

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
**PROCUREMENT DIVISION**  
320 Hospital Drive, Suite 23  
Warrenton, Virginia 20186  
Phone: (540) 422-8350

**NOTICE OF CONTRACT Renewal**

DATE: October 31, 2024

COMMODITY NAME: OEM School Bus Parts & Service (Automotive and Vehicle Parts and Repairs)

CONTRACT NUMBER: #72-24mrc

Original CONTRACT PERIOD: Date of Award through October 31, 2024

**Renewal 1:** November 1, 2024, through October 31, 2025

Renewal 2: November 1, 2025, through October 31, 2026

RENEWAL OPTIONS: 2 Remaining One (1) year renewals

CONTRACTOR: Highway Motors Inc.  
5307 Peters Creek Road Roanoke, VA  
24019  
Adam Rust, Parts Manager: 540-441-3455  
arust@highwaymotors.biz

TERMS: Net 45 days

DELIVERY: As Required

FOR FURTHER INFORMATION CONTACT: Jeff Campbell  
Procurement Officer III  
PH-(540) 422-8348  
[jeffrey.campbell@fauquiercounty.gov](mailto:jeffrey.campbell@fauquiercounty.gov)

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 exception to this shall be the use of the pre-approved utilities voucher by the Contract Administrator only. 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. 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, there are three (3) renewals on this contract.
6. Price:

<b><u>EQUIPMENT OEM PARTS BRANDS:</u></b>	<b><u>DISCOUNT:</u></b>
IC bus	10% discount from national fleet price
International trucks	10% discount from national fleet price
<b><u>ENGINE AND TRANSMISSION OEM BRANDS:</u></b>	<b><u>DISCOUNT:</u></b>
Complete Navistar Engine Assemblies	National Fleet Price
Complete Cummins Engine Assemblies	18% discount from list price
Allison transmission	25% discount from manufacturer’s list price
Cummins engine	24% discount from manufacturer’s list price
Navistar engine	10% discount from National Fleet Price
<b><u>AFTERMARKET PARTS:</u></b>	
Aftermarket heavy duty truck parts	National fleet price
Heavy duty brake parts	National fleet price

CONTRACT PERIOD: Date of Award through October 31, 2024. This Contract may be extended up to five

7. Fauquier County’s Point of Contact is Jeff Swidrack 540-422-8474 or [Jeff.Swidrak@fauquiercounty.gov](mailto:Jeff.Swidrak@fauquiercounty.gov)