

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

1. DATE: March 30, 2015
2. COMMODITY NAME: Legislative Consulting Services
3. CONTRACT NUMBER: 62-11smc
4. SUPERCEDES: 48-10smc
5. CONTRACT PERIOD: July 1, 2015 through June 30, 2016
6. RENEWAL OPTIONS: There are no remaining renewals
7. CONSULTANT: Eldon James & Associates, Incorporated
VN 637532
10436 Hudson Road, PO Box 470
King George, VA 22485-0470
PH (540) 775-5422 FX (540) 775-0179
Contact Person: Mr. Eldon James
8. TERMS: Net 45 (see Fee Schedule for payment info)
9. CONTACT: Susan R. Monaco, CPPO, CPPB
PH (540) 422-8348
10. 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 & Consultant use.
3. Scheduling of services, inspection upon completion and approval of Consultant’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 Consultant. All complaints must be submitted in writing and can be forwarded to Procurement via fax, courier or e-mail.
5. Renewals: As stated on the face of this notice, there are no remaining renewals on this contract.
6. Use of Contract by Other Political Jurisdictions: This clause is contained in RFP# 62-11sm, 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 Consultant. FCG&PS acts only as the “Contracting Agent” for these jurisdictions and political subdivisions.

Legislative Consulting Services
Contract #62-11smc

Fee Schedule, effective July 1, 2015:

Fixed Fee for the Legislative Session, December 1 through April 30:

\$ 13,315.20, paid in five (5) monthly installments of \$ 2,663.04 each beginning December 1st

Fixed Fee for the Non-Legislative Period, May 1 through November 30:

\$ 11,773.37, paid in seven (7) monthly installments of \$ 1,681.91 each, beginning May 1st

Note: Non-Legislative period assumes a total of 115 hours of legislative liaison services. Services over and above the 115 hour limit will be billed at the hourly rate of **\$102.42**.