



COMMONWEALTH OF VIRGINIA

County of Henrico

DEPARTMENT OF FINANCE

Oscar Knott, CPP, CPPO, NIGP-CPP, VCO

Purchasing Director

August 22, 2024

Mr. Greg Stubblefield
Regional Marketing Concepts, Inc.
aka RMC Events
8247 Meadowbridge Road
Mechanicsville, VA 23116

RE: Contract # 2380A-Unarmed Security Guard Services

Dear Mr. Stubblefield:

The County of Henrico has agreed to renew the contract with your firm to provide Unarmed Security Guard Services when needed and requested. The contract period shall be from August 23, 2024, through August 22, 2025.

This contract renewal is pursuant to Invitation for Bid #22-2380-6LOC and your response on August 14, 2024. Renewal pricing will increase 5.14% for the new contract period (See Attached). All other terms and conditions of contract #2380A 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) 501-5687 or email me at COL119@henrico.gov.

Sincerely,

Leisel O. Collins, CPPB, VCO, VCA
Procurement Manager

PRICE SCHEDULE – CONTRACT NO. 2380A

- Fixed Hourly Rate per guard: \$20.47 per hour
- Minimum hours per guard/per event: Four (4)
- Fee Charged for short notice of cancellation: None
- Parking Equipment (Cones, etc.) when Contractor personnel utilized for parking staffing
No Charge
- Other Equipment Available for Additional Cost (as needed):
 - Walk-Thru Metal Detectors
 - Additional Hand-Held Metal Detectors
 - Roadside Message Board
 - Vehicular Counter
 - Lightweight Barriers/Rack



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

COMMONWEALTH OF VIRGINIA
County of Henrico

April 15, 2024

Mr. Greg Stubblefield
Regional Marketing Concepts, Inc.
AKA RMC Events
8247 Meadowbridge Rd
Mechanicsville, VA 23116

RE: Contract # 2380A – Unarmed Security Guard Services

Dear Mr., Stubblefield:

The annual contract the County has with your company to provide **Unarmed Security Guard Services** is due to expire on **August 22, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **August 23, 2024**, through **August 22, 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 and Henrico County Public Schools as additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5687 or email me at COL119@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Leisel O. Collins

Leisel O. Collins, CPPB, VCO, VCA
Assistant Division Director

CONTRACT # 2380A – Unarmed Security Guard Services

BUYER NAME: Leisel O. Collins, CPPB, VCO, VCA – Assistant Division Director

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)

\$20.47 / Hourly
-represents a modest 5.14% adjustment request.

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

Company Name: Rmc Events, Inc.

Date: 8/14/24

Signature: 

Title: Regional Director

Telephone#: 804.353.7621

Email: Greg@RmCEvents.com

SCC#: 5385489