



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

January 17, 2024

Ms. Erica Majeski  
ImageTrend, LLC  
20855 Kensington Blvd.  
Lakeville, MN 55044

RE: Contract # **2201A-Fire and EMS Records Management Software**

Dear Ms. Majeski:

The County of Henrico has agreed to renew the contract with your firm to provide **Fire and EMS Records Management Software** when needed and requested. The contract period shall be from May 24, 2024 through May 23, 2025.

This contract renewal is pursuant to Request for Proposal #21-2201-8EMF and your response dated January 12, 2024. Renewal pricing will reflect the requested 3% increase for the new contract period. All other terms and conditions of contract #2201A 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) 501-5637 or email me at [fal51@henrico.us](mailto:fal51@henrico.us).

Sincerely,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Assistant Division Director

EMF/acw