

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS**

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

**NOTICE OF AWARD**

1. DATE: March 1, 2024
2. COMMODITY NAME: OEM Auto Parts & Service
3. CONTRACT NUMBER(s): FB51-23jcc – Stafford Dodge  
FB52-23jcc – Country Chevrolet  
FB53-23jcc – Lindsay Buick GMC  
FB54-23jcc – Sheehy Ford
4. CONTRACT PERIOD: April 1, 2023 – March 31, 2024
5. RENEWAL OPTIONS: Four (4) one-year renewals  
  
*Renewal # 1 April 1, 2024 through March 31, 2025*
6. CONTRACTOR(s):  
  
Stafford Dodge  
7308 Cedar Run Drive,  
Warrenton, VA 20187  
Ph: (540) 349-5800  
  
Country Chevrolet  
11 E Lee Hwy,  
Warrenton, VA 20187  
Ph: (540) 216-0479  
  
Lindsay Buick GMC  
250 W. Shirley Avenue,  
Warrenton, VA 20186  
PH: (540) 987-2082  
  
Sheehy Ford  
6443 Lee Hwy,  
Warrenton, VA 20187  
PH: (540) 347-1238
7. TERMS: Net 45 days
8. DELIVERY: F.O.B. Destination - Fleet Maintenance Dept.  
See specific requirements below.
9. FOR FURTHER INFORMATION CONTACT: Megan Roberts  
Procurement Officer 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 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, four (4) one-year renewals exist on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, prior to the expiration date of the current term.
6. Price Adjustments: Changes to the labor rates only, as stated herein will be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.
7. Delivery: Contractor shall deliver in-stock parts to Owner's destination at least twice daily, Monday through Friday, once in the morning and once in the afternoon. Morning deliveries will be for orders placed prior to 9:00 a.m., late afternoon deliveries will be for orders placed prior to 1:00 p.m. In-stock orders placed by the Owner prior to the Contractor's designated deadlines shall be FOB Destination Prepaid and shall arrive within the next scheduled morning or afternoon delivery cycle. Out-of-stock items from the Contractor that are needed immediately by the Owner may be ordered from an alternate source. Orders placed for items out of stock that are not immediately needed shall also be FOB Destination Prepaid and shall arrive within the next scheduled delivery cycle. Contractor shall deliver ordered items to the Fauquier County Fleet Maintenance Department, 92 Manor Court, Warrenton, VA, between the hours of 7:00 a.m. and 4:00 p.m., unless other arrangements are made. The Contractor and Owner shall mutually agree upon the date and place of delivery of items under this contract if other than the delivery commitment indicated.
8. Pick-up by Owner: At times, when in the best interest of the Owner, the Owner may choose to pick up orders from the Contractor's place of business. In such instances, the Contractor shall release the materials only to the designated representatives of the Owner authorized to place and pick-up orders

## **OEM Auto Parts & Service - Contract Pricing**

Awarded: **FB51-23jcc – Stafford Dodge**

1. Parts Discount: **Cost +10%**
2. Service: Hourly labor rate for service: **\$149.95 per hour**

Awarded: **FB52-23jcc – County Chevrolet**

1. Parts Discount: **Cost +45%**
2. Service: Hourly labor rate for service: **\$129.95 per hour Mechanical Labor**  
**\$110.00 per hour Maintenance Labor**

Awarded: **FB53-23jcc – Lindsay Buick GMC**

1. Parts Discount: **List Price -25%**
2. Service: Hourly labor rate for service: **\$140.00 per hour Mechanical Labor**  
**\$112.50 per hour Maintenance Labor**

Awarded: **FB54-23jcc – Sheehy Ford**

1. Parts Discount: **Cost +5%**
2. Service: Hourly labor rate for service: **\$140.00 per hour**