



November 14, 2022

Sent via e-mail: briantrue@virco.com

Virco, Inc
Mr. Brian True, Vice President of Sales
2027 Harpers Way
Torrance, California 90501

REFERENCE: Contract Renewal Number: R-TC-18004, Virco, Inc, Contract Renewal (1 of 2)

Dear Mr. True,

This is to advise you that Prince William County Public Schools desires to renew the above referenced contract for an additional two (2) year renewal period with Virco, Inc in accordance with the executed contract, dated November 8, 2017, page 1, section 3. CONTRACT TERM AND RENEWAL. We will be exercising the first of two renewal options outlined in the above reference contract. The current contract will expire on December 31, 2022. The renewal term will be for the period January 1, 2023 through December 31, 2024.

Please sign this *Contract Renewal* if you desire to renew the contract and prices in accordance with the terms of the current contract and return this *Contract Renewal* form no later than November 17, 2022.

If you have any questions on this matter, please contact me by phone at (703) 791-8741 or via email at hallbm@pwcs.edu.

Sincerely,

Brian M. Hall
Senior Buyer, Procurement

Attachments

Acceptance Agreement – Contract Renewal No. 1

It is mutually agreed that the above referenced contract shall be renewed for the period of January 1, 2023 through December 31, 2024, and all terms and conditions in the original solicitation, contract, renewals, modifications and changes identified herein shall remain and in full force and effect. This is considered renewal 1 of 2.

Renew Contract: Yes: No:
If no, explain under separate cover.

Prices to Remain the Same: Yes: No:
If no, explain under separate cover.

Vendor: Patricia L. Quinones
Legally Authorized Signature

Purchasing: Colleen Keener
Legally Authorized Signature

Patricia L. Quinones, Chief Administrative Officer
Vendor Name (PRINT) & Title

Colleen Keener, CPPB, CPCP, VCO, VCA
Supervisor of Purchasing

Date: November 16, 2022

Date: 11/21/2022

E-mail: pattyquinones@virco.com



November 21, 2022

Mr. Brian M. Hall
Buyer
Prince William County Public Schools
14715 Bristow Road
Manassas, VA 20112

RE: 2023 Price Proposal - Contract R-TC-18004

Dear Mr. Hall,

Virco is requesting a 7% price increase on Virco's 2022 Retail Price List. This request is based on the current Consumer Price Index increase of 7.7%. The increase is effective January 1, 2023 through December 31, 2023.

We hope you find our request acceptable. We look forward to working with Prince William County Public School District in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian True'.

Brian True
Vice President of Sales
National Sales Group