

# RIVERHEAD CENTRAL SCHOOL DISTRICT

814 Harrison Avenue  
Riverhead, NY 11901  
[www.riverhead.net](http://www.riverhead.net)



Cheryl Pedisich  
Interim Superintendent of Schools  
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Acting Assistant Superintendent for Business  
(631) 369-6708

Janette Velardi, C.P.M.  
Purchasing Agent  
(631)369-8565

December 13, 2023

Mark Fick, President  
Allstate Sign & Plaque  
70 Burt Drive  
Deer Park, NY 11729

Dear Mr. Fick,

I am writing to advise that a resolution has been put before the Board of Education of the Riverhead Central School District on December 12, 2023 to award a contract for RH24-001 Signs and Associated Supplies Catalog Bid to Allstate Sign and Plaque. The term of the contract will commence on December 13, 2023 through June 30, 2024 with an option for renewal, under the same terms and conditions, with the concurrence of the School District and for two (2) additional one-year periods beginning July 1, 2024 - June 30, 2025 and so forth.

Please complete, sign and return the enclosed Vendor Agreement and W-9 Form and return both in the enclosed addressed envelope within 10 days from receipt of this letter. A copy of the fully executed Vendor Agreement will be returned to you promptly.

We look forward to continuing a mutually beneficial business relationship with Allstate Sign and Plaque.

Cordially,

A handwritten signature in cursive script that reads 'Janette Velardi'.

Janette Velardi, C.P.M.  
Purchasing Agent

Enc./Vendor Agreement  
W9 Form