



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

NOTICE OF RENEWAL

TO: SCHREIBER TRANSLATIONS, INC. ORIGINAL DATE ISSUED: JUNE 15, 2019
51 MONROE STREET, SUITE 101 CONTRACT NO: 19-160-R
ROCKVILLE, MD 20850 CONTRACT TITLE: TRANSLATION & INTERPRETATION SERVICES

THIS IS A NOTICE OF RENEWAL AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

The contract documents consist of the terms and conditions of AGREEMENT No. 19-160-R including any attachments or amendments thereto.

EFFECTIVE DATE: 7/1/2022
EXPIRES: 6/30/2023
RENEWALS: NO RENEWALS REMAINING.

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

VENDOR CONTACT: Chris Carter VENDOR TEL. NO: (301) 424-7737
EMAIL ADDRESS: ccarter@schreibernet.com
COUNTY CONTACT: ANN MOSER COUNTY TEL. NO.: (703) 228-1318
COUNTY CONTACT EMAIL: AWMOSEAR@ARLINGTONVA.US

CONTRACT AUTHORIZATION

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

SCHREIBER TRANSLATIONS, INC.

PRINT: DR. SHARON T. LEWIS

PRINT: Chris Carter

SIGNATURE: Dr. Sharon T. Lewis
89B86B1AD301462...

SIGNATURE: Chris Carter
0D61C808929D448...

TITLE: PURCHASING AGENT

TITLE: Managing Director

DATE: 6/9/2022

DATE: 6/8/2022

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

NOTICE OF CONTRACT AWARD

SCHREIBER TRANSLATIONS, INC.	DATE ISSUED:	01/15/2019
51 MONROE STREET, SUITE 101	CURRENT REFERENCE NO:	19-160-R
ROCKVILLE, MARYLAND 20850	CONTRACT TITLE:	TRANSLATION & INTERPRETATION SERVICES

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

The contract documents consist of the terms and conditions of AGREEMENT No. 19-160-R including any attachments or amendments thereto.

EFFECTIVE DATE: IMMEDIATELY

EXPIRES: 06/30/2019

RENEWALS: NO RENEWALS

COMMODITY CODE(S): N/A

LIVING WAGE: N

ATTACHMENTS:

AGREEMENT No. 19-160-R

EXHIBIT A – INSERT ATTACHMENT NAME

ATTACHMENT B – MONTGOMERY COUNTY CONTRACT #1084036

EMPLOYEES NOT TO BENEFIT:

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

<u>VENDOR CONTACT:</u> STEPHANIE PETTIT	<u>VENDOR TEL. NO.:</u>	<u>(301) 424-7737</u>
<u>EMAIL ADDRESS:</u> SPETTIT2SCHREIBERNET.COM		
<u>COUNTY CONTACT:</u> JIM BAKER (DEPT AND DIVISION)	<u>COUNTY TEL. NO.:</u>	<u>(703) 228-1713</u>
<u>COUNTY CONTACT EMAIL:</u> JBAKER@ARLINGTONVA.US		

Target Language(s)	Rate per word	Rate for Formatting/Design/Layout
Spanish	\$ 0.15 per word	\$50.00/hour
All other languages	\$0.15 per word	\$50.00/hour
Spanish - REPETITION	\$0.075 per word	\$50.00/hour
All other languages - REPETITION	\$0.075 per word	\$50.00/hour

a. The Contractor must work with the County on a project by project basis to meet any expedited or urgent requests beyond the standard return time of five business days.

b. The Contractor will revise the original translated document based on suggested changes resulting from reviews by County using departments, at no additional cost. If the Contractor makes any errors or omissions in translating documents for the County under this Contract, the Contractor must correct such errors at no charge to the County within a negotiated timeframe based on individual project needs.

2. **Interpretation Services** - The County will pay the Contractor in accordance with the rates detailed below for interpretation services provided under this Contract. The rates detailed are per-hour.

Type of Interpreting	Urgent	Same-Day	Standard
Face-to-Face (consecutive)	\$76/hour	\$76/hour	\$76/hour
Face-to-Face (simultaneous)	\$86/hour	\$86/hour	\$86/hour
Portable Transmitter	\$125/each		
Receiver/headset	\$6.50/each		

a. Minimum fees:

- i. Consecutive interpreting: 2 hours
- ii. Simultaneous interpreting: 2 hours
- iii. If the service goes beyond the initial 2 hours, the added charge will be calculated in increments of 15 minutes each.
- iv. Cancellation: The County must notify Contractor of any cancellation of scheduled service 24 hours in advance. If notice is not provided timely the contractor will be compensated for services at the minimum time (2 hours), including cancellations for expedited or urgent services.

b. At the discretion of the County, for interpretation services only, the following exceptions apply:

- i. The Contractor will be paid for services when County staff or a client is not present for a pre-scheduled appointment and