

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8353

Fax: (540) 422-8355

NOTICE OF CONTRACT AWARD

1. DATE: January 1, 2023
2. COMMODITY NAME: Educational, Classroom, Miscellaneous Support Furniture and Related Products and Services
3. CONTRACT NUMBER: R-TC-18004 (US Communities – PWCPs)
4. CONTRACT PERIOD: November 1, 2017 through December 31, 2022
1st Renewal: January 1, 2023 through December 31, 2024
5. RENEWAL OPTIONS: Two (2) two (2) years renewals options
6. CONTRACTOR: Virco, Inc.
V#640049
310 High Street
Bridgewater, VA 22812
Attn: Danny Harding, Territory Sales Manager
dannyharding@virco.com
PH (540) 435-7382
FX (800) 396-8232
8. TERMS: Net 30 days
9. DELIVERY:
 - A. **Equipment for Educators Catalog:** Includes thousands of SKU's that will ship four (4) to six (6) weeks after receipt of order, except for July and August, when lead-times can extend to six (6) to eight (8) weeks;
 - B. **Classroom Basics:** Over 3,000 SKU's that are guaranteed to ship in two (2) to three (3) weeks, after receipt of order except July and August when lead-times can extend to four (4) weeks;
 - C. **Quick Ship:** Over 200 SKU's that are guaranteed to ship in 72 hours after receipt of order. To receive QS lead-times, purchase orders must contain QS products.
10. FOR FURTHER INFORMATION CONTACT: Rachel Cuervo, CPCP
P-Card Administrator/Buyer
PH (540) 422-8353

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 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. Scheduling of services, inspection upon services rendered, 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 fax or courier.
5. Renewals: As stated on the face of this notice, two (3) additional two (2) year renewals exist on this contract.
6. Pricing: In accordance with applicable percentage discounts by Zone 14 ([Link Here](#)).
7. 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 [this link](#) for further instructions regarding this contract.