

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

**NOTICE OF CONTRACT EXTENSION**

TO: Delta-T Group Virginia, Inc.  
1952 Gallows Road, Suite 100  
Vienna, VA 22182

DATE ISSUED: September 6, 2017  
CONTRACT NO: 760-14-2-LW  
CONTRACT TITLE: Temporary Staffing Services

**THIS IS A NOTICE OF CONTRACT EXTENSION 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 extended. The "Contract Term" covered by this Notice of Contract Extension is effective Immediately, and expires August 31, 2018, subject to any modifications as provided for in the Contract Documents.

The Contract Documents consist of the terms and conditions of Arlington County Agreement No. 760-14-2-LW, dated June 26, 2014, and the City of Alexandria, Virginia RFP No. 00000173, including any exhibits, attachments or amendments thereto.

**CONTRACT PRICING:**

1. REFER TO ARLINGTON COUNTY AGREEMENT NO. 760-14-2-LW, DATED 06/26/2014
2. NO CHANGE IN PRICING FOR THIS EXTENSION PERIOD

**ATTACHMENT/S:**

1. ARLINGTON COUNTY AGREEMENT NO. 760-14-2-LW, DATED 06/26/2014
2. CITY OF ALEXANDRIA, VIRGINIA RFP NO. 00000173, CHANGE ORDER NO. 2, DATED 06/09/2017
3. CITY OF ALEXANDRIA, VIRGINIA RFP NO. 00000173, DATED 03/02/2012

**EMPLOYEES NOT TO BENEFIT:**

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

**VENDOR CONTACT:** Rachana Patel

**TELEPHONE NO:** (484) 919-1752  
**EMAIL ADDRESS:** contractadmin@deltatg.com

**COUNTY CONTACT:** Jim Baker

**TELEPHONE NO:** (703) 228-1713  
**EMAIL ADDRESS:** jbaker@arlingtonva.us

**CONTRACT AUTHORIZATION**

**DISTRIBUTION:**

VENDOR: 1  
BID FOLDER 2

  
MICHAEL BEVIS  
PURCHASING AGENT

9/5/2017  
DATE

**ORIGINAL**



ARLINGTON COUNTY, VIRGINIA  
AGREEMENT NO. 760-14-2-LW

AMENDMENT NUMBER 1

This Amendment Number 1 ("Amendment") is made on the date of execution by the County and amends Arlington County Agreement Number 760-14-2-LW, dated June 26, 2014 ("Main Agreement"), and made between Delta-T Group Virginia, Inc., 1952 Gallows Road, Suite 100, Vienna, VA 22182 ("Contractor"), a Virginia corporation authorized to transact business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the Contract Term and Notices under the Main Agreement, the Contractor and the County, in consideration of the promises and other good and valuable consideration specified in this Amendment, amend the Main Agreement as follows (revisions are underlined):

I. Revise Section 2 ("Contract Term") of the Main Agreement, Page 1 as follows:

**2. CONTRACT TERM**

The Contractor's provision of goods and/or services for the County ("Work") shall commence upon execution of the Agreement by the County and shall be completed no later than August 31, 2018 ("Contract Term"), subject to any modifications as provided for in the Contract Documents. Upon satisfactory performance by the Contractor and with the concurrence of the Contractor, the County may, through issuance of a Notice of Amendment, authorize continued operations of the Contractor under the same contract unit prices for not more than four (4) additional twelve (12) month periods from September 1, 2018 to August 31, 2022 (each such period shall be referred to as a "Subsequent Contract Term").

II. Revise Section 15 ("Notices") of the Main Agreement, Pages 5-6 as follows:

**15. NOTICES**

Unless otherwise provided herein, all notices and other communications required by this Contract shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered by an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

**TO THE CONTRACTOR:**

~~Mardley Smith~~ *Rachana Patel 484 919 1752*  
Delta-T Group Virginia, Inc.  
1952 Gallows Road, Suite 100  
Vienna, Virginia 22182

**TO THE COUNTY:**

Jim Baker, Project Officer  
Arlington County Aging and Disability Services  
2100 Washington Boulevard, 4<sup>th</sup> Floor  
Arlington, Virginia 22204



AND

Michael E. Bevis, Purchasing Agent  
Arlington County, Virginia  
2100 Clarendon Boulevard, Suite 500  
Arlington, Virginia 22201

All other terms and conditions of the Main Agreement, as amended, shall remain in full force and effect.

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

AUTHORIZED SIGNATURE: 

PRINT NAME: for  
MICHAEL BEVIS

TITLE: PURCHASING AGENT

DATE: 9/6/2017

DELTA-T GROUP VIRGINIA, INC.

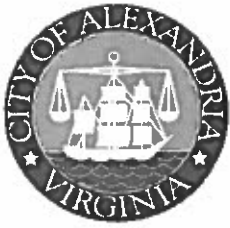
AUTHORIZED SIGNATURE: 

PRINT NAME: Scott McAndrews

TITLE: President

DATE: September 5, 2017

P.O. DATE: 8/22/2012



# City of Alexandria Purchase Order

Blanket Order Number  
**13-05756**  
SHOW THIS NUMBER ON ALL  
PACKAGES, INVOICES AND  
SHIPPING PAPERS.

<b>V E N D O R</b>	Vendor Number: 00003596 Alternate ID: 070800-001 Delta-T Group Virginia, Inc.
	Affiliate Administrator 1952 Gallows Road Suite 100 Vienna, VA 22182

<b>S H I P T O</b>	Human Resources Department
	MAIL INVOICE IN DUPLICATE TO: Error: Subreport could not be shown. Error: Subreport could not be shown. Error: Subreport could not be shown.

THE APPROVER CERTIFIES THAT THIS PURCHASE WAS MADE IN CONFORMANCE WITH ALL CITY PURCHASING ORDINANCES AND REGULATIONS.

NOTE: Total Amount NOT-TO-EXCEED specified amount without prior written authorization from the City's Purchasing Agent.

To ensure timely payments, mail invoices to the departmental "Billing Address" shown above. Please reference P.O. # on all invoices and any correspondence pertaining to this order.

Payment Terms:	Net 30
Shipping Terms:	
Delivery Calendar Day(s) A.R.O.:	0

Item	Requisition#	Quantity	Unit	Unit Price	Total
1	Class-Item 961-30 RFP# 00000173 & RFP TITLE: TEMPORARY STAFFING SERVICES: The purpose of this Master Blanket Purchase Order is to establish a contract between the City and the above-referenced Contractor. The Contractor shall provide temporary staffing services for the Human Resources Department and other City Departments in accordance with the terms, conditions, and specifications contained in the City's Request for Proposals #00000173. The term of this contract shall be for the period starting August 22, 2012 and ending August 31, 2017. The City reserves the right to renew the Contract for a period of five (5) additional years, of (1) year at a time, at the sole option and discretion of the City's Purchasing Agent. Price increases are not automatic. The Contractor may request a price increase on each annual anniversary date of the contract. The Contractor's written request must be submitted within fifteen (15) working days from the annual anniversary date of the contract. Any price increase requested after the fifteen (15) day period will not be retroactive to the contract's annual anniversary date, but will be effective on the date of the City Purchasing Agent's written approval. Any such price increase(s) shall be limited to the percentage calculated by the United States Department of Labor, Bureau of Labor Statistics, as the Consumer Price Index for All Urban Consumers (CPI-U), Baltimore-Washington DC-MD-VA-WV selected Area, All Items. If there is a decrease in the Consumer Price Index for All Urban Consumers (CPI-U), Baltimore-Washington DC-MD-VA-WV Selected Area. All Items, at the time of the contract's annual anniversary, the City will reduce the price(s) in the contract by the percentage of decrease in the referenced index. To ensure timely payments, mail invoice(s) to the appropriate departmental address as shown above. Please reference BPO# 13-05756 on all invoices and correspondence pertaining to the contract.  CONTACTS: Purchasing Division: Michael Hauer, 703.746.4295; Departmental: Nancy Stephens, 703.746.3779; Vendor: Mardley Smith, 800.533.8180, Email: contractadmin@deltatg.com		EA	\$0.00	\$0.00
2	Class-Item 961-30 The sole purpose and intent of this amendment is to exercise the City's option to renew this contract for the period beginning September 1, 2017 and continuing through August 31, 2018. The City reserves the right to renew the Contract for a period of four (4) additional years, one (1) year at a time, at the sole option and discretion of the City's Purchasing Agent. All other terms and conditions remain unchanged.  Class-Item 961-30		EA	\$0.00	\$0.00

3	The sole purpose of this amendment is to attach a copy of the ORIGINAL solicitation document for RFP No. 00000173. All other terms and conditions remains the same.		EA	\$0.00	\$0.00
				<b>TOTAL:</b>	\$0.00

Rev. 2000423

APPROVED:



**Randy Burns, CPPB  
Purchasing Agent**

**By: Michael Hauer, CPPO, CPPB**

**Phone#: (703) 746-4295**

**BUYER**