



Sean W. Bulson, Ed.D., Superintendent of Schools
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Purchasing Department

Sara Harvey, Purchasing Agent
(410) 638-4082 • sara.harvey@hcps.org

March 31, 2020

**Bryan Waugaman
The Michaels Companies
8000 Bent Branch Drive
Irving, TX 75063**

RE: Contract # 20-SEH-020 for Arts Crafts, Framing, and Related Services – Request for Amendment to Contract Start Date

Dear Mr. Waugaman,

The contract with your firm under the above referenced bid had an original contract start date of March 1, 2020. This letter is a request for a contract start date amendment to the existing contract. The Board of Education of Harford County is requesting a contract term amendment at the same terms and conditions and current pricing, from **April 1, 2020 through March 31, 2022.**

Please acknowledge acceptance of the extension by signing at the bottom of this page and return it to this office by **April 3, 2020.**

Sincerely,

**Sara Harvey
Purchasing Agent**

Board of Education of Harford County

Signature

Date

The Michaels Companies



Authorized Contractor Signature

3/31/2020

Date

From: [Harvey, Sara](#)
To: [REDACTED]
Subject: FW: [External] RE: Contract Change Order Request
Date: Friday, April 3, 2020 1:05:46 PM
Attachments: [Scanned from the Buyers Device.pdf](#)

Good Afternoon,

Please see below and attached for this CO.

Thanks,

Sara

From: Tolston, Bobbie [REDACTED]
Sent: Wednesday, April 1, 2020 11:41 AM
To: Harvey, Sara [REDACTED]
Subject: RE: [External] RE: Contract Change Order Request

Hi Sara,

I approve the change order #001 for Contract #20-SHE-020 which reflects a change to the Start date to **April 1, 2020**. Please attached this as authorization for the change. Due to the Covid-19, schools are closed until April 24, 2020 and I do not have access to a printer, to sign the change order. The change order will be signed when schools reopen.

Thank you,

Ms. Bobbie Tolston, CPPO, CPPB
Supervisor of Purchasing
(410) 638-4083
[REDACTED]

[Integrity, Accountability, Ethics, Impartiality, Professionalism, Service, and Transparency...](#)

From: Harvey, Sara [REDACTED]
Sent: Wednesday, April 1, 2020 11:00 AM
To: Tolston, Bobbie [REDACTED]
Subject: FW: [External] RE: Contract Change Order Request