



COMMONWEALTH OF VIRGINIA
County of Henrico

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

February 16, 2024

Ms. Connie Ruyter
Coughlin Companies LLC dba Capstone
1710 Roe Crest Drive
North Mankato, MN 56003-1806

RE: Contract #2326C- Library Databases for Henrico County Public Schools

Dear Ms. Ruyter:

The County of Henrico has agreed to renew the contract with your firm to provide Library Databases to Henrico County Public Schools when needed and requested. The contract period shall be from July 1, 2024 through June 30, 2025.

This contract renewal is pursuant to Request for Proposal #22-2326-3EMF and your response dated February 15, 2024. Renewal pricing will reflect the requested 3% increase for the new contract period. All other terms and conditions of contract #2326C will remain in effect.

We look forward to working with you for another year. Should you have any questions, please feel free to contact me at (804) 501-5637 or email me at Fal51@henrico.us.

Sincerely,

Eileen M. Falcone /acw

Eileen M. Falcone, CPPB
Assistant Division Director

EMF/acw

CC: Patricia Salazar-Encyclopedia Britannica