



April 28, 2023

Liz Schick
Virco, Inc.
2027 Harpers Way
Torrance, CA 90501

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

Dear Ms. Schick,

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

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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.

<u>Virco Inc.</u>	<u>05/03/2023</u>
Company Name	Date
<u><i>Melissa French</i></u>	<u>VP of Marketing Services</u>
Signature	Title
<u>Melissa French</u>	<u>800-448-4726</u>
Printed Name	Phone Number
<u>cms@virco.com</u>	
Email Address	