

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

DATE: April 5, 2018

COMMODITY NAME: Legislative Consulting Services

CONTRACT NUMBER: 83-16smc

CONTRACT PERIOD: July 1, 2016 through June 30, 2017

Renewal #1: July 1, 2017 through June 30, 2018

Renewal #2: July 1, 2018 through June 30, 2019

RENEWAL OPTIONS: Four (4) one-year renewals

CONSULTANT: Eldon James & Associates, Incorporated

VN 637532 24 East Cary Street Suite 100

Richmond, VA 23219

PH (540) 907-2008 FX (804) 644-5640

Contact Person: Mr. Eldon James

E-mail: ejames7@me.com

TERMS: Net 45 (see Fee Schedule for payment info)

CONTACT: Susan R. Monaco, CPPO, CPPB

PH (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 & 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 four (4) one-year renewals; renewal notice will be given approximately sixty (60) days prior to the expiration of the current contract term. Pricing may only be adjusted during the renewal period, using CPI-U, Other Services.
6. ***Pricing: July 1, 2018 – June 30, 2019, annual fee: \$ 27,167.24, payable in monthly installments of \$2,264.02. \$108.05/hour rate applies to any legislative liaison services over 250 hours per contract period.***
7. Use of Contract by Other Political Jurisdictions: This clause is contained in RFP 83-16sm, 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.