



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

June 25, 2024

J. Alton Tucker  
Dominion Lock and Security, Inc.  
8098 Mechanicsville Turnpike  
Mechanicsville, VA 23111

**RE: Contract # 2409A-- Commercial Facility Locksmith Services - Lot No. 1**

Dear Mr. Tucker:

The annual contract the County has with your company to provide **Commercial Facility Locksmith Services - Lot No. 1** 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 the 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](mailto:COL119@henrico.us). Your cooperation and prompt response will be appreciated.

Sincerely,

***Leisel O. Collins***

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

**CONTRACT # 2409A-- Commercial Facility Locksmith Services - Lot No. 1**

**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)

390 increase \$140.00 per hour

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

Company Name: DOMINION LOCK AND SECURITY Date: 09-19-2024

Signature: [Signature] Title: PRESIDENT

Telephone#: 804 746-1452 Email: STUCKER@DOMINILK.COM

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