

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540-422-8348

Fax: 540-422-8355

**NOTICE OF CONTRACT AWARD**

DATE: December 31, 2015

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

CONTRACT NUMBER: 43-16smc

SUPERCEDES: 70-12smc

CONTRACT PERIOD: December 31, 2015 through November 3, 2017

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

CONTRACTOR: Lesley Wood  
VN: 649138 105 Rolling Hills Lane  
Scottsville, VA 24590  
Phone 434-962-4862  
E-mail: [Design1Virginia@gmail.com](mailto:Design1Virginia@gmail.com)

TERMS: 45 Days

DELIVERY: See contract details

FOR FURTHER INFORMATION CONTACT: Susan R. Monaco, CPPO, CPPB  
Phone: 540-422-8348

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 four (4) 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 # 43-16smc**  
**Graphic Art Design/Layout, Parks & Recreation**

**Firm, Fixed price for the Goods & Services as described in RFP 43-16sm 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 \$ 41.00

32 Pages \$ 38.00

48 Pages \$ 36.00

Each additional eight (8) pages: \$ 32.00/page or, \$256.00/8 pages

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):

Lesley Wood, hourly rate: \$ 50.00; per page pricing above includes three (3) revisions, after the third revision, the hourly rate of \$50 applies.

Other Costs: Updates, \$35.00/hour; Digital Publication Service Provider Fee: Bluetoad.com @ \$5.25/page, per RFP.