

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 AWARD

DATE: April 3, 2023

COMMODITY NAME: Library Books

CONTRACT NUMBER: PWCS # RKS-17008-04

CONTRACT PERIOD: July 19, 2019 through January 31, 2021

1st Renewal: February 1, 2021 – January 31, 2023

Last Renewal: February 1, 2023 – January 31, 2025

RENEWAL OPTIONS: Two (2), two-year renewals

CONTRACTOR(s): Follett School Solutions, Inc.

1340 Ridgeview Drive

McHenry, Illinois, 60050

PH: 888-511-5114

FX: 800-852-5458

Contact: Christopher Hutto

PH: 804-912-7429

Email: chutto@follett.com

TERMS: Net 30 days

DELIVERY: Free Shipping

FOR FURTHER INFORMATION CONTACT: Rachel Cuervo, P-Card Admin/ 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. **Contract Modification:**
 - A. **In lieu of a 5% annual rebate and a 10% rebate for classroom orders, a 5% discount will be applied to Titlewave pricing for all orders and an additional 5% credit applied to classroom orders.**
 - B. **Classroom orders will receive even larger discounts when ordering multiple copies if Chris Hutto is emailed directly. Discounts are up to 40% for novel sets and 1Book initiatives when Cataloging and Processing are not needed.**
6. **FREE Automated Processing and Cataloging for all book orders. (This is a \$0.69 per book savings).**
Includes:
 - ✓ **Enhanced MARC records for every title including the 526 reading program tag**
 - ✓ **Application of Barcode with protective label attached**
 - ✓ **Protective Mylar on books with dust jackets attached**
 - ✓ **Spine Label with protective label attached**
7. Additional Information, See pages below: