



## Arlington Public Schools

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

October 18, 2022

Via email

Shapiro & Duncan, Inc.  
Attn: Leslie Titcomb, Director of Commercial Service  
14620 Rothgeb Drive  
Rockville, MD 20850  
Email: [ltitcomb@shapiroandduncan.com](mailto:ltitcomb@shapiroandduncan.com)

Subject: Contract 28FY18 – PoolPack, Dectron, Liebert, Miscellaneous HVAC Repair and Other Services –  
Amendment No. 5

Dear Ms. Titcomb,

The above cited Contract between your firm and Arlington County School Board, hereinafter referred to as APS, will expire October 31, 2022. Attached is the proposed Amendment No. 5 to extend the Contract on a quarter-to-quarter basis effective from November 1, 2022. All other terms and conditions shall remain unchanged.

Please indicate your acceptance by having an officer of your firm sign and return the acceptance portion attached. Upon receipt, this office will sign and execute the Amendment and return one copy to your office. Your response, to accept or decline, is requested no later than ten (10) days from the date of this letter.

Sincerely,

*Carolina Sorto*

Carolina Sorto  
Procurement Specialist/Procurement Office  
Direct: (703) 228-6193  
Email: [carolina.sorto@apsva.us](mailto:carolina.sorto@apsva.us)



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### Amendment No. 5

**Subject:** Contract 28FY18 -PoolPack, Dectron, Liebert, Miscellaneous HVAC Repair and Other Services

**Contractor**

Shapiro & Duncan, Inc.  
Attn: Leslie Titcomb, Director of Commercial Service  
14620 Rothgeb Drive  
Rockville, MD 20850  
Email: [ltitcomb@shapiroandduncan.com](mailto:ltitcomb@shapiroandduncan.com)

**Contract No.**

**28FY18**

By mutual agreement, Contract No. 28FY18 is extended on a month-to-month basis at existing prices or discounts. The renewal shall be effective from November 1, 2022. All other terms and conditions shall remain unchanged.

**Shapiro & Duncan, Inc.**

**Signature:** Leslie Titcomb

**Title:** Director of Commercial Service

**Printed Name:** Leslie Titcomb

**Date:** 10/18/22

**APS:**

**Signature:** David J. Webb

**Title:** Procurement Director/Procurement Agent

**Printed Name:** David Webb, C.P.M.

**Date:** October 19, 2022