



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

5/10/24  
emailed back

4/11/24  
called  
Maria

804-501-5681

May 9, 2024

Ms. Linda J. Arthur  
Arthurs Electric Service Inc.  
8910 Brook Rd  
Glen Allen VA, 23060

**RE: Contract # 2513A- Grounds Maintenance Equipment, Parts, and Repair Services**

Dear Ms. Arthur:

The annual contract the County has with your company to provide **Grounds Maintenance Equipment, Parts, and Repair Services** are 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](mailto: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](mailto:Her034@henrico.us). Your cooperation and prompt response will be appreciated.

gon 036 henrico.us

Sincerely,

**Justin M. Herbaugh**

Justin M. Herbaugh, VCO, VCA  
Procurement Analyst II

**CONTRACT # 2513A- Grounds Maintenance Equipment, Parts, and Repair Services**

**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: Arthur's Electric Services, Inc.

Date: 5/10/24

Signature: J. J. Arthur, President

Title: President

Telephone#: 804-264-2513

Email: arthur546@yahoo.com

SCC#: 0052326-6