

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8350

Fax: (540) 422-8355

**NOTICE OF CONTRACT RENEWAL**

1. DATE: September 30, 2021
2. COMMODITY NAME: FRESH Foods
3. CONTRACT NUMBER: 19-21ckc FRESH Foods
4. CONTRACT PERIOD: October 16, 2020 through September 30, 2021  
Renewal #1: October 1, 2021 through September 30, 2022  
Renewal #2: October 1, 2022 through September 30, 2023
5. RENEWAL OPTIONS: Four (4) One-year Renewal Options
6. CONTRACTOR: 4P Foods, Inc.  
4171 Bludau Drive  
Warrenton, VA 20187  
  
Acct. Rep: Emily Tucker Direct-434-244-3276  
[emily@4pfoods.com](mailto:emily@4pfoods.com)
8. TERMS: Net 30 Days
9. DELIVERY: 1-2 calendar days after receipt of order, per scheduled delivery days; F.O.B. Destination
10. FOR FURTHER INFORMATION CONTACT: Jeffrey Campbell, Procurement Officer III  
PH (540) 422-8350  
[jeffrey.campbell@fauquiercounty.gov](mailto:jeffrey.campbell@fauquiercounty.gov)
11. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS 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. A Blanket Purchase Order may be utilized, with internal release numbers, for user convenience.
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. The Contractor shall issue credit due for unsatisfactory/poor product with user representatives.
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. Pricing: See attached.
6. Renewals: As stated on the face of this notice, four (4) one-year renewal options are available on this contract. Notice of renewal will be sent to the awarded Contractor within sixty (60) days of the contract expiration date.