

MONTGOMERY COUNTY PUBLIC SCHOOLS

Expanding Opportunity and Unleashing Potential

DIVISION OF PROCUREMENT

March 3, 2024

Formost Graphic Communications, Inc.
Attn: John Hendershot
19209-A Chennault Way
Gaithersburg, MD 20879

Subject: Bid No. 1142.8, Miscellaneous Business Forms

This letter is to inform you that the above referenced contract will expire on February 10, 2023. In accordance with the General Conditions, paragraph entitled Contract Term Montgomery County Public Schools (MCPS) would like to pursue the extension of this contract through February 10, 2025.

Please indicate below your approval or disapproval and return the original to this office signed by an official authorized to enter into contracts with MCPS. In the event that brands, models or prices have changed, please make notations of the changes on the attached Summary of Contracts and return with your response.

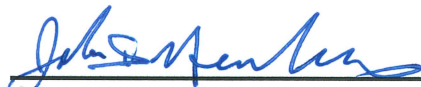
Your response is required within ten working days of receipt of this letter. Once all responses are evaluated MCPS staff may make a recommendation to the Board of Education to extend the contract or decide to re-bid the contract. If the contract is extended, you will be notified immediately after Board of Education action by a copy of a contract amendment.

In an effort to maintain the most accurate supplier records possible, MCPS requires that you return with this extension letter your company's tax identification number and certification. Please send in a fully completed W-9 tax form that accurately depicts your official business structure, as reported to the IRS. Please ensure the W-9 is the most current publication released by the IRS (Rev. 10-2018)

It has been a pleasure doing business with you and we look forward to another successful year.

We/I agree to extend the contract

We/I do not wish to extend the contract



President

3/11/24

Signature

Title

Date

Sincerely,



Angela McIntosh-Davis, CPPB
Director, Division of Procurement

AMD:
Copy to: Bid File

Term of Contract: **02/09/2023** To: **02/10/2024** Buyer: **Rebecca Williams** Phone: **(240) 740-7540**

Group Number	Item Number	Description	Unit	Unit Price	Brand	Model	Vendor Name
31593		SRS LABELS, MCPS FORM 560-29	M	15.99			FORMOST GRAPHIC COMMUNICATIONS
31600		PERFORATED PAPER, 8 1/2" X 11", BLUE	M	36.82			FORMOST GRAPHIC COMMUNICATIONS
31601		PERFORATED PAPER, 8 1/2" X 11", PINK	M	36.82			FORMOST GRAPHIC COMMUNICATIONS
31643		V-FOLD REPORT CARD PRESSURE SEAL MAILERS Size: 8 1/2" x 11"	M	42.53			FORMOST GRAPHIC COMMUNICATIONS