

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8351

Fax: (540) 422-8355

**NOTICE OF CONTRACT RENEWAL**

1. DATE: February 3, 2025
2. COMMODITY NAME: Printing and Mailing Services of Bills, Declarations and Notices
3. CONTRACT NUMBER: 40-23RCC
4. CONTRACT PERIOD: February 14, 2023, through February 13, 2024  
Renewal 1 February 14, 2024, through February 13, 2025  
Renewal 2 February 14, 2025, through February 13, 2026
5. RENEWAL OPTIONS: Four (4) one-year renewal options
6. CONTRACTOR: BMS Direct Incorporated  
VN: 644186  
37 Millrace Drive  
Lynchburg, VA 24502  
Attn: Byrrl Sheppard  
Direct: (434) 485-7477  
Mobile: (434) 420-9017  
[Byrrl.Sheppard@bmsdirectinc.com](mailto:Byrrl.Sheppard@bmsdirectinc.com)
7. TERMS: Net 45 days
8. F.O.B.: Destination
9. FOR FURTHER INFORMATION CONTACT: Andy Johnson  
Procurement Officer I  
[andy.johnson.fin@fauquiercounty.gov](mailto:andy.johnson.fin@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) 422-8353. A Blanket Purchase Order may be utilized, with internal release numbers, for user convenience.
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. The Contractor shall issue credit due for unsatisfactory/poor product with user representatives.
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: Unit prices for each service provided under this contract are listed on the next page. All pricing includes freight and all charges that may be incurred in fulfilling the terms of this contract.
6. Renewals: Four (4) one-year renewal options.

**PROPOSAL PRICING SHEET, RFP 40-23RC, Printing and Mailing Services, Bills, Declarations and Notices**

Initial design charge, per side, \$No Charge for existing forms / 250.00 for new forms— No changes  
Major form revision charge \$125.00 / Hour— No changes (Redesign to include programming changes.) Minor form revision charge \$No Charge (Date changes and sentence modification not requiring significant programming changes.)  
Initial file set-up charge \$NA (if applicable)

**CONTRACTOR SERVICES (NOT TO INCLUDE POSTAGE)**

**DEFINITION OF A PACKET: PACKET TO INCLUDE A #10 WINDOW ENVELOPE WITH FORM AND A STANDARD #9 RETURN WINDOW ENVELOPE - STUFFED AND READY FOR MAILING PER THE SPECIFICATIONS IN SECTION THREE OF THIS RFP.**

\$0.00 Set-up charge for each live file sent with less than N/A records  
\$ 57.04 Set up charge for custom printing on the envelope

**Cost per Bill, Declaration and Notice packet**

~~0.1257~~ ~~\$0.1244~~ Per packet (simplex 8 1/2 x 11, standard envelopes and services) With secure billing envelopes \$0.12  
~~0.1257~~ ~~\$0.1244~~ Per packet (duplex, 8 1/2 x 11 standard envelopes and services) With secure billing envelopes \$0.12  
~~0.1257~~ ~~\$0.1244~~ Per packet (simplex, 8 1/2 x 14, standard envelopes and services) With secure billing envelopes \$0.12  
~~0.1257~~ ~~\$0.1244~~ Per packet (duplex, 8 1/2 x 14, standard envelopes and services) With secure billing envelopes \$0.12  
\$No Charge Special Pulls/Unqualified

**SPECIAL SERVICES**

\$2.50 Per 1000 records or \$50.00 flat fee minimum for NCOA services – No changes  
\$31.11 Fee, if any, per project for delivery to Post Office  
~~0.0626~~ ~~\$0.062~~ Per duplicate notice/bill/declaration  
~~0.0626~~ ~~\$0.062~~ Additional per multi Bills, Declarations and Notices  
\$0.104 Per 10 x 13 window envelope (Multies)  
\$0.007 Insertion charge per insert, other than normal documents and payment envelopes.  
~~0.0546~~ ~~\$0.054~~ Per Insert (simplex 8 1/2 x 11) \$0.0525 Per Insert (duplex 8 1/2 x 11)  
~~0.0366~~ ~~\$0.036~~ Per Insert (simplex 1/3- 8 1/2 x 11) \$0.035 Per Insert (duplex 1/3-8 1/2 x 11)

**POST CARD PRINTING AND MAILING**

\$85.00 Set up Charge for Post card – No changes  
\$95.00 Per 1,000 post card stock (duplex 6"x 9") addressed and ready for mailing per specification section in Sec 3. – No changes

**OTHER OPTIONAL SERVICES (UPLOAD ADDITIONAL PAGES IF REQUIRED)**

Job Setup applied to each project: \$57.04  
Delivery to USPS: \$33.18 (when multiple orders are delivered at the same time, the charge will not exceed \$33.18)  
Folding / Cutting of inserts if required: \$7.00/1000—  
No changes  
Custom Printing on Envelopes: \$20.00 / 1000— No changes  
Indexed PDF File: \$No Charge  
Downloadable Return Receipt file: \$50.00 / occurrence— No changes