



COMMONWEALTH OF VIRGINIA
County of Henrico

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

December 4, 2023

J.P. Hill
Riverside Paper Supply Company, Inc.
240 Enterprise Drive
Newport News, Virginia 23603

RE: Contract # 2337A – Food Service Paper Products

Dear Mr. J.P. Hill:

The annual contract the County has with your company to provide Food Service Paper Products is due to expire on **June 30, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **July 1, 2024** through **June 30, 2025**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return to Porsché K. White at whi171@henrico.us by no later than **January 5, 2024**. Following receipt of this information, the County will determine whether it is in our best interest to renew the contract or re-solicit.

If you have any questions, please call me at (804) 501-5679 or email me at whi171@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Porsché K. White

Porsché K. White VCA, VCO
Procurement Analyst I

CONTRACT # 2337A

BUYER NAME: Porsché K. White

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:

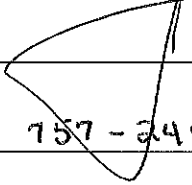
Yes. Renew the contract for an additional one-year period at current contract pricing.

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: Riverside Paper Supply

Date: 1-5-24

Signature: 

Title: President

Telephone#: 757-249-3312

Email: jorange@riversidepaper.net

SCC#: 0250953-7