



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

March 17, 2023

Mr. Woodfin  
Summit Fire & Security LLC  
8827 Staples Mill Road  
Richmond VA 23228

RE: Contract # 2314B – Fire Suppression Systems Inspection, Maintenance & Repair Services

Dear Mr. Woodfin:

The County of Henrico has agreed to renew the contract with your firm to provide Fire Suppression Systems Inspection, Maintenance & Repair Services 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 #22-2314-3LOC your response on February 21, 2023. Renewal pricing will remain the same for the new contract period. All other terms and conditions of contract #2314B 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) 501-5687 or email me at [COL119@henrico.us](mailto:COL119@henrico.us).

Sincerely,

Leisel O. Collins, CPPB, VCO, VCA  
Assistant Division Director