



## Arlington Public Schools

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

March 23, 2020

**Via Email**

Graham Staffing Services, Inc.  
Attn: Adina Imes  
3 Bethesda Metro Center, Ste 700  
Bethesda, MD 20814  
[aimes@grahaminc.com](mailto:aimes@grahaminc.com)

Subject: American Sign Language Interpreter Services 38FY19-4 – Contract Amendment No. 1

Dear Ms. Imes:

On May 31, 2020, the above cited Contract between your firm and Arlington Public Schools will expire. Attached is Amendment No. 1 to renew the Contract for one year at existing prices or discounts. The renewal period shall be effective from June 1, 2020 through May 31, 2021. This Amendment constitutes the first of four (4) optional renewals with three (3) optional renewals remaining. All other terms and conditions shall remain unchanged.

Sincerely,

Joshua A. Makely, CPPO, CPPB  
Assistant Director of Procurement

JAM:jam

Enclosure



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### Amendment No. 1

**Subject:** American Sign Language Interpreter Services 38FY19-4 – Contract Amendment No. 1

**Contractor:**

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Attn: Adina Imes  
3 Bethesda Metro Center, Ste 700  
Bethesda, MD 20814  
[aimes@grahaminc.com](mailto:aimes@grahaminc.com)

**Contract:**

38FY19-4

In accordance with Contract No. 38FY19-4, Arlington Public Schools hereby renews the subject Contract for one (1) year at existing prices or discounts. The renewal shall be effective from June 1, 2020, and shall remain valid through May 31, 2021. This Amendment constitutes the first of four (4) optional renewals with three (3) optional renewals remaining.

All other terms and conditions shall remain unchanged.

**Arlington Public Schools**

Authorized  
Signature:

David J. Webb

Printed Name  
and Title:

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

Date:

March 23, 2020