



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

COMMONWEALTH OF VIRGINIA
County of Henrico

April 11, 2025

Mr. Michael Mitchell
West End Machine & Welding, Inc.
6804 School Avenue
Henrico, VA 23228

RE: Contract # 2402A – Welding and Machine Shop Services

Dear Mr. Mitchell:

The annual contract the County has with your company to provide **Welding and Machine Shop Services** is due to expire on **August 31, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **September 1, 2025**, through **August 31, 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 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. Your cooperation and prompt response will be appreciated.

Sincerely,

Justin M. Herbaugh

Justin M. Herbaugh, VCA, VCO
Procurement Analyst III

CONTRACT # 2402A – Welding and Machine Shop Services

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:

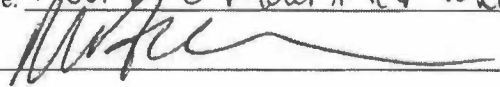
☒ Yes. Renew the contract for an additional one-year period at current contract pricing.

☐ 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: West End Machine & Welding

Date: 4/11/25

Signature: 

Title: Owner/President

Telephone#: 804 266 9631

Email: Mike@westendmachine.com

SCC#: 0106228-0