



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

COMMONWEALTH OF VIRGINIA
County of Henrico

October 6, 2023

Mr. Mark Bartlett
JRC Mechanical, LLC
16057 Continental Blvd.
S. Chesterfield, VA 23834

RE: Contract # 2244A - Commercial Ice Machine & Refrigeration Equipment Preventive Maintenance and Repair Services

Dear Mr. Bartlett:

The annual contract the County has with your company to provide **Commercial Ice Machine & Refrigeration Equipment Preventive Maintenance and Repair Services** is due to expire on **December 31, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **January 1, 2024**, through **December 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 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 # 2244A - Commercial Ice Machine & Refrigeration Equipment Preventive Maintenance and Repair 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)

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

Company Name: JRC Services, LLC

Date: December 6, 2023.

Signature: [Handwritten Signature]

Title: Service Projects Specialist

Telephone#: 804-715-2623.

Email: mhartlett@jrc-services.com.

SCC#: 11391672

Price Schedule - Contract No. 2244A Revised with 3%
January 1, 2024 - December 31, 2024

ITEM NO. 1 - QUARTERLY PREVENTIVE MAINTENANCE (PM):

Description	Number of PM Per Year	Estimated Number of Units
PM of ICE MACHINE	4	42
PM of Walk-in Cooler/Freezer	4	2

ITEM NO. 2 - LABOR RATES FOR REPAIR SERVICES:

Classification	Rate Per Man Hour
Technician - Normal Work Hours	\$ 103.97
Helper - Normal Work Hours	\$ 79.57
Technician - Overtime Hourly Rates	\$ 155.95
Helper - Overtime Hourly Rates	\$ 119.36
Technician - Emergency Hourly Rates	\$ 103.97
Helper - Emergency Hourly Rates	\$ 79.57