

**ARLINGTON COUNTY, VIRGINIA  
AGREEMENT NO. 22-DHS-EP-191  
AMENDMENT NUMBER 1**

This **Amendment Number 1** (“Amendment”) is made on 6/16/2022 and amends **Agreement Number 22-DHS-EP-191** (“Main Agreement”) dated **July 28, 2021**, and made between Friends of Guest House, Inc. (“Contractor”) and the County Board of Arlington County, Virginia (“County”).

The County and the Contractor agree to amend the Main Agreement as follows:

**1. PURSUANT TO CONTRACT CLAUSE 4 CONTRACT TERM, EXERCISE THE THIRD SUBSEQUENT CONTRACT TERM FROM AUGUST 1, 2022, TO JULY 31, 2023, WITH THREE (3) ONE-YEAR RENEWALS REMAINING.**

**2. ADD CONTRACT CLAUSE NUMBER 58 TO THE CONTRACT AS FOLLOWS:**

**58. COVID-19 VACCINATION POLICY FOR CONTRACTORS:**

Due to the COVID-19 pandemic, the County has taken various steps to protect the welfare, health, safety, and comfort of the workforce and public at large. As part of these steps, the County has implemented various requirements with respect to health and safety including policies with respect to social distancing, the use of face-coverings, and vaccine mandates. All County Contractors, entering County-owned, controlled, or leased facilities or facilities operated by a contractor if the services provided at that location are exclusive to Arlington County Government or contractors with public-facing responsibilities must adopt these policies for implementation with their employees and subcontractors working on County contracts.

Contractors are required to obtain and maintain the COVID-19 vaccine status of employees or subcontractors and require any unvaccinated or not fully vaccinated employees to follow a weekly testing protocol established by the Contractor to submit to weekly testing and provide any accommodations as required by law. Contractor should submit the certification of compliance to the Purchasing Agent at the time of contract execution and within five working days of the end of each quarter (see Exhibits D and E). In addition, all Contractor and subcontractor employees subject to the requirements of this section must also comply with the County COVID-19 masking and social distancing protocols, as signed at each County location.

It is recognized that the COVID-19 pandemic is an ongoing health crisis. As such, requirements with respect to health and safety, including vaccines and face-coverings may change over time. Contractors are expected to adhere to the County’s requirements as they evolve in response to the crisis.

For questions, the Contractor may email [contractorvaccineinfo@arlingtonva.us](mailto:contractorvaccineinfo@arlingtonva.us).

**3. ADD EXHIBIT D CONTRACTOR COVID-19 VACCINATION CERTIFICATION INCLUDED AS AN ATTACHMENT TO THIS AMENDMENT 1.**

**5. ADD EXHIBIT E CONTRACTOR COVID-19 VACCINATION QUARTERLY COMPLIANCE CERTIFICATION INCLUDED AS AN ATTACHMENT TO THIS AMENDMENT 1.**

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

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

FRIENDS OF GUEST HOUSE, INC.

SIGNED: DocuSigned by:  
*Dr. Sharon T. Lewis*  
89B86B1AD301462...

SIGNED: DocuSigned by:  
*Kari Galloway*  
0CF192C13C674EE...  
Kari Galloway

PRINT NAME: DR. SHARON T. LEWIS

PRINT NAME: \_\_\_\_\_

TITLE: PURCHASING AGNET

TITLE: Executive Director

DATE: 6/16/2022

DATE: 6/16/2022

**EXHIBIT D**

**CONTRACTOR COVID-19 VACCINATION CERTIFICATION**

I hereby certify that all Friends of Guest House employees and subcontractors who will be working on Contract No. 22-DHS-EP-191 are fully vaccinated against COVID- 19, or being tested on a weekly basis, or are exempt pursuant to a valid reasonable accommodation under state or federal law.

**Please do not include any of your employees' medical documentation, including vaccination records or test results.**

Date: 6/16/2022

Signature: DocuSigned by:  
*Kari Galloway*

Printed Name: 0CF192C13C674EE...  
Kari Galloway

Title: Executive Director

**EXHIBIT E**

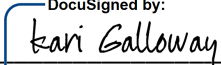
**CONTRACTOR COVID-19 VACCINATION QUARTERLY COMPLIANCE CERTIFICATION**

**By Email:** Please complete the report below and return it to: [contractorvaccineinfo@arlingtonva.us](mailto:contractorvaccineinfo@arlingtonva.us).

- I hereby certify that all Friends of Guest House employees and subcontractors working on Contract No. 22-DHS-EP-191 are fully vaccinated against COVID-19, or being tested on a weekly basis, or are exempt pursuant to a valid reasonable accommodation under state or federal law.

**Please do not include any of your employees' medical documentation, including vaccination records or test results.**

Date: 6/16/2022

Signature:  \_\_\_\_\_

Printed Name and Title: Kari Galloway Executive Director

Company Name: Friends of Guest House

Company Address: \_\_\_\_\_

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

CONTRACT AWARD COVERPAGE

<b>TO:</b> FRIENDS OF GUEST HOUSE, INC.	DATE ISSUED:	<u>7/28/2021</u>
1 EAST LURAY AVENUE	CONTRACT NO:	<u>22-DHS-EP-191</u>
ALEXANDRIA, VIRGINIA 22301	CONTRACT TITLE:	<u>TRANSITIONAL LIVING SERVICES</u>

**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. 22-DHS-EP-191 including any attachments or amendments thereto.

**EFFECTIVE DATE:** 7/28/2021  
**EXPIRES:** 7/31/2022  
**RENEWALS:** FOUR (4) ONE (1) YEAR RENEWALS REMAINING  
**LIVING WAGE:** N

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

<b><u>VENDOR CONTACT:</u></b> KARI GALLOWAY	<b><u>VENDOR TEL. NO.:</u></b>	<u>(703) 549-8072</u>
<b><u>EMAIL ADDRESS:</u></b> <a href="mailto:DIRECTOR@FRIENDSOFGUESTHOUSE.ORG">DIRECTOR@FRIENDSOFGUESTHOUSE.ORG</a>		
<b><u>COUNTY CONTACT:</u></b> PENELOPE DONOVAN (DHS-BHC)	<b><u>COUNTY TEL. NO.:</u></b>	<u>(703) 228-5018</u>
<b><u>COUNTY CONTACT EMAIL:</u></b> <a href="mailto:PDONOVAN@ARLINGTONVA.US">PDONOVAN@ARLINGTONVA.US</a>		

**PURCHASING DIVISION AUTHORIZATION**

DocuSigned by:

*Lucas Alexander*

Title Procurement Officer Date 7/28/2021

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**EXHIBIT B**  
**PRICING SCHEDULE**

**Expenses funded by the County will not exceed \$46,643.00**

<b>PERSONNEL</b>	Salary and Fringe Benefit expenses
Executive Director	\$2,286
Program Director	\$1,989
Residential-to-Aftercare Case Managers	\$6,030
Outreach Case Manager	\$1,252
Operations Director	\$1,054
Residential Services Specialists	\$5,477
Arlington Jail Mentoring Coordinator	\$13,500
Intake Coordinator	\$1,095
Clinical Director	\$1,031
<b><u>Personnel subtotal</u></b>	<b><u>\$33,714</u></b>
<b>NON-PERSONNEL</b>	
Auto Insurance	\$315
Auto Expense	\$162
Resident Transportation Expense	\$324
Utilities	\$1,017
Laundry	\$79
Food	\$1,755
Household expenses	\$540
Diagnostics Testing supplies	\$252
Internet	\$46
Office supplies	\$396
Postage	\$149
Staff Expenses	\$374
Database Software	\$234
Rent Expense	\$5,231
Client Assistance	\$833
Telephone (TV/Internet/Phone)	\$630

Training and conference	\$338
Travel-Staff	\$257
<b><u>Non-personnel subtotal</u></b>	<b><u>\$12,930</u></b>
<b><u>Total County funding</u></b>	<b><u>\$46,643</u></b>