

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: November 16, 2009

COMMODITY NAME: Fine Paper and Plain Envelopes

CONTRACT NUMBER: E194-680-09VP

CONTRACT PERIOD: November 1, 2009 to October 31, 2011

RENEWAL OPTIONS: Three (3) one-year renewals

CONTRACTOR: B.W. Wilson Paper Company, Inc.  
PO Box 11248  
Richmond, VA 23230  
1-804-358-6715 Office  
1-804-358-4742 Fax

MINIMUM ORDER: **\$600.00**

TERMS: 30 Days

DELIVERY: 15 Calendar days

FOR FURTHER INFORMATION CONTACT: Kathie Haggerty, CPBB,  
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.

By: \_\_\_\_\_  
Kathie Haggerty, Senior Buyer  
FCG&PS Procurement

## 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. Pricing: See contract details below from Virginia State website.

<http://dps.dgs.virginia.gov/dps/contracts/covacontractsinfo.aspx>