



PROCUREMENT DEPARTMENT
Fauquier County Government & Public Schools
 320 Hospital Drive, Suite 23
 Warrenton, VA 20186-3037
procurement@fauquiercounty.gov



Phone (540) 422-8352

Fax (540) 422-8355

Date: 2/2/26
Contract No.: 40-23rcc
Contract Title: Printing and Mailing Services of Bills, Declarations and Notices
Modification No.: 003

Contract Modification:

This Supplemental Agreement is entered into pursuant to the provision of the basic contract.

1. Fauquier County Government wishes to exercise its option to renew the above referenced contract for a (1) one-year period. The renewal period will be from **February 14, 2026, through February 13, 2027**. This is the third of four (4) one-year renewal options.
2. Contract price increase of 2.7 % as allowed by Contract, pricing sheet attached effective February 2, 2026.

It is understood and agreed that except as provided herein, all terms, conditions and prices remain the same during the renewed contract period. If this renewal is agreeable with **BMS Direct Incorporated**, please sign below and return to this office immediately.

	BMS Direct Incorporated		Fauquier County Government, a political subdivision of the Commonwealth of Virginia
By:	<i>[Signature]</i>	By:	<i>[Signature]</i>
Title:	<i>Chief Administrative Officer</i>	Title:	Director of Procurement
Date:	<i>2/10/26</i>	Date:	<i>2/10/2026</i>



February 2, 2026

Client Information

Client Name: Fauquier County Government & Public Schools

Contract No: 40-23rcc, Printing and Mailing Services of Bills, Declarations and Notices

Effective Date of New Pricing: February 14, 2026

This is the third of (4) one-year renewal options available.

Pricing Schedule

Initial design charge, per side, **\$256.75 (NEW FORMS)**

Major form revision charge **\$128.38/Hour** (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 \$ N/A (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 RFP 40-23RC.

\$0.00- N/A Set-up charge for each live file sent with less than __ records

\$58.58 Set up charge for custom printing on the envelope

Cost per Bill, Declaration and Notice packet

\$.129 Per packet (simplex 8 ½ x 11, standard envelopes and services) With secure billing envelopes **\$.129**

\$.129 Per packet (duplex, 8 ½ x 11 standard envelopes and services) With secure billing envelopes **\$.129**

\$.129 Per packet (simplex, 8 ½ x 14, standard envelopes and services) With secure billing envelopes **\$.129**

\$.129 Per packet (duplex, 8 ½ x 14, standard envelopes and services) With secure billing envelopes **\$.129**

\$No Charge Special Pulls/Unqualified

SPECIAL SERVICES

\$.00257 Per record / **\$.51.35** flat fee minimum for NCOA services

\$.31.95 Fee, if any, per project for delivery to Post Office

\$.064 Per duplicate notice/bill/declaration

\$.064 Additional per multi Bills, Declarations and Notices

\$.107 Per 10 x 13 window envelope (Multies)

\$.0072 Insertion charge per insert, other than normal documents and payment envelopes.

\$.056 Per Insert (simplex 8 ½ x 11) **\$.056** Per Insert (duplex 8 ½ x 11)

\$.038 Per Insert (simplex 1/3- 8 ½ x 11) **\$.038** Per Insert (duplex 1/3-8 ½ x 11)

POST CARD PRINTING AND MAILING

\$.87.30 Set up Charge for Post card

\$.97.57 Per 1,000 post card stock (duplex 6"x 9") addressed and ready for mailing per specification section in Sec 3 of RFP 40-23RC

OTHER SERVICES

- Job Setup applied to each project: **\$58.58**
- Delivery to USPS when multiples orders are delivered at the same time the charge will not exceed **\$34.08**
- Folding/Cutting of inserts if required: **\$7.19/per 1,000**
- Custom Printing on Envelopes: **\$20.54/ per 1,000**
- Indexed PDF File: **No Charge**
- Downloadable Return Receipt file: **\$51.35**

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION
320 Hospital Drive, Suite 23
Warrenton, Virginia 20186
Phone: (540) 422-8351 Fax: (540) 422-8355
Andy.johnson.fin@fauquiercounty.gov

Date: January 13, 2025
Contract No.: Contract # 40-23RCC Printing and Mailing Services of Bills, Declarations and Notices
Contractor: BMS Direct Incorporated
Effective Date: 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
Options: Two (2) renewal option remain.

1. Modification #2:

It is agreed that the pricing shall be revised per the attached Pricing Sheet Dated January 31, 2025.

2. Renewal #2:

Fauquier County Government wishes to exercise its option to renew the above referenced contract for another (1) one-year period. The renewal period will be from **February 14, 2025, through February 13, 2026**. This is the second of four (4) renewal options remaining on this contract. It is understood and agreed that except as provided herein, all terms, conditions, and modifications shall remain the same during the contract renewal period indicated above. Please forward a current Certificate of Insurance, with "Fauquier County and Fauquier County School Board" endorsed as additional insured.

If this renewal is agreeable with BMS Direct Incorporated, please sign below and return it to this office as soon as possible. If you have any questions pertaining to this renewal, please do not hesitate to contact me. A copy of the fully executed contract renewal will be returned for your files. Thank you.

Sincerely,

Andy Johnson
Procurement Officer I

BMS Direct Incorporated


Signature of Authorized Representative

John E. Smith Chief Admin. Officer
Print Name and Title

1/31/25
Date

Fauquier County Government


Kristen Hyton

Procurement Manager
Title

2/3/2025
Date

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 ½ x 11, standard envelopes and services) With secure billing envelopes \$0.12
0.1257 ~~\$0.1244~~ Per packet (duplex, 8 ½ x 11 standard envelopes and services) With secure billing envelopes \$0.12
0.1257 ~~\$0.1244~~ Per packet (simplex, 8 ½ x 14, standard envelopes and services) With secure billing envelopes \$0.12
0.1257 ~~\$0.1244~~ Per packet (duplex, 8 ½ 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 ½ x 11) \$0.0525 Per Insert (duplex 8 ½ x 11)
0.0366 ~~\$0.036~~ Per Insert (simplex 1/3- 8 ½ x 11) \$0.035 Per Insert (duplex 1/3-8 ½ 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

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 422-8350

Fax: (540) 422-8355

Rachel.Cuervo@fauquiercounty.gov

Date: January 29, 2024

Contract No.: Contract # 40-23RCC Printing and Mailing Services of Bills, Declarations and Notices

Contractor: BMS Direct Incorporated

Effective Date: February 14, 2023 through February 13, 2024

Renewal 1: February 14, 2024 through February 13, 2025

Options: Three (3) renewal options remain.

1. Modification #1:

It is agreed that the pricing shall be revised per the attached Proposal Pricing Sheet_Renewal.

2. Renewal #1:

Fauquier County Government wishes to exercise its option to renew the above referenced contract for another (1) one-year period. The renewal period will be from **February 14, 2024 through February 13, 2025**. This is the first of four (4) renewal options remaining on this contract. It is understood and agreed that except as provided herein, all terms, conditions, and modifications shall remain the same during the contract renewal period indicated above. Please forward a current Certificate of Insurance, with "Fauquier County and Fauquier County School Board" endorsed as additional insured.

If this renewal is agreeable with BMS Direct Incorporated, please sign below and return it to this office as soon as possible. If you have any questions pertaining to this renewal, please do not hesitate to contact me. A copy of the fully executed contract renewal will be returned for your files. Thank you.

Sincerely,

Rachel Cuervo, CPCP

P-Card Administrator/Buyer

BMS Direct Incorporated



Signature of Authorized Representative

JOHN E. SMOOT VP Admin, CCA

Print Name and Title

1/29/24

Date

Fauquier County Government

Jeff Campbell, VCA, VCO

Procurement Manager
Title

01/29/2024
Date

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

\$0.1244 Per packet (simplex 8 ½ x 11, standard envelopes and services) With secure billing envelopes \$0.12
\$0.1244 Per packet (duplex, 8 ½ x 11 standard envelopes and services) With secure billing envelopes \$0.12
\$0.1244 Per packet (simplex, 8 ½ x 14, standard envelopes and services) With secure billing envelopes \$0.12
\$0.1244 Per packet (duplex, 8 ½ 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
\$0.062 Per duplicate notice/bill/declaration
\$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.
\$0.054 Per Insert (simplex 8 ½ x 11) \$0.0525 Per Insert (duplex 8 ½ x 11)
\$0.036 Per Insert (simplex 1/3- 8 ½ x 11) \$0.035 Per Insert (duplex 1/3-8 ½ 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

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

Department of Finance, Procurement Division
320 Hospital Drive, Suite 23
Warrenton, VA 20186-3208

NOTICE OF AWARD

Contract No. 40-23RCC

Printing and Mailing Services of Bills, Declarations and Notices

February 14, 2023

Contractor Name: BMS Direct, Incorporated
Contractor Address: 37 Millrace Drive
Lynchburg, VA 24502
Your Solicitation Response Dated: December 2nd, 2022
In Response To: RFP 40-23RC Dated October 24, 2022.

Description: Provide Printing and Mailing Services of Bills, Declarations and Notices for Fauquier County.

Contract Period: February 14, 2023 to February 13, 2024, with four (4) additional one-year renewal terms upon mutual agreement of both parties.

Hereby is accepted at prices and terms as stated, subject to all conditions and requirements of the solicitation, purchase specifications, warranties, and other stipulations, if any.

A contract shall be on file in the Procurement Division upon execution.



Procurement Manager Finance Director

FAUQUIER COUNTY, a political subdivision of the Commonwealth of Virginia
Contract 40-23RCC
Printing and Mailing Services of Bills, Declarations and Notices

This Agreement is made and entered into this 14th day of February 2023, by Fauquier County, a political subdivision of the Commonwealth of Virginia hereinafter referred to as "Owner" and, **BMS Direct Incorporated**, located at 37 Millrace Drive, Lynchburg, VA 24502, hereinafter referred to as "Contractor".

WITNESSETH that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide Printing and Mailing Services of Bills, Declarations and Notices to the Owner, as set forth in the Contract Documents.

COMPENSATION: The Owner will pay and the Contractor will accept in full consideration for services rendered during the contract term accept the fees as noted on the attached Pricing Sheet as originally submitted December 2, 2022.

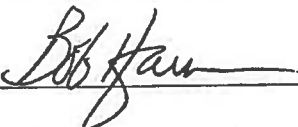
CONTRACT TERM: One year from date of award or until February 14, 2024, with four (4) additional one-year renewal terms upon mutual agreement of both parties.

The contract documents shall consist of and are listed in order of priority:

- (1) This signed form.
- (2) RFP 40-23RC dated October 24, 2022 and Q&A dated November 21, 2022.
- (3) Contractor's proposal dated December 2, 2022.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

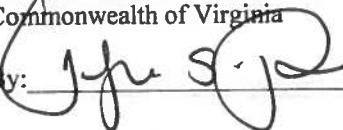
BMS Direct Incorporated

By: 

Title: VP Sales, Marketing & Client Services

Date: 3/1/2023

Fauquier County, a political subdivision of the Commonwealth of Virginia

By: 

Title: ~~Procurement Manager~~ Finance Director

Date: 3/2/2023

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
Major form revision charge \$125.00 / Hour (Redesign to include programming changes.)
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\$0.00 Set-up charge for each live file sent with less than N/A records
\$ 55.00 Set up charge for custom printing on the envelope

Cost per Bill Declaration and Notice packet

\$0.12 Per packet (simplex 8 ½ x 11, standard envelopes and services) With secure billing envelopes \$0.12
\$0.12 Per packet (duplex, 8 ½ x 11 standard envelopes and services) With secure billing envelopes \$0.12
\$0.12 Per packet (simplex, 8 ½ x 14, standard envelopes and services) With secure billing envelopes \$0.12
\$0.12 Per packet (duplex, 8 ½ 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
\$30.00 Fee, if any, per project for delivery to Post Office
\$0.06 Per duplicate notice/bill/declaration
\$0.06 Additional per multi Bills, Declarations and Notices
\$0.10 Per 10 x 13 window envelope (Multies)
\$0.007 Insertion charge per insert, other than normal documents and payment envelopes.
\$0.0525 Per Insert (simplex 8 ½ x 11) \$0.0525 Per Insert (duplex 8 ½ x 11)
\$0.035 Per Insert (simplex 1/3- 8 ½ x 11) \$0.035 Per Insert (duplex 1/3-8 ½ x 11)

POST CARD PRINTING AND MAILING

\$85.00 Set up Charge for Post card
\$95.00 Per 1,000 post card stock (duplex 6"x 9") addressed and ready for mailing per specification section in Sec 3.

OTHER OPTIONAL SERVICES (UPLOAD ADDITIONAL PAGES IF REQUIRED)

Job Setup applied to each project: \$55.00
Delivery to USPS: \$32.00 (when multiple orders are delivered at the same time, the charge will not exceed \$32.00)
Folding / Cutting of inserts if required: \$7.00 / 1000
Custom Printing on Envelopes: \$20.00 / 1000
Indexed PDF File: \$No Charge
Downloadable Return Receipt file: \$50.00 / occurrence