



December 11th, 2023

Please confirm via this Extension letter, whether you wish to extend or not so that KCDA may plan accordingly.

- KCDA Bid#21-134, Virco Furniture, was awarded on 12/18/2020.
- Extension Year 3: Jan,1st 2024 to Dec, 31st, 2024

The extension 2 contract period of Bid# 21-134 expires Dec, 31st, 2023 and the award includes Three annual extensions after the initial contract period.

KCDA would like to ask if your company wishes to exercise the option to extend contract KCDA Bid#21-134 under the same terms and conditions as the initial award.

Pricing may be updated. To be considered, please send your updated documents below to KCDA Contract Specialist, Tonya Webster by December 14, 2023 for review and approval.

- Attachment B
- Awarded item price list
- Catalog item price list

Extension recommendation will be presented to the Board of Directors for approval in the Dec 19th, 2023 board meeting, with vendor award letter being sent out the following day.

Respectfully submitted,

Tonya Webster
Contract & Procurement Specialist

Company Name	Virco Inc.
Name(printed)	Andrea Simms
Signature	<i>Andrea Simms</i>
Date	12/14/2023