

MAR 02 2022

National Business Furniture LLC  
Attn: Joanna Terry, Director of Vertical Marketing  
770S 70th Street  
Milwaukee, WI 53214

Reference: 4400011083- AEPA 022A Furniture

Dear Joanna Terry:

Attached is the signed acceptance of bid and contract award documents for AEPA Bid 022A and contract 4400011083 between Fairfax County Public Schools and National Business Furniture LLC. Please retain this copy of the contract for your files.

The period of the contract is from Date of Award through February 28, 2023 with the option to renew for three (3) additional one-year periods.

Please provide your Certificate of Insurance to the address listed above within ten (10) days after receipt of this letter.

If you have questions or comments, please direct them to the Manager Contracts, Jon Damron at 571-423-3581 or via email at [jdamron@fcps.edu](mailto:jdamron@fcps.edu).

Sincerely,



Michelle R. Pratt  
Director

MRP/pak

FD  
3/2/22



Association of Educational  
PURCHASING AGENCIES

## Acceptance of Solicitation & Contract

**Instructions:** PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Respondent is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

### PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, hereby offer and agree to furnish all labor, materials, supplies, and equipment incurred in compliance with all terms, conditions, specifications, and amendments associated with this IFB OR RFP and any written exceptions to the bid. The signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services, and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Business Name	National Business Furniture LLC	Date	August 18, 2021
Address	770 S 70th St	City, State Zip	Milwaukee, WI 53214
Contact Person	Joanna Terry	Title	Director of Vertical Markets
Authorized Signature	<i>Joanna Terry</i>	Title	Director of Vertical Markets
Email	JoannaT@nbf.com	Phone	414-276-8511

### PART II: AWARDING MEMBER AGENCY

Your bid response for the above-identified bid is hereby accepted. As a Vendor Partner, you are now bound to offer and provide the products and services identified within this solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. This contract intends to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2023, unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, it may be extended month by month up to six (6) months by an AEPA state.

Awarding Agency	FAIRFAX COUNTY PUBLIC SCHOOLS		
Authorized Representative	<i>Michelle Pratt</i>		
Awarded this	day of	Contract Number	4400011083
Contract to commence (Member Agency to select)	3/1/2022	Or	