



COMMONWEALTH OF VIRGINIA
County of Henrico

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

June 25, 2024

Ms. Donna Wilson
Abacus Corporation
2500 E. Parham Road, Suite 4
Henrico, VA 23228

RE: Contract # 2411B – Temporary Industrial Staffing Services- Category No. 2

Dear Ms. Wilson:

The annual contract the County has with your company to provide **Temporary Industrial Staffing Services- Category No. 2** is due to expire on **September 30, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **October 1, 2024** through **September 30, 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
Procurement Manager

CONTRACT # 2411B – Temporary Industrial Staffing Services- Category No. 2

BUYER NAME: Leisel O. Collins, CPPB, VCO, VCA – Procurement Manager

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)
Request a 3.0% CPI Increase to be added to current pricing

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

Company Name: Abacus Corporation

Date: July 12, 2024

Signature: 

Title: C.A.O.

Telephone#: 804-353-7271

Email: mbrady@abacuscorporation.com

SCC#: 07705569