

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: May 18, 2023
2. COMMODITY NAME: Fresh & Frozen, Canned & Dry, Non-Food Paper/Cleaning Supplies
3. CONTRACT NUMBER: 47-22jcc
4. CONTRACT PERIOD: July 1, 2022 through June 30, 2023
1st Renewal: July 1, 2023 through June 30, 2024
5. RENEWAL OPTIONS: Four (4), one-year renewal options.
6. CONTRACTOR: Merchants Grocery Company, Inc.
800 Maddox Drive
Culpeper, VA 22701
(PH) 540-825-0786
(FX) 540-825-9016
Attn: Felicia Mann fmann@merchants-grocery.com
Vice President: Chris Smythers csmythers@merchants-grocery.com
8. TERMS: Net Forty-five (45) days from receipt of authorized invoice.
9. DELIVERY: Delivery days and hours shall be made in accordance with SFBC-PG members/ delivery specification as stated in their School District Purchasing Profile and School Location Form. **F.O.B. Destination**
10. FOR FURTHER INFORMATION CONTACT: Jeffrey Campbell
Procurement Manager
PH (540) 422-8350
jeffrey.campbell@fauquiercounty.gov
11. 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 below 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: All pricing includes freight and all charges that may be incurred in fulfilling the terms of this contract. Please contact Senior Buyer, listed on page 1 for current pricing.
6. Renewals: There are 3 remaining renewal on this contract
7. Price Adjustments: Changes to prices will be negotiated as specified in the contract documents, during the contract renewal period. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.