

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

CONTRACT AMENDMENT

TO: JUSTYNE FISCHER 131 17 TH STREET SE #4 WASHINGTON, DC 20003	ORIGINAL DATE ISSUED: CONTRACT NO: CONTRACT TITLE:	NOVEMBER 6, 2020 <hr/> 21-AED-EP-371 <hr/> ARLINGTON ART TRUCK WORDS MATTER <hr/>
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THIS IS A NOTICE OF AMENDMENT 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. 21-AED-EP-371 including any attachments or amendments thereto.

EFFECTIVE DATE: APRIL 14, 2021
EXPIRES: NOVEMBER 30, 2021
RENEWALS: 0
COMMODITY CODE(S): 96205

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> JUSTYNE FISCHER	<u>VENDOR TEL. NO.:</u> (202) 746-1901
<u>EMAIL ADDRESS:</u> JDFISCHER@FCPS.EDU	
<u>COUNTY CONTACT:</u> CYNTHIA CONNOLLY (AED/CULTURAL AFFAIRS)	<u>COUNTY TEL. NO. :</u> (703) 228-0818
<u>COUNTY CONTACT EMAIL:</u> CCONNOLLY@ARLINGTONVA.US	

CONTRACT AUTHORIZATION

Name: VANESSA MOOREHEAD **TITLE:** PROCUREMENT OFFICER **DATE:** 4/14/2021

**ARLINGTON COUNTY, VIRGINIA
STANDARD FORM AGREEMENT No. 21-AED-EP-371**

AMENDMENT NUMBER 1

This Amendment Number 1 is made on the date of execution by the County and amends the Standard Form Agreement No. 21-AED-EP-171 dated November 6, 2020 made between Justyne Fischer, 131 17th Street SE #4, Washington, DC 20003 ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor amend the Agreement as follows.

- 3. The Contractor shall provide the goods or services covered by the Contract beginning on October 21, 2020. Unless terminated as provided below, the Agreement shall continue until **November 30, 2021**.

- 4. The County will pay the Contractor for services or goods that the Project Officer accepts, up to the maximum amount of **\$12,160.00**, with payment to be made in two (2) installment(s) of \$3,707.50 each, **and one (1) installment up to the maximum of \$4,160.00, billed as an hourly rate of \$65.00 per hour for time worked for outdoor activations**. Each invoice must certify that the invoice submitted is a true and accurate accounting of the work performed and goods and/or services provided and must be signed and attested to by the Contractor or authorized designee. The County will pay the Contractor net 45 days from receipt of an invoice that the Project Officer approves for payment.

Amend Exhibit A, Scope of Work (attached Revised Scope of Work).

Terms and Conditions

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

JUSTYNE FISCHER

AUTHORIZED DocuSigned by:
SIGNATURE: Vanessa Moorehead
392AD72EA7BC414...

AUTHORIZED DocuSigned by:
SIGNATURE: Justyne Fischer
9F87F864884D4BA...

NAME: VANESSA MOOREHEAD

NAME AND JUSTYNE FISCHER

TITLE: PROCUREMENT OFFICER

DATE: 4/14/2021

TITLE: Artist

DATE: 4/14/2021

EXHIBIT A
REVISED SCOPE OF WORK

Words Matter: Building Positive Community Connections (title not confirmed) is a project developed in collaboration with the contractor and the curator of the Arlington Art Truck. The purpose of *Words Matter* is to bring forth the importance of positive written communication and how it uplifts us all. This project will highlight influential educators in Arlington and through simple prompts in the zine and postcards it will encourage the participator to write a positive note to a teacher, parent, student or mentor. The Contractor will create wood cuts of five influential educators in Arlington. The educators include:

- Mrs. Hazel Mahler: Founder of Overlee Preschool 1945
- Evelyn Syphax
- Emma Violand Sanchez
- Dorothy Hamm
- Dr. Phoebe Hall Knipling.

These wood cuts will be featured on five postcards and a zine with content created by the contractor, or excerpted from Arlington's Center for Local History, providing proper credit and/or hyperlinks.(used with permission) Each of five postcards will list the title, a description of a call to action and partners/credits on the "side for writing and address", and the "art side" will illustrate a wood cut of each educator with their name and short description including their significance to Arlington. The zine will contain this same information, along with a short biography of each educator. In addition, there will be a guide with prompts on how to write a positive note or letter. The zine will be 10 total pages printed in black and white so that some pages are able to be used as "coloring pages". (number of pages reference each side of a sheet of paper, so one leaf is two pages). The postcards and zine will be sized to fit in an A6 envelope (6 3/8" x 4 1/2"). Suggested size for the zine is 4.25" x 5.5", postcard, 4.25" x 6".

This project will be distributed via US mail in the United States through a social media campaign in 2021 and through outdoor distribution points using the Arlington Art Truck. All supplies and materials will be loaded in the Arlington Art Truck. Contractor will commence work at the Project Officer designated locations where the postcards and zines will be handed out free to the public. During this time, contractor will be operating a printing demonstration using one of the five woodcuts in the printing press that are also used in the postcards and zine.

CONTRACTOR RESPONSIBILITIES

- Provide wood cut printed artwork of 5 (five) educators in Arlington County, VA.
- Design, manage and send to print in a digital format the final postcard and zine artwork.
- Ensure before printing any final Artwork or marketing materials, all materials must be approved by the County Project Officer and the County Marketing Director, Jim Byers, jbyers@arlingtonva.us
- Utilize high resolution images of final postcard and zine artwork used for promotional purposes as outlined in the timeline below.
- Adhere to project timeline.
- Create social media content as needed by Marketing Department that includes images and video of wood cut and artwork production.

- Contractor holds copyright on artwork, and Arlington County has the right to use these reproductions of artwork and project in perpetuity.
- Ensure artwork commissioned for this project is not displayed to the public before the scheduled social media campaign.
- Participate in interactive project(s) for the Arlington Art Truck, designed with the County Project Officer (Special Projects Curator).
- Provide her own breakfast, lunch and/or dinner and water for each activation, including subcontractors.
- Participate in up to 8 activations in the public realm.
- During the activations, the Contractor shall demonstrate to public Visitors showing the printing process in a socially distant manner.
- Meet the County Project Officer at the Truck, at each activation site and time. The Contractor must arrive 30 minutes before site activation for set up, and stay 30 minutes after activation, for breakdown. The County Project Officer reserves the right to change this requirement after Truck activations occur, and shall notify the Contractor by text or email, if a need for revision is observed.
- Load and unload the Truck, with Truck staff.
- Clean up area of activation at each event.
- The Contractor will pay for their own parking on site of activation.

The County Responsibilities:

- Provide additional supplies if needed up to \$600;
- Distribute the postcard and zine packet through social media outreach and US mail with County staff to facilitate this process. When posting to social media, these hashtags are required for this project: **#arlingtonarts #arttruckarlington @Arl_arts @arttruckarlington**
- Take photographs and videos during all events that will be the property of the County and used for marketing in print media, social media, web.

The Truck shall contain the following supplies and equipment:

- One or more pop up tents.
- Stanchions to create a roped off area where public will not have access.
- Two A-frame signs to promote activation onsite.
- One or more staff person(s) to manage the Truck needs, which includes assistance for the Contractor.
- Additional County approved supplies, when needed.
- Two 6' Tables and up to 12 chairs, if needed.
- Supplies and Artwork created by the Contractor, contained in the Truck and brought to each activation site as scheduled, including objects for viewing under the tent.
- Community Partner will provide information rack cards describing their mission.
- Electricity from the Truck, if needed.
- Floor plan of the Truck for the Contractor to build components that will easily fit in the Truck.

Cancellation Terms for the Arlington Art Truck:

During the contracted dates, the Contractor will perform up to 8 (eight) activations of up to eight (8) hours each.

Activations that are cancelled, with the approval of the Project Officer, will be rescheduled during the contracted time period, unless the County determines that rescheduling is not possible. In the event that this rescheduled activation is cancelled for a second time, the contractor will be paid in full for that activation and will be counted as one scheduled activation against the total scheduled activations. The Contractor understands that if an event or activation is cancelled due to repair of the Artwork commissioned for the County under this contract, the Contractor will re-schedule the event for a date to be approved by the County Project Officer or will be cancelled, based on schedule availability.

Cancellation of an event will be determined as follows:

- Morning events (9am-12noon): cancellation will be decided by 7am the same day.
- Afternoon events (12noon-5pm) cancellation will be decided by 9am the same day.
- Evening events (5-10pm): cancellation will be decided by Noon the same day.
- Cancellation will be determined by County Project Officer or other assigned County staff.
- The County Project Officer will notify the Contractor by email, text or phone.

PROJECT TIMELINE

Friday, January 8, 2021: First payment to Contractor

Tuesday, February 2, 2021: Review wood cuts and rough draft of postcard artwork

Tuesday, February 23: Review sketch of zine and discussion of design

Tuesday, March 16: Review draft of zine and discussion of design

Wednesday, April 28: Review final draft of zine and postcard

Wednesday, May 8: Contractor sends final digital artwork of zine and postcards to County Project Officer to send to printer; high resolution images of postcards and zine pages are sent to County Project Officer for promotional purposes; Second payment made to contractor after final artwork sent to printer.

Mid May: Receive printed materials to County building and sorted and organized by County staff

July 1: Project commences as a social media campaign

July-November: project continues in outdoor 'activations'