



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

DEPARTMENT OF FINANCE  
Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

October 3, 2025

Mr. Danny Dixon Jr.  
Western Branch Diesel, LLC  
10194 Kings Acers Road  
Ashland, VA 23005

**RE: Contract # 2633A - OEM Repairs and Parts: Allison Transmissions, Cummins Diesel Engines, Detroit Diesel / Mercedes Benz Engines**

Dear Mr. Dixon Jr.:

The annual contract the County has with your company to provide **OEM Repairs and Parts: Allison Transmissions, Cummins Diesel Engines, Detroit Diesel / Mercedes Benz Engines** is due to expire on **February 14, 2026**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **February 15, 2026**, through **February 14, 2027**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return to Maria Gonzalez at [gon036@henrico.gov](mailto:gon036@henrico.gov) at your earliest convenience.

Following the receipt of this information, the County will determine whether it is in our best interest to renew the contract or re-solicit. In addition, if you agree to renew the contract for an additional one-year period, please instruct your insurance agent to provide to my attention a current copy of a certificate of insurance. **Be sure the certificate lists the County of Henrico as additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5680 or email me at [Her034@henrico.gov](mailto:Her034@henrico.gov) . Your cooperation and prompt response will be appreciated.

Sincerely,

***Justin M. Herbaugh***

Justin M. Herbaugh, VCO, VCA  
Procurement Analyst III

**CONTRACT # 2633A - OEM Repairs and Parts: Allison Transmissions, Cummins Diesel Engines, Detroit Diesel / Mercedes Benz Engines**

**BUYER NAME: Justin M. Herbaugh, VCO, VCA – Procurement Analyst III**

**Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect. Please check one of the following:**

  X   Yes. Renew the contract for an additional one-year period at current contract pricing.

       Yes. Renew the contract for an additional one-year period at new contract pricing.  
(list below or attach new pricing sheet)

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       No. Do not wish to renew the contract. If no, please provide reason below.

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Company Name: Western Branch Diesel, LLC

Date: October 8, 2025

Signature: *Joanne Baker*

Title: Government Sales Administrator

Telephone#: 757-673-7141

Email: jmbaker@indelpower.com,

SCC#: S8367031