



October 07, 2024

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 (2 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 second of two renewal options outlined in the above reference contract. The current contract will expire on December 31, 2024. The renewal term will be for the period January 1, 2025 through December 31, 2026.

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 October 18, 2024.

In addition to this renewal, you must also provide an updated copy of your Certificate of Insurance with Prince William County School Board endorsed as additional insured

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
Coordinator, Procurement

Acceptance Agreement – Contract Renewal No. 2

It is mutually agreed that the above referenced contract shall be renewed for the period of January 1, 2025 through December 31, 2026, 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 2 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:
Legally Authorized Signature

Purchasing:
Legally Authorized Signature

Virco Inc. Patricia L Quinones, Chief Administrative Officer

Colleen Keener, NIGP-CPP, CPPB, CPCP, VCO, VCA
Supervisor of Purchasing

Vendor Name (PRINT) & Title

Date: October 9, 2024

Date: Dec 9, 2024

E-mail: pattyquinones@virco.com



October 28, 2024

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

RE: 2025 Price - Contract R-TC-18004

Mr. Hall,

Virco is requesting a 4% increase from our 2024 Retail Price List effective January 1, 2025. The Consumer Price Index, released through September 2024, increased 2.4% year over year; moreover, when excluding energy and food, the index increased 3.3%.

As the economy continues to struggle, many significant economic indicators unrelated to the CPI, such as wages, health insurance and interest rates are still putting pressure on all businesses and more so in the domestic manufacturing sector. Moreover, the increase request is to carry us over the next fourteen months.

It's important to know that strategically, Virco is approving requests for large volume customers and projects with current pricing for purchase orders issued on or before January 31, 2025, which will ship on or before May 31, 2025. In addition, we will be implementing our popular Campus Basics and Quick Ship programs that will offer promotional pricing that will provide savings of 30% or more for over three-thousand of our most popular SKU's for orders of any size. In addition to the savings, these items also come with a shipment commitment of five weeks or less throughout the year.

We hope you find this information valuable and acceptable. We look forward to working with you in the upcoming year.

Sincerely,

A handwritten signature in black ink, appearing to be 'Chris'.

Vice President of Sales
National Sales Group

Cc: Patty Quinones, Chief Administrative Officer
Missy French, Vice President, Marketing Services

CK