



Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators

April 6, 2022

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Mr. Bob Taylor
Account Manager
Staples Business Advantage
16501 Trojan Way
La Mirada, CA 90638

Re: Bid No. 20/21-1651, Standard School Supplies

Dear Mr. Taylor:

In April 2020, the Los Angeles County Office of Education (LACOE) entered into a contract with your company to provide office and first aid and safety supplies for the above referenced bid.

In accordance with Section XI.6 of the terms and conditions, LACOE is requesting to extend the term of the contract for an additional one (1) year period. The new period for this contract shall be April 13, 2022 to April 12, 2023.

If your company would like to extend the bid at the new pricing and current terms, please sign below and immediately email a copy of your signed letter to marikian_michael@lacoed.edu.

Yes, please extend the bid No, please do not extend the bid

Signature of Representative:
Title: Area Vice President of Sales
Date: 4/7/2022

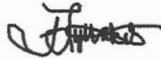
Mail your original signed letter to:

Terri Lyttaker, Controller
Los Angeles County Office of Education
Procurement Services Section/ECW-104
9300 Imperial Highway
Downey, CA 90242-289

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In order to expedite the process, please return the requested information no later than Tuesday, April 12, 2022. If you have any additional questions, please contact Michael Marikian, Buyer, at (562) 922-6658.

Sincerely,



Terri Lyttaker (Apr 7, 2022 10:16 PDT)
Terri Lyttaker, Controller
Business Services

TL/MM