



Standard Purchase Order Arlington Public Schools

PROCUREMENT OFFICE
2110 Washington Blvd
Arlington, Virginia 22204
Telephone: (703) 228-6123

ACCOUNTS PAYABLE
2110 Washington Blvd
Arlington, Virginia 22204
Telephone: (703) 228-6121
Email: aps.payables@apsva.us

Please note that our billing address has changed.

Unless otherwise instructed, please send invoices to the address above, Attn: Accounts Payable.

Purchase Order	2103605
Purchase Order Date	02-FEB-2021
Change Order Number	0
Change Order Date	
Procurement Specialist/Phone	David Webb
Requisitioner/Ph#/Email	Ruiz, Miriam Magaly 703-228-6615 miriam.ruiz@apsva.us
FEIN	54-6001128
Website: https://www.apsva.us/procurement-office/	

This PURCHASE ORDER NUMBER shown above must appear on all invoices, packing slips & related correspondence. For questions regarding the order, contact the REQUISITIONER shown above.

SUPPLIER: J&H AITCHESON INC
100 SOUTH DOVE STREET
ALEXANDRIA VA 22314

Ship To: Arlington Public Schools Facs & Opns
Maintenance
2770 S. Taylor Street
Arlington, VA 22206

Payment Terms	Freight Terms	FOB
NET 30	Prepaid	Destination

Line	Vendor Part	Item Description	Due Date	Quantity	UOM	Unit Price	Amount
1		Part #1425681 Halsey Taylor bi-level water cooler w/bottle filler per quote S026473074	05-FEB-2021	6.00	Each	\$1,561.18	\$9,367.06
2		Part #1315010 HT HTHB-HAC-RF-NF Retrofit bottle filling station per quote S026473074	05-FEB-2021	6.00	Each	\$502.35	\$3,014.12
3		Part #1741986 Halsey Taylor HAC8SS-NF stainless non-filtered water cooler per quote S026473074	05-FEB-2021	6.00	Each	\$466.95	\$2,801.72

The Purchase Order Terms and Conditions found on the Arlington Public Schools Procurement Office Website, at the link provided below, are incorporated in, and become part of, this contract. It is the responsibility of the Vendor to carefully read and understand the Purchase Order Terms and Conditions.

The Purchase Order Terms and Conditions have been amended effective July 1, 2020.

<https://www.apsva.us/wp-content/uploads/2020/07/2020-07-01-Purchase-Order-TsCs.pdf>

IMPORTANT: There have been incidents of scammers pretending to be school representatives and ordering thousands of dollars of goods. Purchases by APS are authorized only if an APS Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. Vendors providing goods or services without a signed APS Purchase Order, do so at their own risk.

Authorized by:

David J. Webb, C.P.M.
Director of Procurement

Purchase Order Total: \$15,182.90