



David J. Webb, C.P.M.
Director/Purchasing Agent

Arlington Public Schools

Purchasing Office
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-6123 • Fax: (703) 841-0681
www.apsva.us

Joshua A. Makely, CPPB
Assistant Director/Purchasing

Vacant
Senior Procurement Specialist

Kenneth R. Lawson, CPPB, VCO
Procurement Specialist

May 17, 2018

S&S Worldwide
Attn: Erin Hemingway
75 Mill Street
Colchester, CT 06415
ehemingway@ssww.com

Subject: **Instructional Aids, Toys and Games 15-01FY17 – Contract Amendment No. 1**

Dear Ms. Hemingway:

Per your company's offer to increase the amount of discount applied to purchases under this contract and in as much as your firm's performance is satisfactory, attached is the proposed Amendment No. 1 to reflect a 22% discount (an increase of 2% above the current 20%). The discount is on all purchases as reflected in the attached amendment and effective immediately. All other terms and conditions shall remain unchanged. Please indicate your acceptance by having an officer of your firm sign and return the acceptance portion attached. Upon receipt, this office will sign and execute the amendment and return one copy to your office. Your response, to accept or decline, is requested no later than ten (10) days from the date of this letter.

Sincerely,

Joshua A. Makely, CPPB
Assistant Director of Purchasing
Arlington Public Schools | Purchasing Office
2120 Washington Blvd. | Arlington, VA 22204
Direct: 703.228.6126 | joshua.makely@apsva.us

JAM:rch

Enclosure:



Arlington Public Schools

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AMENDMENT NO. 1

SUBJECT: Contract #15-01FY17 – Instructional Aids, Toys & Games

Contractor:

S&S Worldwide
Attn: Erin Hemingway
75 Mill Street
Colchester, CT 06415
ehemingway@ssww.com

Contract:

#15-01FY17

By mutual agreement, Contract #15-01FY17 is amended to reflect the following discounts.

	Item Description	CATALOG NAME	Catalog Price DISCOUNT OFF %
1	Instructional Aids	S&S Worldwide Buyer's Guide	22%
2	Toys & Games	S&S Worldwide Education	22%

The discount pricing shall be effective immediately. All other terms and conditions shall remain unchanged.

ACCEPTANCE:

ARLINGTON PUBLIC SCHOOLS

Authorized Signature: *David J. Webb*

Printed Name and Title: David J. Webb, C.P.M.
Director / Purchasing Agent

Date: May 21, 2018

S&S Worldwide

Authorized Signature: *Erin Hemingway*

Printed Name and Title: Erin Hemingway
Bid Analyst

Date: 5/18/18