



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

March 12, 2024

Mr. Zachary Marsh  
Follett Content Solutions, LLC  
1340 Ridgeview Drive  
McHenry, IL 60050

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

Dear Mr. Marsh:

The County of Henrico has agreed to renew the contract with your firm to provide **Library Materials and Services for Henrico County 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 #23-2500-2EMF and your response dated March 8, 2024. Renewal pricing will remain the same for the new contract period. All other terms and conditions of contract #2500A 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](mailto:fal51@henrico.us).

Sincerely,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Assistant Division Director

EMF/acw