

December 18, 2020

Melissa French
Virco Inc.
2027 Harpers Way
Torrance, CA 90501

Thank you for participating in KCDA Bid #21-134 Virco Furniture.

The KCDA Board of Directors, at their December 17, 2020 meeting, awarded the following items to Virco, based upon the response to KCDA Bid #21-134.

Line Items Awarded:

*Please see award attachment.

This award includes a catalog pricing discount per attachment B and PlanScape.
Manufacturer awarded – Virco

This award is for materials, equipment and installation only and **does not** include Public Works that will be attached to an existing permanent structure, as Virco does not have a contractor license in Washington State per RCW 18.27.020.

Please note the bid submittal by Virco, the award by the KCDA Board of Directors and this signed letter forms a contract based upon the terms and conditions set forth in KCDA Bid #21-134 Virco Furniture.

This contract is in effect starting January 1st, 2021 through December 31st, 2021.

Please acknowledge receipt of this contract by signing below and returning this letter to: Kathy Elliott at kelliott@kcda.org.

Company Name	<u>Virco Inc.</u>
Signature	<u>Andrea Simms</u>
Name (printed)	<u>Andrea Simms</u>
Title	<u>Sales Service Manager</u>
Date	<u>12/18/2020</u>
Phone	<u>310-533-0474 x3313</u>
Email	<u>AndreaSimms@Virco.com</u>