



COMMONWEALTH OF VIRGINIA
County of Henrico

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

March 17, 2023

Mr. Tommy Thrift
Crossroads of Virginia, Inc.
4500 White Hill Blvd
Prince George, VA 23875

RE: Contract # 2313A- Genuine OEM Repair Services and Parts for Automobiles, Sport Utility Vehicles ("SUV"), Cargo and Passenger Vans, and Light/Medium Duty Trucks

Dear Mr., Thrift:

The County of Henrico has agreed to renew the contract with your firm to provide Genuine OEM Repair Services and Parts for Automobiles, Sport Utility Vehicles ("SUV"), Cargo and Passenger Vans, and Light/Medium Duty Trucks when needed and requested. The contract period shall be from May 1, 2023, through April 30, 2024.

This contract renewal is pursuant to Invitation for Bid #22-2313-3JMH and your response on February 14, 2023. Renewal pricing will remain the same for the new contract period. All other terms and conditions of contract #2313A will remain in effect.

We look forward to working with you for another year. Should you have any questions, please feel free to contact me at (804) 501-5680 or email me at Her034@henrico.us.

Sincerely,

Justin M. Herbaugh, VCO, VCA
Procurement Analyst II



COMMONWEALTH OF VIRGINIA
County of Henrico

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

February 8, 2023

Mr. Tommy Thrift
Crossroads Of Virginia, Inc.
4500 White Hill Blvd
Prince George, VA 23875

RE: Contract # 2313A- Genuine OEM Repair Services and Parts for Automobiles, Sport Utility Vehicles ("SUV"), Cargo and Passenger Vans, and Light/Medium Duty Trucks

Dear Mr., Thrift:

The annual contract the County has with your company to provide **Genuine OEM Repair Services and Parts for Automobiles, Sport Utility Vehicles ("SUV"), Cargo and Passenger Vans, and Light/Medium Duty Trucks** is due to expire on **April 30, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **May 1, 2023**, through **April 30, 2024**.

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.us 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.us . Your cooperation and prompt response will be appreciated.

Sincerely,

Justin M. Herbaugh

Justin M. Herbaugh, VCO, VCA
Procurement Analyst II

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

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

Date: 02/14/2023

Title: Chief Strategy Officer

Email: greg.vandeloo@crossroadscars.com

SCC#: _____