



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

COMMONWEALTH OF VIRGINIA
County of Henrico

December 22, 2023

Mr. Lenny Windham
Capital GMC Trucks, Inc.
dba Haley Buick GMC
5500 S. Laburnum Ave
Richmond, VA. 23231

RE: Contract # 2313B - Genuine OEM Repair Services and Parts for Automobiles, Sport Utility Vehicles ("SUV"), Cargo and Passenger Vans, and Light/Medium Duty Trucks

Dear Mr. Windham:

The annual contract the County has with your company to provide **Genuine OEM Repair Services and Parts for Automobiles, Sport Utility Vehicles ("SUV"), Cargo and Passenger Vans, and Light/Medium Duty Trucks** is due to expire on **April 30, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **May 1, 2024** through **April 30, 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 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 as additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5680 or email me at Her034@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Justin M. Herbaugh

Justin M. Herbaugh, VCO, VCA
Procurement Analyst II

CONTRACT # 2313B - Genuine OEM Repair Services and Parts for Automobiles, Sport Utility Vehicles ("SUV"), Cargo and Passenger Vans, and Light/Medium Duty Trucks

BUYER NAME: Justin M. Herbaugh, VCO, VCA – Procurement Analyst II

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: Haley Buick GMC

Date: 28 Dec, 2023

Signature: L Windham

Title: PARTS Manager

Telephone#: 804-222-4600

Email: lwindham@haleyauto.com

SCC#: 0114675-2