

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

DATE: May 4, 2017

COMMODITY NAME: School Instructional, Arts, Crafts Supplies

CONTRACT NUMBER: QQ-01789D-B- Loudoun County

CONTRACT PERIOD: June 15, 2016 through June 14, 2017

Renewed: June 15, 2017 through June 14, 2018

RENEWALS: No additional renewals remaining on this contract

CONTRACTOR: Kurtz Bros.

400 Reed Street,

PO Box 392

Clearfield, PA 16830-0392

PH: 800-252-3811

FX: 814-765-8690

Rep: Kurt Murray

PH: 800-252-3811 Ext. 2643

PH: 540-786-7011

PRICING: 35% Percentage Discount on current catalog excluding furniture. www.kurtzbros.com

Call to receive discount on furniture & equipment quote. Furniture will have shipping charges.

TERMS: Net 30 Days

FOB Destination

DELIVERY: Free Shipping on all orders over \$50.00 on instructional supplies. Inside Delivery.

FOR FURTHER INFORMATION CONTACT: Colleen Keener, Senior Buyer
Phone: 540-422-8350

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 delivery 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. **Pricing: 35% discount off of the current catalog. Kurt Murray will come to the schools and deliver the most recent catalog with the new market basket. On-line ordering is available; please contact him to set up your account. Furniture items need to be quoted, please call, Kurt Murray, before purchase order is typed up and sent to Procurement.**