



**Los Angeles County Office of Education**

Serving Students • Supporting Communities • Leading Educators

March 24, 2023

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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, 2023 to April 12, 2024.

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

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

Signature of Representative: *[Handwritten Signature]*

Title: Area Vice President of Key Accounts

Date: 3/27/2023

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 90242-2890**

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In order to expedite the process, please return the requested information no later than Tuesday, April 4, 2023. If you have any additional questions, please contact Michael Marikian, Buyer, at (562) 922-6658.

Sincerely,



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Terri Lyttaker (Mar 24, 2023 08:20 PDT)  
Terri Lyttaker, Controller  
Controller's Office

TL/MM