



## Arlington Public Schools

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

September 13, 2023

**Via Email**

West Music Company, Inc.  
Attn: Beth Villhauer  
1212 5th St.  
P.O. Box 5521  
Coralville, IA 52241  
Email: [bids@westmusic.com](mailto:bids@westmusic.com)

Subject: 72FY19-6 – Instruments and Music Equipment

Dear Ms. Villhauer:

On July 31, 2023, the above cited Contract between your firm and Arlington County School Board, hereafter referred to as APS, will expire.

In as much as your firm's performance under the present Contract is satisfactory, attached is Amendment No. 4 for a one (1) year renewal of the Contract at existing prices or discounts. The renewal shall be effective from August 1, 2023, and shall remain valid through July 31, 2024. This Amendment constitutes the fourth of four (4) optional renewals with no renewal options remaining. All other terms and conditions shall remain unchanged. You are requested to provide an updated Certificate of Insurance.

Please retain a copy of this Amendment for your records.

Sincerely,

*Danielle Godfrey*

Danielle Godfrey  
Assistant Director of Procurement  
Direct: (703) 228- 6126  
Email: [Danielle.godfrey@apsva.us](mailto:Danielle.godfrey@apsva.us)



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### Amendment No. 4

Subject: 72FY19-6 – Instruments and Music Equipment

**Contractor:**

West Music Company, Inc.  
Attn: Beth Villhauer  
1212 5th St.  
P.O. Box 5521  
Coralville, IA 52241  
Email: [bids@westmusic.com](mailto:bids@westmusic.com)

**Contract:**

72FY19-6

In accordance with Contract No. 72FY19-6, Arlington Public Schools hereby renews the subject Contract for one (1) year at existing prices or discounts. The renewal shall be effective from August 1, 2023, and shall remain valid through July 31, 2024. This Amendment constitutes the fourth of four (4) one-year renewal options with no renewal options 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:

September 13, 2023