



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

June 25, 2024

Mr. Steven Henninger  
McClung-Logan Equipment Co. Inc  
11243 Washington Highway  
Glen Allen, VA 23059

**RE: Contract # 2666A-Genuine OEM Repair Services and Parts for Off-Road Equipment and Heavy-Duty Diesel Engines (GRADALL)**

Dear Mr. Henninger:

The annual contract the County has with your company to provide **Genuine OEM Repair Services and Parts for Off-Road Equipment and Heavy-Duty Diesel Engines (GRADALL)** is due to expire on **September 30, 2024**. 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](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 # 2666A-Genuine OEM Repair Services and Parts for Off-Road Equipment and Heavy-Duty Diesel Engines (GRADALL)**

**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)

Shop labor \$ 195.00 per hour  
Field labor \$ 195.00 per hour

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

Company Name: McClung-Logan Equip

Date: 7/3/24

Signature: Steve Henninger

Title: Product Support Manager

Telephone#: 410-207-1604

Email: shenninger@mcclung-logan.com

SCC#: \_\_\_\_\_