



April 28, 2023

Ms. Alissa McFarland
Core Business Interiors
7761 N. Ingram Ave. #109
Fresno, CA 93711

Re: Bid No. 2021/22-3FA, Furniture & Equipment

Dear Ms. McFarland,

The Irvine Unified School District would like to take this opportunity to thank you for the excellent service provided during the past school year.

The terms and conditions of Bid No. 2021/22-3FA, Furniture & Equipment allows for two (2) one-year renewals after the initial term, upon mutual written agreement of the District and the Contractor.

At this time, the District would like to request a renewal of this contract; including all terms and conditions as approved on July 12, 2022. This would be the first renewal of two (2) potential renewals, effective July 1, 2023 through June 30, 2024.

If you are in agreement with this renewal request, please acknowledge your acceptance by completing and signing the renewal form included with this communication and emailing a copy back to me. The signed renewal form must be received in my office no later than **May 12, 2023**.

Please note it will be necessary for the District to obtain Board of Education approval in order to renew this contract; the District intends to take the renewal for approval in June 2023.

We look forward to another successful year. Please do not hesitate to contact me should you have any questions.

Sincerely,

Tracy Franks
Facilities Purchasing Supervisor
tracyfranks@iusd.org
949-936-5318

BOARD OF EDUCATION

PAUL BOKOTA / LAUREN BROOKS / JEFF KIM / KATIE MCEWEN / CYRIL YU
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**Bid No. 2021/22-3FA, Furniture & Equipment
Renewal Form**

BID NO. 2021/22-3FA, FURNITURE & EQUIPMENT WILL BE RENEWED FOR ONE (1) ADDITIONAL YEAR, FROM JULY 1, 2023 THROUGH JUNE 30, 2024. ALL THE TERMS, CONDITIONS AND VENDOR RESPONSIBILITIES AS A RESULT OF THIS BID SHALL REMAIN UNCHANGED DURING THIS RENEWAL PERIOD.

RENEWAL NUMBER ONE (1) OF TWO (2) AS ALLOWED PER ED CODE 17596.

CORE	5/1/2023
Company Name	Date
<i>Alissa McFarland</i>	Workplace Consultant
Signature	Title
Alissa McFarland	559.970.1315
Printed Name	Phone Number
alissam@coreinteriors.com	
Email Address	