



COMMONWEALTH OF VIRGINIA
County of Henrico

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

May 3, 2024

Ms. Laura Wrightson
Samsara, Inc.
1990 Alameda Street 5th Floor
San Francisco, CA 94103

RE: Contract # 2136A – GPS/AVL Tracking System for Pupil Transportation

Dear Ms. Wrightson:

The annual contract the County has with your company to provide **GPS/AVL Tracking System for Pupil Transportation** 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 Maria Gonzalez at gon036@henrico.us at your earliest convenience.

Following 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

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

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

Date: May 13, 2024

Title: Executive Vice President, Chief Legal Officer

Email: legalnotices@samsara.com

SCC#: _____