



COMMONWEALTH OF VIRGINIA
County of Henrico

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

May 12, 2025

Ms. Michelle Cheatham
Lingo Staffing, Inc.
8012 Midlothian Turnpike, Ste 100
North Chesterfield, VA 23235

RE: Contract # 2411A-Temporary Administrative Staffing Services-Category No.1

Dear Ms. Cheatham:

The annual contract the County has with your company to provide **Temporary Administrative Staffing Services-Category No.1** is due to expire on **September 30, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **October 1, 2025**, through **September 30, 2026**.

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

Sincerely,

Leisel O. Collins

Leisel O. Collins, CPPB, VCO, VCA
Purchasing Manager

CONTRACT # 2411A-Temporary Administrative Staffing Services-Category No.1

BUYER NAME: Leisel O. Collins, CPPB, VCO, VCA – Purchasing Manager

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)

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

Company Name: Lingo Staffing

Date: 5/16/2025

Signature: *William Hawn*

Title: EVP of Operations

Telephone#: 254-415-2312

Email: whawn@lingostaffing.com

SCC#: 07296122