



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

COMMONWEALTH OF VIRGINIA  
**County of Henrico**

July 23, 2024

Mr. Mark Bartlett  
JRC Services, LLC  
2740 Ellsmere Ave Ste. B  
Norfolk, VA 23513

**RE: Contract # 2244A - Commercial Ice Machine & Refrigeration Equipment Preventive Maintenance and Repair Services**

Dear Mr. Bartlett:

The annual contract the County has with your company to provide **Commercial Ice Machine & Refrigeration Equipment Preventive Maintenance and Repair Services** is due to expire on **December 31, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **January 1, 2025**, through **December 31, 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.gov](mailto:gon036@henrico.gov) 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.gov](mailto:COL119@henrico.gov). Your cooperation and prompt response will be appreciated.

Sincerely,

***Leisel O. Collins***

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

**CONTRACT # 2244A - Commercial Ice Machine & Refrigeration Equipment Preventive  
Maintenance and Repair Services**

**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)

See attached sheet

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

Company Name: JRC Services LLC

Signature: [Signature]

Telephone#: 757-529-2559

SCC#: 11391672

Date: 8/16/24

Title: Director of Service Sales

Email: flewis@jrc-services.com  
chudson@jrc-services.com



JRC Services, LLC  
2740 Ellsmere Ave.  
Suite B  
Norfolk, VA 23513

August 16, 2024

**ATTN: FINANCE DEPARTMENT**

Department of Purchasing,

Regarding out bid contract #2244A- Commercial Ice Machine & Refrigeration Equipment Preventative Maintenance and Repair Services, we propose the following labor rate modifications be made for the upcoming renewal period January 2025 through December 2025:

ITEM NO. 1- QUARTERLY PREVENTATIVE MAINTENANCE (PM):

Description	Number of PM Per Year	Estimated # of Units
PM of Ice Machine	4	42
PM of Walk-in Cooler/Freezer	4	2

ITEM NO. 2- LABOR RATES FOR REPAIR SERVICES:

Classification	Rate Per Man Hour
Technician- Normal Work Hours	\$107.09
Helper- Normal Work Hours	\$81.96
Technician- OT Hourly Rates	\$160.63
Helper- OT Hourly Rates	\$122.94
Technician- Emergency Hourly Rates	\$107.09
Helper- Emergency Hourly Rates	\$81.86

This request for contract renewal is pursuant to Invitation for Bid #21-2244-10LOC. We are requesting an increase of 3% for the 2025 contract year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Francis Lewis".

Francis Lewis  
Director of Service Sales  
JRC Services, LLC