



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

COMMONWEALTH OF VIRGINIA  
**County of Henrico**

April 11, 2025

Mr. Ryan Brooks  
Virginia Truck Center of Richmond, Inc.  
dba Excel Truck Group  
901 W Hundred Road  
Chester, VA 23836

**RE: Contract # 2346B - Genuine OEM Repair Services and Parts for Medium Duty Trucks,  
Heavy Duty Trucks, and School Buses**

Dear Mr. Brooks:

The annual contract the County has with your company to provide **Genuine OEM Repair Services and Parts for Medium Duty Trucks, Heavy Duty Trucks, and School Buses** is due to expire on **August 17, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **August 18, 2025**, through **August 17, 2026**.

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 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 an 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 # 2346B - Genuine OEM Repair Services and Parts for Medium Duty Trucks,  
Heavy Duty Trucks, and School Buses**

**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: Excel Truck Group

Signature: [Signature]

Telephone#: 804-768-4600

SCC#: \_\_\_\_\_

Date: 4-15-25

Title: Parts Manager

Email: RBrooks@exceltg.com