

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
Procurement Division  
320 Hospital Drive Ste. 23  
Warrenton, VA 20186  
Phone: (540) 422-8353 Fax: (540) 422-8355

**NOTICE OF CONTRACT AWARD**

DATE: January 25, 2022

COMMODITY NAME: Furniture, Installation and Related Services

CONTRACT NUMBER: 191804 Omnia HON

CONTRACT PERIOD: May 1, 2020 – April 30, 2023

RENEWALS REMAINING: Option to renew for two (2) additional one-year periods.

CONTRACTOR: HON  
c/o Miller's Supplies at Work  
200 Oak Street  
Muscatine, IA, 52761

CONTACT: Elizabeth Killmer, Account Executive  
161 Commonwealth Ct, Winchester, VA 22602  
C: 540-336-6842 | P: 540-662-1824 x 4487

VENDOR NUMBER: 643863

TERMS: Net 30

DELIVERY: F.O.B. Destination

FOR FURTHER INFORMATION CONTACT: Rachel Cuervo, P-Card Administrator/Buyer  
PH: (540) 422-8353  
[Rachel.Cuervo@fauquiercounty.gov](mailto: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 goods and 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. Purchase Order: Purchase Order template is attached. See below.
3. The contract number, department number, vendor number, total dollar amount, contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
4. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
5. 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.
6. Catalogs: Catalogs are available online at [HON Digital Catalog](#). Our account manager is listed above. For quotes reach out to Elizabeth Killmer directly. You may also call Rachel Cuervo 540-422-8353 in Procurement for assistance.



SEP 29 2021

**Make Your PO Out As Follows:**

**VENDOR**

\*\*Furniture Brand\*\*  
c/o Millers Supplies at Work  
200 Oak Street  
Muscatine, IA.  
52761

**DESCRIPTION**

QUOTE 1234-1 Dated 8/31/2021	
1 Lot **Brand** Office Furniture	\$1,234.56
Per Attached Hon Spec Sheet 1234	
Reference Omnia Contract R191804	
Sales Tax	None
Freight	None
Installation	\$123.45
<b>TOTAL</b>	<b>\$1,358.01</b>

**SHIP TO ADDRESS**

Millers Supplies at Work  
8600 Cinder Bed Rd  
Lorton, VA. 22079

**BILL TO ADDRESS**

Your Address  
Your Name/Phone#