



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

COMMONWEALTH OF VIRGINIA
County of Henrico

July 11, 2025

Mr. Charlie Longo
Shippers Choice of Virginia, Inc.
130 Lubrano Dr. Ste. 316
Annapolis, MD 21401

RE: Contract # 2747A-Commercial Driver License Training (CDL)

Dear Mr. Longo:

The annual contract the County has with your company to provide **Commercial Driver License Training (CDL)** is due to expire on **November 30, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **December 1, 2025**, through **November 30, 2026**.

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 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.gov. Your cooperation and prompt response will be appreciated.

Sincerely,

Leisel O. Collins

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

CONTRACT # 2747A-Commercial Driver License Training (CDL)

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

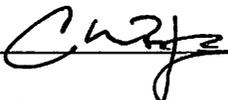
Yes. Renew the contract for an additional one-year period at current contract pricing.

Yes. Renew the contract for an additional one-year period at new contract pricing.
(list below or attach new pricing sheet)

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

Company Name: Shippers Choice of Virginia, Inc.

Date: 7/14/2025

Signature: 

Title: President

Telephone#: 410.264.5685

Email: Charlie@Shipperschoice.com

SCC#: 0403818-8