



Arlington Public Schools

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

June 20, 2019

Via email

Paxton Record Retention, Inc.
Erica S. Mullins, Operations Manager
5280 Port Royal Road
Springfield, VA. 22151
emullins@paxton.com

Subject: Contract 03FY14 - Provision of Record Storage Services and Related Records
Management Services

Dear Mr. Grove:

On June 30, 2019, the above cited Contract between your firm and Arlington County School Board, hereafter referred to as APS, will expire. In accordance with Section 8.3 of the Contract, APS is extending the contract on a month to month basis until a new Contract is awarded. Please find attached Amendment No. 5 extending the Contract at existing prices or discounts.

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
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Amendment No. 5

Subject: Contract No. 03FY14 - Provision of Record Storage Services and Related Records Management Services

Contractor

Contract #

Paxton Record Retention, Inc.
Erica S. Mullins, Operations Manager
5280 Port Royal Road
Springfield, VA. 22151

03FY14

Contract No. 03FY14 is hereby renewed on a month to month basis at existing prices or discounts. The renewal shall be effective from July 1, 2019 and shall remain valid until the award of a new contract but for no more than six (6) months. All other terms and conditions shall remain unchanged.

APS

Signature: _____

Title: **Procurement Director/Purchasing Agent**

Printed Name: **David Webb, CPM**

Date: _____