



## Department of Purchasing

100 N. Main Street, 2<sup>nd</sup> Floor  
Suffolk, VA 23434  
(757) 925-6762 Fax (757) 942-4333

SEP 14 AM 9:31

### NOTICE OF AWARD

**TO:** Denise Miller  
9954 Orchard Meadow Road  
Mechanicsville, VA 23116

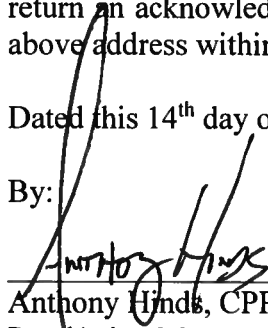
**Date:** September 14, 2020

**Topic:** RFP 87203- Graduation Requirements, yearbook, branding and related services

This notice of award is to Herff Jones to Provide Graduation Requirements, yearbook, branding and related Services to Suffolk Public Schools based on the evaluation of the committee. Performance of all services related to this award shall be in accordance with RFP 87203 and addenda, your proposal dated July 21, 2020, and any negotiations all of which are incorporated in this award letter. If you have any questions concerning this matter, please contact me. Please return an acknowledged copy of this **NOTICE OF AWARD** to the Purchasing Manager at the above address within ten (10) calendar days.

Dated this 14<sup>th</sup> day of September 2020

By:

  
\_\_\_\_\_  
Anthony Hinds, CPPB  
Purchasing Manager

### ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged by:

Herff Jones this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

By \_\_\_\_\_ Title \_\_\_\_\_

Copies: Dr. John B. Gordon, III, Superintendent  
Wendy Forsman, Executive Director of Finance  
Bid File

**RFP 87203- Graduation Requirements, yearbook, branding and related services  
September 14, 2020**

**Terms of Agreement**

The initial term of this agreement shall begin on the date of award and continue through June 30, 2021 after which this agreement will automatically be extended for four (4) additional one year periods, beginning July 1st and ending June 30th of each year, unless otherwise terminated by either party by giving written notice by May 1st of any given year. The School Board may approve a price increase for each subsequent year. The request shall be presented in writing by April 1st of each year and the cost increases shall not exceed the Consumer Price Index (CPI) as developed by the Bureau of Labor Statistics, U. S. Department of Labor, (CPI-U) south, for the preceding calendar year. Items such as gold and precious metals will follow the commodity pricing at the time of order. Suffolk Public Schools reserves the right to purchase additional items/ services if required to meet the intent of the RFP. Suffolk Public Schools reserves the right to add or delete locations through the duration of this agreement. Suffolk Public Schools also reserves the right to negotiate for additional years in order to provide for the continuation of services.

Initials \_\_\_\_\_

Date \_\_\_\_\_



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## NOTICE OF AWARD

**TO:** Jay Roudabush  
2020 New Dorset Road  
Powhatan, VA 23139


**Date:** September 14, 2020

**Topic:** RFP 87203- Graduation Requirements, yearbook, branding and related services

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By:

  
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Initials \_\_\_\_\_

Date \_\_\_\_\_