

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 422-8350

Fax: (540) 422-8355

**NOTICE OF CONTRACT RENEWAL**

1. DATE: September 7, 2020
2. COMMODITY NAME: Mulch, Wood Installation for Playgrounds
3. CONTRACT NUMBER: Riding FFX 4400007294
4. CONTRACT PERIOD: Date of Award through August 31, 2019  
1<sup>st</sup> Renewal: September 1, 2019 through August 31, 2020  
2<sup>nd</sup> Renewal: September 1, 2020 through August 31, 2021
5. RENEWAL OPTIONS: Three (3), one (1) year renewal options
6. CONTRACTOR: JK Enterprise Landscape Supply, LLC  
VN: 639739  
P.O. Box 80  
Clifton, VA 20124  
PH 703-352-1858 Fax 571-261-1095  
Email: [jake@lumberjake.com](mailto:jake@lumberjake.com)  
Jake Klitenic
7. TERMS: Net 30 Days
8. DELIVERY: F.O.B. Destination
9. FOR FURTHER INFORMATION CONTACT: Colleen Keener, CPPB, CPCP, VCO, VCA  
Senior Buyer  
PH (540) 422-8350  
[Colleen.keener@fauquiercounty.gov](mailto:Colleen.keener@fauquiercounty.gov)
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 & Contractor use.
3. Inspection on completion of services, 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 email, fax or courier.
5. Renewals: Three (3) additional one (1) year renewal options.