



## Arlington Public Schools

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

May 12, 2023

**Via Email**

Graham Staffing Services, Inc.  
Attn: Adina Imes  
3 Bethesda Metro Center, Ste 700  
Bethesda, MD 20814  
[aimes@grahaminc.com](mailto:aimes@grahaminc.com)

Subject: American Sign Language Interpreter Services 38FY19-4 – Contract Amendment No. 4

Dear Ms. Imes:

On May 31, 2023, the above cited Contract between your firm and Arlington Public Schools will expire. Attached is Amendment No. 4 to renew the Contract for one (1) year at existing prices or discounts. The renewal period shall be effective from June 1, 2023 through May 31, 2024. This Amendment constitutes the fourth of four (4) optional renewals with no renewal options remaining. All other terms and conditions shall remain unchanged.

Sincerely,

*Danielle Godfrey*

Danielle Godfrey  
Assistant Director of Procurement



**Arlington Public Schools**

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**Amendment No. 4**

**Subject:** American Sign Language Interpreter Services 38FY19-4 – Contract Amendment No. 4

**Contractor:**  
Graham Staffing Services, Inc.  
3 Bethesda Metro Center, Ste 700  
Bethesda, MD 2081

**Contract:**  
38FY19-4

In accordance with Contract No. 38FY19-4, Arlington Public Schools hereby renews the subject Contract for one (1) year at existing prices or discounts. The renewal shall be effective from June 1, 2023, and shall remain valid through May 31, 2024. This Amendment constitutes the fourth of four (4) optional renewals with no renewal options remaining. All other terms and conditions shall remain unchanged.

**Arlington Public Schools**

Authorized Signature: David J. Webb  
David J. Webb, C.P.M.  
Printed Name and Title: Procurement Director / Procurement Agent  
Date: May 13, 2023