



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

March 27, 2024

Mr. Jack Jackson  
Atlantic Emergency Solutions, Inc.  
12351 Randolph Ridge Lane  
Manassas, VA 20109

**RE: Contract # 2358B – OEM Parts & Repair Services for Fire Apparatus**

Dear Mr., Jackson:

The annual contract the County has with your company to provide **OEM Parts & Repair Services for Fire Apparatus** is due to expire on **July 5, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **July 6, 2024**, through **July 5, 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 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 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.

Sincerely,

***Justin M. Herbaugh***

Justin M. Herbaugh, VCO, VCA  
Procurement Analyst II

**CONTRACT # 2358B – OEM Parts & Repair Services for Fire Apparatus**

**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.

XX Yes. Renew the contract for an additional one-year period at new contract pricing.  
(list below or attach new pricing sheet)

\_\_\_\_\_ 3 - Pierce Manufacturing Fire Apparatus - Regular Shop Rate for Certified Mechanic - \$168.93

\_\_\_\_\_ 4 - Wheeled Coach Apparatus - Regular Shop Rate for Certified Mechanic - \$149.10

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

Company Name: Atlantic Emergency Solutions

Date: 6-24-24

Signature: *William L Bascom*

Title: COO

Telephone#: 540 908-7254

Email: wbascom@atlanticemergency.com

SCC#: 7262991