

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 422-8353

Fax: (540) 422-8355

**NOTICE OF CONTRACT EXTENSION**

1. DATE: October 20, 2021
2. COMMODITY NAME: Propane (Liquified Petroleum Gas)
3. CONTRACT NUMBER: E194-77676
4. CONTRACT PERIOD: September 25, 2019 through September 24, 2021  
Renewal #1: September 25, 2021 through September 24, 2022
5. SUPERSEDES: Contract # E194-72717
6. RENEWAL OPTIONS: One (1) Renewal on this contract
7. CONTRACTOR(S): Ferrellgas, L.P.  
VN: 650306  
2120 Tomlynn Street  
Richmond, VA 23230  
Attn: Bill Wiest  
804-353-0620 804-353-0959(fax)
8. TERMS: Net 30 days
9. DELIVERY: As Scheduled/As Required
10. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPP, CPPB, Senior Buyer  
PH: (540) 422-8354  
[kathy.stanley@fauquiercounty.gov](mailto:kathy.stanley@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 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 exception to this shall be the use of the pre-approved utilities voucher by the Contract Administrator only. 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&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, there are two (2) Renewals on this contract.
6. Fuel Price: Total selling price is calculated using the base purchase price plus the firm, fixed contract markup price of **\$ .3675/ gallon plus Apex, NC pricing**. Price adjustments may be permitted for changes in the contractor’s cost as stated in the original bid documents. A monthly statement of the current commodity price shall be kept on file for verification.
7. Price Adjustments: Changes to the markup portion of the total selling price 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.
8. Service Period: On-site maintenance services shall carry a (4) four hour response time, following initial notification and be available during normal working hours 8AM – 5PM Monday – Friday excluding state holidays. All necessary repairs or corrections shall be completed within 24 hours of the initial notification.