

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23  
Warrenton, Virginia 20186  
Phone: 540.428.8712 Fax: 540.347.5753

**NOTICE OF CONTRACT RENEWAL**

DATE: September 1, 2009

COMMODITY NAME: Elmo Document Camera TT-02U

CONTRACT NUMBER: #15-07rec

CONTRACT PERIOD: September 27, 2009 through September 26, 2010

RENEWAL OPTIONS: one (1) one-year period

CONTRACTOR(s): Lee Hartman & Sons, Inc.  
3236 Cove Road NW  
Roanoke, VA 24017-2803  
Donald Brubaker 540-366-3493  
540-362-4659 Fax

TERMS: Net 45 days

DELIVERY: As Needed

FOR FURTHER INFORMATION CONTACT: Kathie Haggerty, Senior Buyer  
Phone: 540.428.8714

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) 428-8717 or 8720.
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 fax or courier.
5. Renewals: As stated on the face of this notice, one (1) one –year renewals remains on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately sixty (6) days in advance of the expiration date of the current term.
6. Price Adjustments: Changes to the firm, fixed prices as stated herein 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.
7. Price: \$545.00 per unit (Camera)  
\$509.00 (each) Bulk 100 Unit Pricing  
Delivery time 14 days after receipt of order  
Warranty for 3 years
8. Use of Contract by Other Political Jurisdictions: This clause is contained in IFB 15-07re, which became this contract. This contract may therefore be extended to Northern Virginia, Metropolitan Washington Council of Governments jurisdictions and other jurisdictions and the Political Subdivisions of the Commonwealth of Virginia with the Authorization of the Contractor. FCG&PS acts only as the “Contracting Agent” for these jurisdictions and political subdivisions.