



Arlington Public Schools

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

April 25, 2025

Via Email

Charmay, Inc. dba Service Master NCR
Attn: Chris Coffin, Director of Production
7551 Fordson Road,
Alexandria, VA 22306
Email: ccoffin@smncr.com

Subject: Contract 31FY19-1 – Industrial Cleaning and Restorative Services – Contract Amendment No. 7

Dear Mr. Coffin:

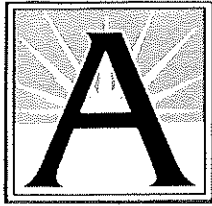
On April 30, 2025, the six-month extension to the above cited Contract between your firm and Arlington Public Schools (APS) will expire.

Attached is Amendment No. 7 to extend the Contract at existing prices or discounts from May 01, 2025, through September 30, 2025, or until a new contract is in place for Industrial Cleaning and Restorative Services.

Please indicate your acceptance by having an officer, or authorized agent, of your company sign and return the acceptance portion attached. Upon receipt, this office will sign and execute the amendment and return one copy to your office. All other terms and conditions shall remain unchanged.

Sincerely,

Carolina Sorto
Carolina Sorto
Procurement Specialist/Procurement Office
703-228-6193
Carolina.sorto@apsva.us



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Amendment No. 7

Subject: Contract 31FY19-1 – Industrial Cleaning and Restorative Services

Via Email

Contractor:
Charmay, Inc. dba Service Master NCR
5240 Port Royal Road, Suite 202
Springfield, VA 22151

Contract:
31FY19-1

By Mutual Agreement Contract 31FY19-1 is hereby extended from May 01, 2025, through September 30, 2025, or until a new contract is in place for Industrial Cleaning and Restorative Services.

All other terms and conditions shall remain unchanged.

Charmay, Inc. dba Service Master NCR:

Signature:  **Title:** Project Manager

Printed Name: Chris Coffin **Date:** 4/25/2025

APS:
Signature:  **Title:** Procurement Director/Procurement Agent

Printed Name: Danielle Godfrey, CPPB **Date:** 6/17/2025