

CONTRACT #2441B- Classroom Library Book Services

BUYER NAME: Amy Anthes

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:

Signature:

Telephone#:

SCC#:

Date:

Title:

Email:

GL group, Inc., dba
Booksource
800-444-0435

1/26/24
Business Development
Specialist
bids@booksource.com

F 206399-0



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

COMMONWEALTH OF VIRGINIA
County of Henrico

January 25, 2024

Mr. Steve Hicks
GL Group, Inc. dba Booksource
1230 Macklind Avenue
St. Louis, MO 63110

RE: Contract # 2441B- Classroom Library Book Services

Dear Mr. Hicks:

The annual contract the County has with your company to provide **Classroom Library Book Services** is due to expire on **May 31, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **June 1, 2024** through **May 31, 2025**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return to Angie Woodson at wool13@henrico.us no later than February 9, 2024. 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 as additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5686 or email me at ant041@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Amy Anthes /acw

Amy Anthes, VCO
Procurement Analyst III

ARA/acw