



COMMONWEALTH OF VIRGINIA
County of Henrico

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

April 9, 2024

Mr. Derek Shelton
Sonny Merryman Inc.
11228 Hopson Road
Ashland, VA 23005

RE: Contract # 2346D-Genuine OEM Repair Services and Parts for Medium Duty Trucks, Heavy Duty Trucks, and School Buses

Dear Mr., Shelton:

The annual contract the County has with your company to provide **Genuine OEM Repair Services and Parts for Medium Duty Trucks, Heavy Duty Trucks, and School Buses** is due to expire on **August 17, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **August 18, 2024**, through **August 17, 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 at your earliest convenience.

Following 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 . Your cooperation and prompt response will be appreciated.

Sincerely,

Justin M. Herbaugh

Justin M. Herbaugh, VCO, VCA
Procurement Analyst II

**CONTRACT # 2346D-Genuine OEM Repair Services and Parts for Medium Duty Trucks,
Heavy Duty Trucks, and School Buses**

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.


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

See attached letter covering requested change.

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

Company Name: Sonny Merryman Inc.

Date: April 11, 2024

Signature: 

Title: Director of Procurement

Telephone#: 434-841-5849

Email: gerld@sonnymerryman.com

SCC#: 01109164-4

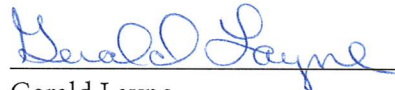
Justin M. Harbaugh
VCO, VCA _
Procurement

RE: Contract # 2346D
Renewal Date
August 18, 2024

We would like to extend this contract for one additional year. Our parts discount structure will remain the same at "List - 35%". We are asking for a labor increase of 3.1% to a new shop labor rate of \$162.00 per hour effective at the time of renewal.

If this is agreeable, upon your request we will send you a new price list and send an updated COI listing the county. As last time I will need to know if you want the COI now or August 1, 2024, as it is closer to your renewal date, just let us know.

I look forward to hearing back from you. If you have any questions or concerns, please contact me back directly.



Gerald Layne
Director of Procurement
gerald@sonnymarryman.com
434-841-5849 Cell

NORTHERN VIRGINIA

10149 Piper Lane
Bristow, VA 20136
☎ 866.470.0305
☎ 703.331.5518

CENTRAL VIRGINIA

5120 Wards Road
Evington, VA 24550
☎ 800.533.1006
☎ 434.821.8203

HAMPTON ROADS

1221 Fleetway Drive
Chesapeake, VA 23323
☎ 866.481.7211
☎ 757.485.3795

GREATER RICHMOND

11228 Hopson Road
Ashland, VA 2305
☎ 804.297.3111
☎ 804.297.3112