



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

April 9, 2024

Mr. Tom Frazier  
Blue Bird Bus Sales of Virginia  
3535 South Crater Road  
Petersburg, VA 23805

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

Dear Mr., Frazier:

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](mailto: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](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 # 2346A - 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: <sup>DBA</sup> BLUE BIRD Bus Sales of Pittsburgh Inc  
BLUE BIRD Bus Sales of Virginia Date: 4/10/2024

Signature:  Title: PARTS DIRECTOR

Telephone#: 804.544-2282 Email: tfrazier@bluebirdapp.com

SCC#: 5 70 33 014