

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8352

Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

1. DATE: September 24, 2018
2. COMMODITY NAME: Pre-Employment Polygraph Services
3. CONTRACT NUMBER: 30-18emc
4. SUPERCEDES: 67-13smc
5. CONTRACT PERIOD: October 11, 2017 – October 10, 2018
1st RENEWAL: October 11, 2018 – October 10, 2019
6. RENEWAL OPTIONS: Four (4) one year renewals
7. CONSULTANT: Commonwealth Polygraph Services, LLC
FCG&PS VN: 641550
(Contact person: Mr. Richard P. MacWelch, Jr.)
6121 James Madison Hwy. PO Box 3071
Warrenton, VA 20188
PH (540) 219-9382 E-mail : Truthorlie1@aol.com
8. TERMS: Net 45 days
9. FOR FURTHER INFORMATION CONTACT: Ellen Mayhugh, Junior Buyer
540-422-8352

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 & Firm use.
3. Inspection of services performed and approval of Contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of 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. Renewals: As stated on the face of this notice, there are four (4) additional one (1) year renewals on this contract.

6. Pricing Schedule:

Polygraph Testing and Reporting per contract, unit price per: \$ 170.00

**Cancellation fee if minimum twelve hour (12) hour notice is not given:
\$ 25.00**

7. Use of Contract by Other Political Jurisdictions: This clause is contained in FB 30-18em which became the contract. This contract may therefore be extended to Northern Virginia, Metropolitan Washington Council of Governments jurisdictions and other jurisdictions and Political Subdivisions of the Commonwealth of Virginia with the authorization of the Contractor. FCG&PS acts only as the “Contracting Agent” for our jurisdiction.