



April 28, 2023

Wes McDowell  
McDowell & Craig Office Systems, Inc.  
13146 Firestone Blvd.  
Santa Fe Springs, CA 90670

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

Dear Wes,

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](mailto:tracyfranks@iusd.org)  
949-936-5318

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**IUSD . . . providing the highest quality educational experience we can envision.**

**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.

<u>McDowell-Craig</u> Company Name	<u>5/11/2023</u> Date
<u>Wes McDowell</u> Signature	<u>Sales Manager</u> Title
<u>Wes McDowell</u> Printed Name	<u>(562) 921-4441</u> Phone Number
<u>Wes.m@mcdowellcraig.com</u> Email Address	