



COMMONWEALTH OF VIRGINIA
County of Henrico

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

April 4, 2024

Mr. Ryan Brooks
Virginia Truck Center of Richmond, Inc.
dba Excel Truck Group
901 W Hundred Road
Chester, VA 23836

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

Dear Mr., Brooks:

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 # 2346B - 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)

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

Company Name: Excel Truck Group

Signature: [Signature]

Telephone#: 804-425-9883

Date: 4-10-2024

Title: Parts mgr

Email: Rbrooks@exceltg.com

SCC#: _____