



COMMONWEALTH OF VIRGINIA
County of Henrico

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

March 15, 2023

Ms. Connie Ruyter
Coughlan Companies LLC dba Capstone
1710 Roe Crest Drive
North Mankato, MN 56003-1806

RE: Contract #2326C- Library Databases for Henrico Public Schools

Dear Ms. Ruyter:

The annual contract the County has with your company to provide **Library Databases for Henrico Public Schools** is due to expire on **June 30, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **July 1, 2023** through **June 30, 2024**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return to Angie Woodson at woo113@henrico.us by no later than March 31, 2023.

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 as additional insured for the contract work**

If you have any questions, please call me at (804) 501-5637 or email me at Fal51@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Eileen M. Falcone /acw

Eileen M. Falcone, CPPB
Assistant Division Director

EMF/acw

CONTRACT #2326C- Library Databases for Henrico Public Schools

BUYER NAME: Eileen Falcone

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.

No. Do not wish to renew the contract. If no, please provide reason below.

Company Name: Coughlan Companies LLC dba Capstone

Date: 03/15/2023

Signature: *Connie Ruyter*

Title: Proposal Manager

Telephone#: 507-385-8486

Email: bids@capstonepub.com

SCC#: T0735698