



## PURCHASING AND SUPPLY SERVICES

Keith Stewart, Director | [keith.stewart@pgcps.org](mailto:keith.stewart@pgcps.org)  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

### CONTRACT EXTENSION NO. 1

August 8, 2022

**Agile Office**  
6411 Ivy Lane, Suite 700  
Greenbelt, MD 20770  
Tel No.: 301.559.7100  
Email: [MMorris@agileoffice.com](mailto:MMorris@agileoffice.com)

**Buyer: Ann Harrison**  
**Telephone: 301.952.6560**  
**Fax: 301.952.6605**  
**Email: [ann.harrison@pgcps.org](mailto:ann.harrison@pgcps.org)**

#### **Subject: RFP 029-19 Classroom and Administrative Furniture**

This Contract Amendment (the "Contract Amendment") is made by the Board of Education of Prince George's County and **Agile Office** to the Agreement dated August 16, 2019 (the "Agreement").

1. The purpose of the Contract Amendment is to:
  - A. Incorporate mandatory Covid-19 vaccination verification and weekly Covid-19 testing requirements for contractors, vendors, volunteers, interns, and any other non-PGCPS employee who is doing any work or providing services on-site at a PGCPS office or school. See Attachment A for Covid-19 mandatory requirements.
  - B. Exercise the option to extend the current contract for approximately six (6) months under the contract renewal term from **August 16, 2022 through February 28, 2023**.
2. Except as set forth in this Contract Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with the terms set forth in the original agreement.

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**In Witness Whereof**, the undersigned agree to be bound by the terms and conditions set forth in this Contract Amendment to the Contract Award.

AH  
AH

ACCEPTED BY:

**FOR THE FIRM:**

**FOR THE BOARD OF EDUCATION:**

Marcia Morris

Marcia Morris (Aug 9, 2022 14:37 EDT)

08/09/2022

SIGNATURE

DATE

Marcia Morris

NAME

CEO

TITLE

Agile Office, LLC

FIRM

Keith Stewart

keith.stewart@pgcps.org keith.stewart@pgcps.org (Aug 11, 2022 09:35 EDT)

08/11/2022

SIGNATURE

DATE

Keith Stewart

NAME:

Director, Purchasing & Supply Services

TITLE

FOR THE BOARD OF EDUCATION  
OF PRINCE GEORGE'S COUNTY  
UPPER MARLBORO, MARYLAND 20772

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**ATTACHMENT A**

**MANDATORY COVID 19: VACCINE AND TESTING REQUIREMENTS  
AND ON-SITE PROGRAMMING BY NON-PGCPS EMPLOYEES**

**WHEREAS**, the Parties desire to incorporate the terms of policy into the aforementioned Contract in order to document expectations of Respondent/Vendor/Contractor/Partner's staff regarding Covid-19 vaccination and testing mandates for PGCPS.

**NOW THEREFORE, THIS CONTRACT AMENDMENT WITNESSETH THAT**, in consideration of the mutual promises and covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**A. COVID-19: VACCINE AND TESTING REQUIREMENTS AND ON-SITE PROGRAMMING BY NON-PGCPS EMPLOYEES**

Effective September 13, 2021, or at any time during the term of this Contract in which services commence by any intern, volunteer, vendor, contractor or employee of Partner (referred to herein as "Partner's staff"), PGCPS will require proof of vaccination against Covid-19 or weekly proof of a negative Covid-19 test [with results obtained within seventy-two (72) hours] each Monday for unvaccinated Partner's staff who are providing services on-site at a PGCPS facility.

1. Unless otherwise stated and to the extent possible, Partner's services shall be rendered virtually during the term of this Contract or until such time that PGCPS authorizes in-person services by Partner.
2. In the event Partner's services must be provided at a PGCPS site (not virtually):
  - a. Partner's staff shall be required to provide confirmation of vaccination to the designated PGCPS Point of Contact (i.e. principal/designee or responsible department/office representative) who is responsible for ensuring that the scope of services are completed.
  - b. Partner's staff shall be required to submit a list or other documentation of all Partner's staff who are vaccinated prior to the initiation of services. During the term of the Contract, Partner shall be responsible for supplementing this list for any new Partner staff assigned to provide services under this Contract prior to the Partner's staff's start date of services.
  - c. Unvaccinated, staff providing services at a PGCPS site must present proof of a negative Covid-19 test taken within seventy-two (72) hours to the designated PGCPS Point of Contact (i.e. principal/designee or responsible department/office representative) who is responsible for ensuring that the scope of services are completed. Contractor shall be responsible for providing results from pharmacies and labs that are accredited to administer Covid-19 testing. Results obtained from home Covid-19 testing kits will not be accepted and shall not meet the requirements of this Contract.
  - d. Partner shall be required to submit a list or other documentation of all Partner's staff who tested negative by the close of business each Monday. If Monday is a holiday, then the list or other documentation must be submitted on the next day in which schools are open by close of business. This requirement shall continue *each week during the term of this Contract*.
  - e. PGCPS will not be responsible for testing Partner's staff. Failure to provide proof of negative results will bar Partner's staff from providing in-person services at a PGCPS site until such time as the information is presented.

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3. Partner shall inform its PGCPS Point of Contact via phone call or email immediately upon being informed that any of its staff are unavailable to provide onsite services for any day(s) in which they are unable to present a negative Covid-19 test.
  4. In the event a non-PGCPS staff tests positive for Covid-19, Partner shall inform the PGCPS Point of Contact immediately but no later than 24 hours after receiving notification of a positive Covid-19 test from the non-PGCPS employee.
- B. The Parties agree that all other terms and conditions of the Agreement shall remain in full force and effect and shall only be amended in writing, signed by both parties.

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Notice of Award  
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Contract Pricing

Item Number	Description/Specification	Sample Brand/Model	Estimated Qty	Unit Price	Extended Price	Proposed Brand/Model
1	Chair, Student, 13 to 14"	KI (IW413)	1000	\$51.92	\$ 51,920.00	KI (IW413)
2	Chair, Student, 15 to 16"	KI (IW415)	1000	\$52.42	\$ 52,420.00	KI (IW415)
3	Chair, Student, 18"	KI (IW418)	2500	\$ 52.42	\$ 131,050.00	KI (IW418)
4	Wire Book Rack W/Chair, Student, 18"	KI (IW418) W/BR	2500	\$ 62.31	\$ 155,775.00	KI (IW418) W/BR
11	Chair, Student, Library, 13 to 14"	Scholar Craft (183), Columbia (1143)	500	\$ 34.41	\$ 17,205.00	Scholar Craft (183)
12	Chair, Student, Library, 15 to 16"	Scholar Craft (185), Columbia (1145)	500	\$ 36.56	\$ 18,280.00	Scholar Craft (185)
13	Chair, Student, Library, 17 to 18"	Scholar Craft (187), Columbia (1147)	500	\$ 38.71	\$ 19,355.00	Scholar Craft (187)
14	Chair, Student, Task, Swivel, Pneumatic Height Adj.	HON (HSSTK-18B)	500	\$ 106.46	\$ 53,230.00	HON (HSSTK-18B)
15	Chair, Teacher, Adj. Height Task Chair, w/o Arms, Black Base, Grade 3 Fabric	HON (5721)	200	\$ 147.63	\$ 29,526.00	HON (5721)
16	Chair, Teacher, Adj. Height Task Chair, w/ and w/out Arm, Black Fabric and Vinyl	Safco (3391BL) (3391BV) (3399BL)	200	\$ 314.34	\$ 62,868.00	Safco (3391BL) (3391BV) (3399BL)
17	Chair, Teacher, Adj. Height Task Chair, without Arm, Black Fabric and Vinyl	Safco (3391BL) (3391BV)	200	\$ 267.89	\$ 53,578.00	Safco (3391BL) (3391BV)
18	Chair, Teacher, Adj. Height Task Chair, w/ and w/out Arm, Mesh Back, Black Fabric and Vinyl	Safco (3397BL) (3397BV) (3399BL)	200	\$ 301.89	\$ 60,398.00	Safco (3397BL) (3397BV) (3399BL)
19	Chair, Teacher, Adj. Height Task Chair, without Arm, Mesh Back, Black Fabric and Vinyl	Safco (3397BL) (3397BV)	200	\$ 256.53	\$ 51,306.00	Safco (3397BL) (3397BV)
20	Chair, Office, Swivel, Mid Back, Synchro Tilt w/Integral Lumbar Support, Adjustable Arms, Grade 3 Fabric	HON (HLWU.Y1.A)	100	\$ 373.50	\$ 37,350.00	HON (HLWU.Y1.A)
21	Chair, Office, Swivel, Mid Back, Synchro Tilt, Seat Glide w/Integral Lumbar Support, Adjustable Arms, Grade 3 Fabric	HON (HLWUBT.Y1.A)	100	\$ 534.55	\$ 53,455.00	HON (HLWUBT.Y1.A)
22	Chair, Office, Mid Back, Upholstered Back, Swivel Tilt, Tilt Tension/Lock, Adjustable Arms, Grade 3	HON (HWM1.A.H.U)	100	\$ 306.06	\$ 30,606.00	HON (HWM1.A.H.U)
23	Chair, Office, Mid Back, Mesh Back, Swivel Tilt, Tilt Tension/Lock, Adjustable Arms, Grade 3	HON (HWM1.A.H.M)	100	\$ 263.25	\$ 26,325.00	HON (HWM1.A.H.M)
24	Chair, Conference, High Back, w/Loop Arms, Leather, Polished Frame	HON Basyx (HVL103SB11)	50	\$ 157.63	\$ 7,881.50	HON Basyx (HVL103SB11)
25	Chair, Conference, Big & Tall, High Back, w/Loop Arms, Leather, Black <b>Estimated Weight Capacity 350 lbs</b>	HON Basyx (HVL685SB11)	50	\$ 326.00	\$ 16,300.00	HON Basyx (HVL685SB11)
26	Chair, Conference, High Back, w/Loop Arms, Black Frame, Grade 3(Fabric or Vinyl), <b>Estimated Weight Capacity 300 lbs</b>	HON (HIEH1.F)	50	\$ 311.05	\$ 15,552.50	HON (HIEH1.F)
27	Chair, Office, Guest Chair, w/Arms, Metal Frame, Grade 3 Fabric	HON (HIGS6.F)	50	\$ 198.98	\$ 9,949.00	HON (HIGS6.F)
31	Desk, Student, Huddle, 18"x30", Adj. Height	Smith System (01265)	2500	\$ 121.04	\$ 302,600.00	Smith System (01265)
32	Desk, Student, 28"x28", Adj. Height	HON Smartlink (HLDV-M3A)	1500	\$ 118.74	\$ 178,110.00	HON Smartlink (HLDV-M3A)
33	Book Box Wire	HON Smartlink (HLDA-15)	500	\$ 22.94	\$ 11,470.00	HON Smartlink (HLDA-15)
34	Felt Glide Cap (each price only)	HON Smartlink (HGDK3-F)	1500	\$ 0.49	\$ 735.00	HON Smartlink (HGDK3-F)
35	Back Pack Hook	HON (HCLA65)	500	\$ 3.98	\$ 1,990.00	HON (HCLA65)

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## Percentage off Discount

<b>Manufacturer</b>	<b>% Off Discount</b>
<b>180 – Arico Bell</b>	<b>50%</b>
<b>184 – Correll</b>	<b>38%</b>
<b>185 – ECR 4Kids</b>	<b>35%</b>
<b>186 – HON</b>	<b>60%</b>
<b>187 – Jonti-Craft</b>	<b>30%</b>
<b>188 – KJ</b>	<b>46%</b>
<b>190 – Lesro</b>	<b>45%</b>
<b>191 – Lorell</b>	<b>55%</b>
<b>192 – MooreCo</b>	<b>45%</b>
<b>193 – National</b>	<b>55%</b>
<b>194 – National Public Seating</b>	<b>45%</b>
<b>197 – Scholar Craft</b>	<b>52%</b>
<b>199 – Smith Systems</b>	<b>46%</b>
<b>Systems Furniture</b>	
<b>202 – HON</b>	<b>61%</b>
<b>203 – Trendway</b>	<b>54%</b>
<b>Casegoods Furniture and Office Seating</b>	
<b>204 – Arcadia</b>	<b>46%</b>
<b>205 – Bait</b>	<b>45%</b>
<b>206 – Global</b>	<b>50%</b>
<b>207 – HON</b>	<b>58%</b>
<b>208 – National Public Seating</b>	<b>48%</b>
<b>209 – Safco</b>	<b>50%</b>
<b>210 – Trendway</b>	<b>55%</b>
<b>Metal Filing, Bookcases and Storage</b>	
<b>213 – HON</b>	<b>58%</b>
<b>214 – Fleetwood</b>	<b>30%</b>
<b>Library</b>	
<b>216 - Breford</b>	<b>40%</b>
<b>217 – DEMCO</b>	<b>35%</b>
<b>218 Hale</b>	<b>45%</b>
<b>Additional Discounts Offered</b>	
<b>Manufacturer &amp; Category</b>	<b>% Off Discount</b>
<b>Amtab (Cafeteria Tables)</b>	<b>58%</b>
<b>Slco (Cafeteria Tables)</b>	<b>50%</b>