

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 RENEWAL

DATE: June 29, 2021

COMMODITY NAME: Library Supplies

CONTRACT NUMBER: MALiA LVA-SUP-21-004

CONTRACT PERIOD: July 1, 2021 through June 30, 2024

RENEWAL OPTIONS: Two (2) additional one (1) year renewal options.

CONTRACTOR: **Brodart Co.**
500 Arch Street
Williamsport PA 17701

Contact: Erin Kennedy- Sales Rep
PH: 800-233-8467 ext. 6736 FX: 570-651-1639
Email: Erin.Kennedy@brodart.com
Email: supplies.quotes@brodart.com

Customer Serv: Susan Domino
PH: 800-233-8467 ext. 6144
Email: bookscs@brodart.com

TERMS: Net 30 days

DELIVERY: Library, Audiovisual & Archival Supplies:
7 to 10 days ARO of in-stock items

Furniture & Equipment:
4 to 6 weeks ARO

FOR FURTHER

INFORMATION CONTACT: Rachel Cuervo, P-Card Administrator/Buyer
Phone: 540-422-8353
Rachel.Cuervo@fauquiercounty.gov

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) 422-8351 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 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. Ordering, Pricing & Additional Contract Information:
<http://malialibrary.org/brodart-supplies/>