

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8351

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andy.johnson.fin@fauquiercounty.gov

NOTICE OF CONTRACT

1. DATE: July 24, 2025
2. COMMODITY NAME: Preventive Maintenance & Repair of Lab Equipment
3. CONTRACT NUMBER: 4400008503
4. CONTRACT PERIOD: September 29, 2018, through September 28, 2023
5. Renewal #1 September 29, 2023, through September 28, 2024
6. Renewal # 2 September 29, 2024, through September 28, 2025
7. Renewal # 3 September 23, 2025, through September 28, 2026
8. RENEWAL OPTIONS: Zero renewals remain
6. CONTRACTOR: Associated Microscope Company, Inc.
Attn: Stephanie Enock
PO Box 1076
Elon, NC 27244
(P) 800-476-3893
(F) 336-538-1847
info@associatedmicroscope.com
7. TERMS: Net 30 days
8. DELIVERY: F.O.B. Destination
9. FOR FURTHER INFORMATION CONTACT: Andy Johnson
Procurement Officer I
PH: (540) 422-8351
andy.johnson.fin@fauquiercounty.gov

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, item description and price per each, total dollar amount, 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. Renewals: As stated on the face of this notice, three (3) additional renewals exist on this contract.
6. Pricing: See Below.