



COMMONWEALTH OF VIRGINIA
County of Henrico

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

March 4, 2024

Mr. Zachary Marsh
Follett Content Solutions, LLC.
1340 Ridgeview Drive
McHenry, IL 600050

RE: Contract # 2500A- Library Materials and Services for Henrico Public Schools

Dear Mr. Marsh:

The annual contract the County has with your company to provide **Library Materials and Services for Henrico Public Schools** 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 no later than March 18, 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) 501-5649 or email me at Fal51@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Eileen M. Falcone/acw

Eileen M. Falcone, CPPB
Assistant Division Director

EMF/acw

CONTRACT # 2500A- Library Materials and Services for Henrico Public Schools
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.

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: Follett Content Solutions, LLC

Date: 3/8/2024

Signature: *Jill Barb*
Signed: 3/11/2024

Title: SVP FCS Sales

Telephone#: 888-511-5114

Email: contentbids@follettlearning.com

SCC#: 11320910

Record of Signing

For
Name
Title

Jill Bab

Signed on 2024-03-11 16:48:33 GMT

Secured by Concord™
DocumentID: 02vy6FbZghponBywpJhGkl
SigningID: 02vy6FbZaf7byBDhP1rhJN
Signing date: 3/11/2024
IP Address: 73.74.146.36
Email: jbab@follettlearning.com



Signed with www.concordnow.com