



PURCHASING AND SUPPLY SERVICES

Keith Stewart, Director | keith.stewart@pgcps.org
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

Extension No. 3

August 25, 2023

Agile Office
6411 Ivy Lane, Suite 700
Greenbelt, MD 20770
Telephone No.: 301.559.7100
Email: MMorris@agileoffice.com

Diane Forde/SM
Telephone: 301.952.6560
Fax: 301.952.6605
Email: Diane.forde@pgcps.org

SUBJECT: RFP 029-19 Classroom and Administrative Furniture

The Board of Education of Prince George’s County would like to exercise its option to extend the current above mentioned contract award for **approximately 12 months**. The contract will extend with the same Terms and Conditions as set forth in the original contract. Any request to increase pricing must include the manufactures price increase to your organization, on the manufacturer’s letterhead. Upon acceptance of the extension, please provide the Board with a current copy of your Certificate of Insurance. If the extension is accepted or declined, please check the appropriate box and sign below. Please email this letter with your decision to Diane Forde, Diane.forde@pgcps.org and Sonya Mason, sonya.mason@pgcps.org.

The new extension expiration date will be from **September 01, 2023 through August 31, 2024**.

A contract extension will be emailed to you if the extension is accepted. Thank you for your cooperation. We look forward to continued business with you.

Sincerely,

Diane Forde

I/We agree to extend for approximately twelve (12) additional months on the current above-mentioned contract.

I/We do not wish to extend the contract for approximately twelve (12) additional months.

Marcia Morris
Signature

8/28/23
Date

MARCIA MORRIS
Print Name

CEO
Title