

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 422-8353

Fax: (540) 347-5753

NOTICE OF CONTRACT RENEWAL

1. DATE: November 2, 2023
2. COMMODITY NAME: Fuel Card Program
3. CONTRACT NUMBER: 18-23RCC (Riding PWC Contract #5055632)
4. CONTRACT PERIOD: November 1, 2022 through October 31, 2023
Renewal 1: November 1, 2023 through October 31, 2024
5. RENEWAL OPTIONS: two (2) renewals
6. CONTRACTOR: James River Solutions
(V/N: 630866) 10487 Lakeridge Parkway
Ashland, VA 23005
Contact: Tracy Little, Managing Partner
Phone: (804) 358-9000
Email: tracy@jrpenenergy.com
7. TERMS: Net 30 days
8. DELIVERY: F.O.B. Destination
9. FOR FURTHER INFORMATION CONTACT: Rachel Cuervo, P-Card Admin/Buyer
(540) 422-8353
Rachel.Cuervo@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) 422-8351 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, two (2) renewals exist on this contract. A new solicitation will be issued by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
6. Price: Total price is based on the “OPIS” daily average that is pulled at 10 a.m. plus the (\$.12) differential for Gasoline and Diesel. All fuel cards are provided at NO Charge.
7. Data Submittal: Data will be accessible online and via email. Jams River will email Fleet Maintenance the daily transactions every day. Invoices will be emailed weekly to Raymond Mills in Fleet Maintenance. Upon verification of charges, they will sign off and forward to Accounts Payable for payment weekly. Contractor shall support the interface that provides format to link daily transactions to FASTER Systems.
8. Contract pricing can be used for fuel requirements needed for out of county traveling done by Sheriff’s Office, DFREM, Social Services, Community Development, Fleets Pool vehicles and School buses.