



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

March 28, 2024

Sarah Korman Boutwell  
Korman Signs, Inc.  
3029 Lincoln Avenue  
Henrico, VA 23228

RE: Contract # 2322A– Traffic Signposts, Fasteners and Related Tools

Dear Sarah,

The County of Henrico has agreed to renew the contract with your firm to provide Traffic Signposts, Fasteners and Related Tools when needed and requested. The contract period shall be from June 1, 2024 through May 31, 2025.

This contract renewal is pursuant to Invitation for Bid IFB# 22-2322-3MEJ and to your response on Amendment No. 1 dated March 26, 2024. All other terms and conditions of contract #2322A 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) 501-5690 or email me at [mit098@henrico.us](mailto:mit098@henrico.us)

Sincerely,

Beverly J. Mitchell, VCA, VCO  
Procurement Analyst II