NOTICE OF RENEWAL OF CONTRACT

TO: CASSEL’S AWARDS & ENGRAVING INC.
14000 PARK CENTER ROAD
HERNDON, VA 20171

DATE ISSUED: January 7, 2015
CURRENT CONTRACT NO: 605-12

CONTRACT TITLE: TROPHIES AND RELATED AWARD ITEMS

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract the contract term covered by this Notice of Award is effective March 1, 2015 and expires on April 30, 2016.

This is the THIRD year award notice of a possible FOUR year contract.

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 605-12 and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING:
1) REFER TO BID FORM ATTACHED
2) 20% DISCOUNT FROM PUBLISHED PRICE LIST

ATTACHMENTS:
SPECIFICATIONS EXCERPT

EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: JEANNIE WHITT
TELEPHONE NO.: 703-435-4446

VENDOR PAYMENT TERMS: NET 30 DAYS

EMAIL: JEANNIE@CASSELSONLINE.COM

COUNTY CONTACT: MEGAN CARNEY
TELEPHONE NO.: 703-228-1835

EMAIL: MCARNEY@ARLINGTONVA.US

CONTRACT AUTHORIZATION

[Signature]
Date

[Title]
Procurement Officer