

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

**NOTICE OF CONTRACT RENEWAL**

1. DATE: October 25, 2023
2. COMMODITY NAME: Landscape and Horticultural Services
3. CONTRACT NUMBER: 14-17ckc-NT
4. CONTRACT PERIOD: November 15, 2016 through November 14, 2017  
1<sup>st</sup> renewal: November 15, 2017 through November 14, 2018  
2<sup>nd</sup> renewal: November 15, 2018 through November 14, 2019  
3<sup>rd</sup> renewal: November 15, 2019 through November 14, 2020  
4<sup>th</sup> renewal: November 15, 2020 through November 14, 2021  
Extension: November 15, 2021 through November 14, 2022  
Extension: November 15, 2022 through November 14, 2023  
Extension: November 15, 2023 through February 13, 2024
5. RENEWAL OPTIONS: Four (4), one (1) year renewals
6. CONTRACTOR:  
  
                  (V/N 648772)      SavATree, LLC  
   550 Bedford Road  
   Bedford Hills, New York 10507  
   PH: 571-282-2500- Local Office  
   PH: 914-241-4999- Corporate Office
7. TERMS: Net 45 days
8. F.O.B. Destination
9. FOR FURTHER INFORMATION CONTACT: Megan Roberts  
   Procurement Officers III  
   PH (540) 422-8348  
   [megan.roberts@fauquiercounty.gov](mailto:megan.roberts@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 commodities 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) 422-8351 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/or completion of services, as well as, 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 four (4), one (1) year renewals available on this contract by written mutual agreement between all parties.
6. Fee Schedule: See below: