



COMMONWEALTH OF VIRGINIA
County of Henrico

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

April 10, 2023

Ms. Barbara Ayers
Apple Transfer, Inc.
39 Sage Lane
Fredericksburg, VA 22405

RE: Contract # 2010A – Moving Services

Dear Ms. Ayers:

The annual contract the County has with your company to provide **Moving Services** is due to expire on **July 31, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **August 1, 2023**, through **July 31, 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 and Henrico County Public Schools as additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5687 or email me at COL119@henrico.us . Your cooperation and prompt response will be appreciated.

Sincerely,

Leisel O. Collins

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

CONTRACT # 2010A – Moving Services

BUYER NAME: Leisel O. Collins, CPPB, VCO, VCA – Assistant Division Director

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)
Please renew with additional 3% pricing increase.

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

Company Name: Apple Transfer, Inc.

Date: 4/11/23

Signature: *Barbara Ayers*

Title: President/CEO

Telephone#: 540.657.2855 202.579.0962 c

Email: barbara@appletransfer.com

SCC#: 03276334