

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8350

Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

1. DATE: July 13, 2016
2. COMMODITY NAME: Produce Products
3. CONTRACT NUMBER: ACPS Contract # 2015189 (For SFB Coop-PG)
RFP# 13-13-072
4. CONTRACT PERIOD: April 1, 2014 through July 8, 2014
1st renewal: July 9, 2014 through July 8, 2015
2nd renewal: July 9, 2015 through July 8, 2016
3rd renewal: July 9, 2016 through July 8, 2017
5. RENEWAL OPTIONS: Four (4) one-year renewals
6. CONTRACTOR: Coastal Sunbelt Produce
8704 Bollman Place
Savage, MD 20763
301-335-5235
jmcwhorter@coastalsunbelt.com
8. TERMS: Net 30 days after receipt of electronic statement
9. DELIVERY: Tuesday weekly F.O.B. Destination
10. FOR FURTHER INFORMATION CONTACT: Colleen Keener, Senior Buyer
PH (540) 422-8350
colleen.keener@fauquiercounty.gov
11. 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 (540422-8351 or 8352). A Blanket Purchase Order may be utilized, with internal release numbers, for user convenience.
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. The Contractor shall issue credit due for unsatisfactory/poor product with user representatives.
4. Any complaints pertaining to the contract 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 email, fax or courier.
5. Pricing: See price listing in Procurement Office
6. Renewals: As stated on the face of this notice, four (4) one-year renewals are available for this contract. Renewal notices will be issued, with the review and approval of using departments, approximately sixty days in advance of the expiration date of the current term.
7. Price Adjustments: Changes to prices will be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.