

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
FINANCE DEPARTMENT, PROCUREMENT DIVISION
320 Hospital Drive Ste. 23
Warrenton, Virginia 20186
Phone: (540) 422-8354 Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

1. DATE: May 9, 2018
2. COMMODITY NAME: Airport Fuel System Maintenance
3. CONTRACT NUMBERS: FB# 26-14sh
4. CONTRACT PERIOD: February 21, 2018 through February 20, 2019
5. Renewal Options: Four (4) One (1) year renewal options
Renewal #1 February 21, 2015 through February 20, 2016
Renewal #2 February 21, 2016 through February 20, 2017
Renewal #3 February 21, 2017 through February 20, 2018
Renewal #4 February 21, 2018 through February 20, 2019
6. CONTRACTORS: Bruce P. Murdock, Inc
28 Thomas Ave, Baltimore, MD 21225
410.789.7000
Timothy Murdock
mrtflow@aol.com
7. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB, Senior Buyer
PH (540) 422-8354
Kathy.Stanley@fauquiercounty.gov

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 Using Departments must order services listed by issuing a Purchase Orders per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.

2. **Types of Project Orders:**

Lump Sum Fee Project Orders: Lump sum fees shall be negotiated individually for each project and issued as a separate Purchase Order (pricing shall be based on the attached hourly fee schedule).

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Firm cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Firm shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Firm's billing request.

3. Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications which shall be added to or deducted from the total contract amount.
 - B. The written modification shall direct the Firm to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefor. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.
4. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify.
 5. Approval of Firm's invoice is the responsibility of the receiving using department.
 6. Any complaint as to quality of services or violation of contract provisions by the Firm shall be reported to the Procurement Division for handling with the Firm. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
 7. Price Adjustments: Contract prices shall remain firm for the award year. Prices may 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.

FAUQUIER COUNTY
Contract # FB26-14shc
Airport Fuel System Maintenance

Fuel System Maintenance Pricing:

Bi-Annual inspection including reports:	\$1898.00
Discount off list for filters	N/A
Discount off list for pumps:	N/A
Hourly rate for normal working hours:	\$85.00
Hourly rate for emergency service calls:	\$127.50

Please provide any additional parts/component discounts offered:

All repair parts are billed at cost + 20%

Fauquier County to provide filters for trucks and fuel farm

Emergency contact phone number: 410.798.7000

Location of closest service representative for our account: Baltimore, MD

In order to address site visits that are outside of the contract scope of the Bi-Annual Inspections, the following fee schedule is approved for the new contract term as stated below.

Travel time per site visit is not part of the Bi-Annual Inspection service to be billed at a rate of **\$95.00 per man hour Portal to Portal**. And mileage shall be billed at a rate of **\$0.65 per mile**

In the event that an overnight stay is deemed necessary to perform the required repairs, not part of the Bi-Annual inspections, Per Diem charges shall be billed in accordance with the Current Count Policy which is defined below

Meals: Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$23.00

Lodging: Government or conference rate, whichever is lower, plus applicable taxes

Clarifications:

Para. 2.1.4: Contractor to respond via phone call or email to Owner within 8 hours of Owner's request for emergency service. Contractor to provide definitive schedule for appropriate onsite response to the emergency situation to the satisfaction of the Owner.

Para. 2.1.5: It is understood that these items will be serviced as needed and at the unit rates defined above.