



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

August 3, 2023

Mr. Greg Stubblefield  
Regional Marketing Concepts, Inc.  
aka RMC Events  
8247 Meadowbridge Road  
Mechanicsville, VA 23116

RE: Contract # 2380A-Unarmed Security Guard Services

Dear Mr. Stubblefield:

The County of Henrico has agreed to renew the contract with your firm to provide Unarmed Security Guard Services when needed and requested. The contract period shall be from August 23, 2023, through August 22, 2024.

This contract renewal is pursuant to Invitation for Bid #22-2380-6LOC and your response on June 19, 2023. Renewal pricing will increase 3% for the new contract period (See Attached). All other terms and conditions of contract #2380A 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

## PRICE SCHEDULE – CONTRACT NO. 2380A

- Fixed Hourly Rate per guard: \$19.47 per hour
- Minimum hours per guard/per event: Four (4)
- Fee Charged for short notice of cancellation: None
- Parking Equipment (Cones, etc.) when Contractor personnel utilized for parking staffing No Charge
- Other Equipment Available for Additional Cost (as needed):
  - Walk-Thru Metal Detectors
  - Additional Hand-Held Metal Detectors
  - Roadside Message Board
  - Vehicular Counter
  - Lightweight Barriers/Rack