



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

February 23, 2023

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

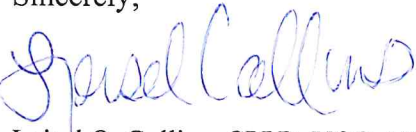
RE: Contract # 2294A – Fire Sprinkler Systems Inspection, Testing, Maintenance & Repair Services

Dear Mr. Woodfin:

The County of Henrico has agreed to renew the contract with your firm to provide Fire Sprinkler Systems Inspection, Testing, Maintenance & Repair Services when needed and requested. The contract period shall be from April 1, 2023, through March 31, 2024.

This contract renewal is pursuant to Invitation for Bid #22-2294-2LOC and your response on January 30, 2023. Renewal pricing will increase 3% for the new contract period (See Attached). All other terms and conditions of contract #2294A 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