

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: January 31, 2024
2. COMMODITY NAME: Printing and Mailing Services of Bills, Declarations and Notices
3. CONTRACT NUMBER: 40-23RCC
4. CONTRACT PERIOD: February 14, 2023 through February 13, 2024
Renewal 1 February 14, 2024 through February 13, 2025
- 5.
6. RENEWAL OPTIONS: Four (4) one-year renewal options
7. CONTRACTOR: BMS Direct Incorporated
VN: 644186 37 Millrace Drive
Lynchburg, VA 24502
Attn: Byrrl Sheppard
Direct: (434) 485-7477
Mobile: (434) 420-9017
Byrrl.Sheppard@bmsdirectinc.com
7. TERMS: Net 45 days
8. F.O.B.: Destination
9. FOR FURTHER INFORMATION CONTACT: Rachel Cuervo, CPCP
P-Card Administrator/Buyer
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) 422-8353. 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: Unit prices for each service provided under this contract are listed on the next page. All pricing includes freight and all charges that may be incurred in fulfilling the terms of this contract.
6. Renewals: Four (4) one-year renewal options.

