

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: August 4, 2015

COMMODITY NAME: Local Vendor Discount Program

CONTRACT NUMBER: 30-16ck-NBG

SUPERSEDES: 01-11bwc-NBG

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

RENEWAL OPTIONS: Yearly

CONTRACTOR(s): **New Baltimore Garage**  
VN: 5340 Lee Highway  
Warrenton, VA 20187  
Phone: 540-347-1993(office) Fax: 540-349-2349  
Email: harold@newbaltimoreinternational.com  
Contact: Harold Douglas- Parts Manager

TERMS: Net 45 days

DELIVERY: As Needed

FOR FURTHER INFORMATION CONTACT: Colleen Keener, Senior Buyer  
Phone: 540.422.8350

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. **Pricing:**

International Parts: Four percent (4%) Discount off National Fleet Price

International Labor: \$90/hr. Service and Bodywork

No charge for delivery.