

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540-422-8353

Fax: 540-422-8355

**NOTICE OF CONTRACT RENEWAL**

DATE: September 20, 2017

COMMODITY NAME: School - Instructional Supplies

CONTRACT NUMBER: R15087, Loudoun County Public Schools

CONTRACT PERIOD: Thru September 30, 2017  
Renewal #1: October 1, 2017 through September 30, 2018

RENEWALS: Three (3)

CONTRACTOR: School Specialty  
VEN# 630297 PO Box 1579  
Appleton, WI 54912-1579

Account Manager (Sales): Glenn Kennington  
Email: [Glenn.Kennington@schoolspecialty.com](mailto:Glenn.Kennington@schoolspecialty.com)  
Office: 301-216-2181 Cell: 240-304-6677  
Fax: 888-388-6344 (for ordering)

Customer Service: Dawn Moericke  
Office: 888-388-3224, option 7

PRICING: Catalog Price Less 35% on 9 prefix items in the current School Specialty catalogs listed below\*

Catalog Price Less 10% on 6, 7, 8 prefix items in the current School Specialty catalogs listed below\*

2016 School Specialty Education Essentials Catalog  
2016 School Specialty Art Education Catalog *I*SAX  
2016 School Specialty Special Needs Catalog *I*Abilitations  
2016 School Specialty Physical Education & Recreation  
Catalog *I*Sportime  
2016 School Specialty Early Childhood Catalog *I*Childcraft  
2016 School Specialty Career & Technical Education *I*Brodhead Garrett

\*(These catalogs may contain a limited number of items that are listed as "Net Price" and these Items are not eligible for any discounts. Also excluded is any catalog that bears notation: no other discounts apply)

TERMS: 30 Days

DELIVERY: Free Shipping on all orders over \$49.00 (7 & 9 prefix items).  
Inside Delivery.

FOR FURTHER INFORMATION CONTACT: Tomeka Price, Senior Buyer  
Phone: 540-422-8353

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 rest 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) 422-8352 or 8351.
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 fax or courier.
5. Pricing: 35% discount off of the current catalog. Glenn Kennington will come to the schools and deliver the most recent catalog with the new market basket. On-line ordering is available and preferred; please contact him to set you up.