

FAUQUIER COUNTY SCHOOLS  
**PROCUREMENT DIVISION**  
320 Hospital Drive Ste. 23  
Warrenton, Virginia 20186  
Phone: 540.422.8357      Fax: 540.422.8355

**NOTICE OF CONTRACT RIDER-RENEWAL**

DATE: April 23, 2025

COMMODITY NAME: Orientation and Mobility Instruction for the Blind and Visually Impaired

CONTRACT NUMBER: 25-058-S-R (Riding Fairfax County Public Schools Contract 4400009458)

CONTRACT PERIOD: October 23, 2024, through June 30, 2025  
Renewal 1: June 30, 2025, through June 29, 2026

RENEWALS: Two (2) 1-year renewals

CONTRACTOR: Mobility Etc., LLC  
VN:653564 13156 Morning Spring Lane  
Fairfax, VA. 22033  
Phone : 269-330-3433  
Jacquelyn Pavelko  
[jacquelpavelko@mobility-etc.com](mailto:jacquelpavelko@mobility-etc.com)

TERMS: Net 45 days

DELIVERY: See contract details

FOR FURTHER INFORMATION CONTACT: Krysten Hilton  
Procurement Manager  
Phone: 540.422.8357

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT USING DEPARTMENTS: This contract is the result of a competitive bid program, and its use must follow the FCG 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 Using Departments must order services listed by issuing FCG Purchase Orders per FCG 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 Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. **Renewals:** As stated on the face of this notice Two (2) additional 1-year renewal are on this contract. Renewal notification will be issued by the contract officer after verification of Fairfax County Public Schools renewal, with input requested from the Special Education department, approximately sixty days in advance of the expiration date of the current term.



## DEPARTMENT OF FINANCE

### Procurement Division

Fauquier County Government & Public Schools  
320 Hospital Drive, Suite 23  
Warrenton, VA 20186-3037  
[procurement@fauquiercounty.gov](mailto:procurement@fauquiercounty.gov)



Phone (540) 422-8352

Fax (540) 422-8355

## FAUQUIER COUNTY GOVERNMENT

### PROCUREMENT DIVISION

320 Hospital Drive, Suite 23  
Warrenton, Virginia 20186  
Phone: (540) 422-8351 Fax: (540) 422-8355  
[Andy.johnson.fin@fauquiercounty.gov](mailto:Andy.johnson.fin@fauquiercounty.gov)

April 9, 2025

Mobility Etc, LLC  
13156 Morning Spring Lane  
Fairfax, VA 22033

Attn: Jacquelyn Pavelko

RE: Renewal 1 **25-058-S-R—Orientation & Mobility Instruction for the Blind and Visually Impaired**

Fauquier County Government wishes to exercise its option to renew the above referenced contract for a one-year period. The renewal period will be from **June 30, 2025, through June 29, 2026.**

It is understood and agreed that all terms, conditions, and prices will remain the same during the contract renewal period indicated above. Please forward a current Certificate of Insurance, with **"Fauquier County Government endorsed as additional insured."**

If this is agreeable with your company, please sign and return this contract renewal letter upon receipt. If you have any questions pertaining to this renewal, please do not hesitate to contact me. A copy of the fully executed contract renewal will be returned for your files.

Sincerely,

Andy Johnson  
Procurement Officer I

Mobility Etc, LLC

By: Jacquelyn Pavelko

Title: President

Date: 4/9/2025

Fauquier County Government

By: Kristen Hylton

Title: Procurement Manager

Date: 4/16/2025