

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VIRGINIA 22201

NOTICE OF CONTRACT RENEWAL

MELWOOD HORTICULTURAL TRAINING CENTER, INC. 5606 DOWER HOUSE ROAD UPPER MARLBORO, MD 20772	DATE ISSUED: CURRENT REFERENCE NO: CONTRACT TITLE:	<u>JULY 19, 2019</u> <u>16-323-5-R</u> <u>DAY SUPPORT AND EMPLOYMENT SERVICES</u>
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THIS IS A NOTICE OF RENEWAL OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

This is your notice that the above referenced contract has been renewed. The contract documents consist of the terms and conditions of AGREEMENT No. 16-323-5-R including any attachments or amendments thereto.

EFFECTIVE DATE: JULY 1, 2019

EXPIRES: JUNE 30, 2020

RENEWALS: ONE (1) ONE (1) YEAR RENEWAL OPTIONS FROM JULY 1, 2020 TO JUNE 30, 2021

COMMODITY CODE(S): 95200

LIVING WAGE: N

ATTACHMENTS:

AGREEMENT NO. 16-323-5-R

ATTACHMENT A – AMENDMENT NUMBER 1

ATTACHMENT B – FAIRFAX COUNTY, VIRGINIA CONTRACT NO. 4400008597, AMENDMENT NO. 5, DATED JUNE 27, 2019

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: CARI DESANTIS

VENDOR TEL. NO.: (301) 599-4501

EMAIL ADDRESS: CDESANTIS@MELWOOD.ORG

COUNTY CONTACT: JIM BAKER (DHS - AGING AND
DISABILITY SERVICES)

COUNTY TEL. NO.: (703) 228-1713

COUNTY CONTACT EMAIL: JBAKER@ARLINGTONVA.US

ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 16-323-5-R
AMENDMENT NUMBER 1

This Amendment Number 1 is made on the date of execution by the County and amends Agreement Number 16-323-5-R, dated MAY 13, 2016, ("Main Agreement") between MELWOOD HORTICULTURAL TRAINING CENTER, INC. ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor amend the CONTRACT TERM called for under the Main Agreement as follows:

AMENDED CONTRACT TERM

The Contract Term is hereby renewed for the period beginning July 1, 2019 and expires June 30, 2020 ("Third Subsequent Contract Term").

Upon satisfactory performance by the Contractor, and with the concurrence of the Contractor, if the County of Fairfax, Virginia renews their Agreement No. 4400006730, 8597 (103) the County may elect to renew this Agreement for one (1) additional twelve (12) month period from July 1, 2020 to June 30, 2021 ("Subsequent Contract Term"). However, if the County of Fairfax, Virginia does not renew their Agreement, this Agreement shall automatically expire on the date of the County of Fairfax, Virginia contract expiration date.

All other terms and conditions of the Main Agreement remain in effect.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

MELWOOD HORTICULTURAL
TRAINING CENTER, INC.

AUTHORIZED
SIGNATURE: 

AUTHORIZED
SIGNATURE: 

NAME: Vanessa Moorehead
TITLE: Procurement Officer

NAME: Paul Santos
TITLE: PRESIDENT + CEO

DATE: 7/19/2019

DATE: July 1, 2019



County of Fairfax, Virginia

AMENDMENT

JUN 27 2019

AMENDMENT NO. 5

CONTRACT TITLE: Day Support and Employment Services

<u>CONTRACTOR</u>	<u>SUPPLIER CODE</u>	<u>CONTRACT NO.</u>
Melwood Horticultural Training Center, Inc. 5606 Dower House Rd. Upper Marlboro, MD 20772	1000039131	4400008597

By mutual agreement, Contract 4400008597 is hereby amended to include the following:

1. Change the title of Section 6, to read: **Licensure, Compliance, Reporting and Other Requirements.**
2. Add the following to Paragraph 6.1:
 - g. Compliance with Incident Reporting consistent with Department of Behavioral Health and Developmental Services (DBHDS) standards. (See DBHDS Guidance at: Virginia Regulatory Town Hall - https://townhall.virginia.gov//getfile.cfm?file=c:\townhall\docroot\quidancedocs\720\gdoc_dbhds_6415_v1.pdf)
 - h. The Contractor must provide proof of required licensure, compliance and operations in "Good Standing". As initial and subsequent licenses and certification, related audits, renewals, and investigations occur, documents supporting the outcome must be provided to the Community Services Board (CSB) Service Director with contract oversight within ten (10) business days of such outcome. This includes, but is not limited to copies of licenses, audit/site review reports, corrective action plans approved/accepted by the regulatory/oversight agency, and investigative reports and outcomes. Should the Contractor's license, certification or other service or operating status change, including such circumstances where capacity or authority to operate may be compromised or affected in anyway, the Executive Director or assigned designated personnel of the Contractor must inform the CSB Executive Director in writing within five business days of its knowledge or the determination of such status.
3. Delete the following language in Section 7, Paragraph 7.3b3ii

Critical incident report copies sent as incidents occur (as per DBHDS licensure standards and CSB policies).

and Replace with the following language:

Department of Procurement and Material Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Website: www.fairfaxcounty.gov/procurement
Phone 703-324-3201, TTY: 711, Fax: 703-324-3228

Incident Reports must be faxed to the Fairfax – Falls Church Community Services Board (CSB) within 24 hours of an incident occurring. Reports shall be faxed to the fax number provided by the CSB Service Director with contract oversight. Serious incidents (i.e. abuse/neglect allegations, serious injuries/accidents, incidents involving police or other community members, deaths, missing persons, acts that would be crimes whether or not police are involved, etc.) require a phone call from the Contractor's Executive Director or assigned designated personnel to the CSB's Executive Director within 24 hours, and the corresponding incident report must be faxed to (703) 653-7137. Program staff must also call the CSB Service Director or designated Contract Manager within 24 hours of a serious incident occurring and fax the corresponding incident report to the Service Area identified fax number.

4. Contract 4400008597 is renewed for one-year, effective July 1, 2019 through June 30, 2020, to include FY20 funding for Program Enhancement in the amount up to \$35,000.00.

Contractor shall submit updated certificate of insurance in accordance with Section 19, CONTRACT INSURANCE PROVISIONS, of Request for Proposal #2000001704 within ten (10) days after receipt of this executed amendment.

All other prices, terms and conditions remain the same.

ACCEPTANCE:

BY: Cari DeSantis
(Signature)

President + CEO
(Title)

Cari DeSantis
(Printed)

June 24, 2019
(Date)

Steve Pierson Steve Pierson, CPPB
Contracts Manager
f Cathy A. Muse, CPPO
Director/County Purchasing Agent

DISTRIBUTION

Finance – Accounts Payable/e
DPMM – Contract Analyst – Tamir Enkhjargal
CSB – Kevin Lafin/e

Contractor – CDeSantis@melwood.org
DPMM – Contract Specialist – Linda Williams
CSB – Robyn Fontaine/e

