount:	15%* <i>Full Line Catalog Discount</i>
Shipping Discount:	N/A
Delivery Terms:	Approximately 4 to 6 weeks after receipt of order
Shipping Details:	Freight charges will be added to final invoice
Payment Terms:	Net 30 Days
Expiration of Bid:	6/30/16

Please Reference Quote# 83551 when placing your order.

*Discounts are derived from current catalog and online retail prices at the time of order. Retail prices renew annually, January, 1st. Discount applies only to products, not to shipping charges, and may not be combined with any other preferred pricing. Not applicable to closed orders and orders already in process. Excludes Brodart Books & Library Services Division. Some product category exclusions apply. Call for details.