

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: November 9, 2015

COMMODITY NAME: Local Vendor Discount Program

CONTRACT NUMBER: 30-16ck-RCS

CONTRACT PERIOD: November 4, 2015 through June 30, 2016

RENEWAL OPTIONS: Yearly

CONTRACTOR(s): **RCS Fleet Services, Inc.**
10210 Marsh Road
Bealeton, VA 22712
Phone: 540-439-2875 Fax: 540-439-9239
Contact: Terry Utterback Cell: 540-326-6440

TERMS: Net 45 days

DELIVERY: As Needed

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. **Discount:**
 - A. Automotive Maintenance & Mechanical Services:
Ten percent (10%) Off Parts & Labor
 - B. Full Service Tire Dealer: Ten percent (10%) Off Parts & Labor
 - C. Heavy-Duty Diesel Mechanical & Maintenance:
Ten percent (10%) Off Parts & Labor
 - D. No charge for delivery (Within Fauquier County).