



COMMONWEALTH OF VIRGINIA
County of Henrico

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

October 3, 2025

Mr. Steven Carlton
Carter Machinery Co. Inc
8362 Richfood Rd
Mechanicsville, VA 23116

RE: Contract # 2633C-OEM Repairs & Parts: Caterpillar Inc.

Dear Mr. Carlton:

The annual contract the County has with your company to provide **OEM Repairs & Parts: Caterpillar Inc.** 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 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. Your cooperation and prompt response will be appreciated.

Sincerely,

Justin M. Herbaugh

Justin M. Herbaugh, VCO, VCA

Procurement Analyst III

CONTRACT # 2633C-OEM Repairs & Parts: Caterpillar Inc.

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:

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)

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

Company Name: Carter Machinery

Date: 1/16/2026

Signature: 

Title: Product Support Representative

Telephone#: 804-767-0016

Email: Steven_Cashton@cartermachinery.com

SCC#: F0578155

CONTRACT # 2633C — OEM Repairs & Parts

Carter Machinery — 2026 Pricing Sheet

Contract Term: February 15, 2026 – February 14, 2027

Item	Rate / Discount
Shop Labor Rate	\$165.00 per hour
Field Service Labor Rate	\$186.00 per hour
Parts Discount off MSRP	5%

Carter Machinery Company, Inc.

Name: Steven Carlton

Signature: 

Date: 1/16/2026