



## Arlington Public Schools

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

December 11, 2020

Via email

Unitec Distribution Systems, Inc.  
Attn: Elise Elfman, President/CEO  
289 East Green Street  
Westminster, MD 21157-5425  
EElfman@unitec-corp.com

Subject: Contract 18FY20 – Custodial, Food Service, Maintenance and Transportation Employee Uniforms

Dear Ms. Elfman:

On December 31, 2020, 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. 1 for a one (1) year renewal of the Contract at existing prices or discounts. The renewal shall be effective from January 1, 2021 and shall remain valid through December 31, 2021. This Amendment constitutes the first of four (4) optional renewals with three (3) renewal options remaining. All other terms and conditions shall remain unchanged. You are requested to provide an updated Certificate of Insurance.

Sincerely,

*Kenneth R. Lawson*

Kenneth R. Lawson, CPPB, VCO  
Procurement Specialist/Procurement Office



Enclosure:



**Arlington Public Schools**

Procurement Office  
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-2411 • Fax: (703) 841-0681  
www.apsva.us

**Amendment No. 1**

Subject: Contract 18FY20 – Custodial, Food Service, Maintenance and Transportation Employee Uniforms

**Contractor**

Unitec Distribution Systems, Inc.  
289 East Green Street  
Westminster, MD 21157-5425

**Contract #**

18FY20

Contract No. 18FY20 is hereby renewed for one (1) year at existing prices or discounts. The renewal shall be effective from January 1, 2021 and shall remain valid through December 31, 2021. This Amendment constitutes the first of four (4) optional renewals with three (3) renewal options remaining. All other terms and conditions shall remain unchanged.

**APS**

Signature: David Webb

Title: Procurement Director/Procurement Agent

Printed Name: David Webb, CPM

Date: December 16, 2020