



COMMONWEALTH OF VIRGINIA
County of Henrico

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

March 20, 2024

Ms. Paula Prospt
Kiddie Kompany Day Care Center, Inc.
2507 Hungary Road
Henrico, VA 23228-2125

RE: Contract #2306A- PreSchool Daycare Services for HCPS

Dear Ms. Prospt:

The annual contract the County has with your company to provide **PreSchool Daycare Services for HCPS** 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 Angie Woodson at wool13@henrico.us by no later than April 5, 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) 501-5637 or email me at Fal51@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Eileen M. Falcone /acw

Eileen M. Falcone
Assistant Division Director

EMF/acw

CONTRACT #2306A- PreSchool Daycare Services for HCPS

BUYER NAME: Eileen Falcone

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.

No. Do not wish to renew the contract. If no, please provide reason below.

Company Name: KIDDIE COMPANY DCC Date: 4/11/23
Signature: Paula J. Probst Title: Director/Owner
Telephone#: (804)2669126 Email: kiddieko@msn.com
SCC#: 0250182-3