



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

COMMONWEALTH OF VIRGINIA  
**County of Henrico**

December 5, 2023

De Woodfin  
Summit Fire & Security LLC  
8827 Staples Mill Road  
Richmond, VA 23228

**RE: Contract # 2294A - Fire Sprinkler Systems Inspection, Testing, Maintenance & Repair Services**

Dear De Woodfin:

The annual contract the County has with your company to provide **Fire Sprinkler Systems Inspection, Testing, Maintenance & Repair Services** is due to expire on **March 31, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **April 1, 2024**, through **March 31, 2025**.

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](mailto: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](mailto: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 # 2294A - Fire Sprinkler Systems Inspection, Testing, Maintenance & 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)

It is a 3% increase overall.

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

Company Name: Summit Fire and Security

Date: 2/29/2024

Signature: W.D. Woodfin

Title: Service Manager

Telephone#: 804-640-1171

Email: wdwoodfin@summitfiresecurity.com

SCC#: 11267710