

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8353

Fax: (540) 422-8355

NOTICE OF CONTRACT AWARD

1. DATE: November 30, 2017
2. COMMODITY NAME: Educational, Classroom, Miscellaneous Support Furniture and Related Products and Services
3. CONTRACT NUMBER: R-TC-18004 (US Communities – PWCPs)
4. CONTRACT PERIOD: November 1, 2017 through December 31, 2022
5. RENEWAL OPTIONS: Two (2) two (2) years renewals options
6. CONTRACTOR: Virco, Inc.
V#640049
310 High Street
Bridgewater, VA 22812
Attn: Danny Harding, Territory Sales Manager
dannyharding@virco.com
PH (540) 435-7382
FX (800) 396-8232
8. TERMS: Net 30 days
9. DELIVERY:
 - A. **Equipment for Educators Catalog:** Includes thousands of SKU's that will ship four (4) to six (6) weeks after receipt of order, except for July and August, when lead-times can extend to six (6) to eight (8) weeks;
 - B. **Classroom Basics:** Over 3,000 SKU's that are guaranteed to ship in two (2) to three (3) weeks, after receipt of order except July and August when lead-times can extend to four (4) weeks;
 - C. **Quick Ship:** Over 200 SKU's that are guaranteed to ship in 72 hours after receipt of order. To receive QS lead-times, purchase orders must contain QS products.
10. FOR FURTHER INFORMATION CONTACT: Tomeka Price
PH (540) 422-8353
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 (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. Scheduling of services, inspection upon services rendered, 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 fax or courier.
5. Renewals: As stated on the face of this notice, two (3) additional two (2) year renewals exist on this contract.
6. Pricing: In accordance with applicable percentage discounts by Zone 3 (see below).
7. 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 commodities listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

HOW TO CALCULATE YOUR PRICING:

Start with your first column net price (\$0 - \$2,500) to identify all the model numbers you wish to purchase, and multiply the price of each model by the number of units you wish to purchase. This will give you the total value of your order. Then, use this total to identify the proper discount column you will use to obtain the correct net delivered price for each model you will purchase.

Please note: This is also the proper method to identify the correct price for orders that may require inside delivery or full service.

Example:

A customer wishes to purchase 300 - model 2018 chairs, tailgate (see page 2).

The 1st column (\$0-\$2,500) is **\$38.88** per unit.

300 chairs x **\$38.88** = \$11,664.00

This order would qualify for column 3 (\$7,501-\$15,000) discount pricing, which is **\$34.02** per chair.

In the event the customer would like to have inside delivery or full service, they would qualify because the order exceeds \$2,501.

For inside delivery or full service, you must first calculate your order using the **net** prices for Tailgate Delivery to make sure you qualify for these services.

To calculate for inside delivery or full service, please use the proper discount from the List Price column.

Example: For inside delivery: \$108.00 (List Price) - 65.5% (Column 3, \$7,501-\$15,000) = **\$37.26**

Example: For full service: \$108.00 (List Price) - 62.0% (Column 3, \$7,501-\$15,000) = **\$41.04**

Net prices shown reflect tailgate delivered prices based on the following discounts from the 2017 F.O.B. Factory Virco Equipment for Educators™ List Price price list:

Customers using US Communities are entitled to discounts based on net volume. The proper way to determine the correct pricing column for a given order is as follows:

| Manufacturer's Name | | Percentage Discount for Manufacturer's Price List by Dollar Volume | | | |
|---|----------|--|---|--------------------------------------|---|
| | | NET ORDER SIZE | STANDARD DELIVERY (Delivered Tailgate) | INSIDE DELIVERY (No Installation) | FULL SERVICE (Delivered & Installed) |
| VIRCO INC. ZONE 3 MN, NE, IA, WI, PA, WV, VA | Column 1 | \$0 to \$2,500 | 64.0% | N/A | N/A |
| | Column 2 | \$2,501 to \$7,500 | 65.0% | 61.5% | 56.0% |
| | Column 3 | \$7,501 to \$15,000 | 68.5% | 65.5% | 62.0% |
| | Column 4 | \$15,001 to \$30,000 | 70.5% | 67.5% | 65.0% |
| | Column 5 | \$30,001 to \$100,000 | 71.5% | 68.5% | 66.0% |
| | Column 6 | \$100,001 to \$250,000 | 71.5% | 68.5% | 67.0% |
| | | \$250,001 and up negotiated | | | |