



August 16, 2024

RE: Contract # 2611A- Insurance Agent/Broker & Risk Management Consulting Services

The annual contract the County has with your company to provide **Insurance Agent/Broker & Risk Management Consulting Services** is due to expire on **January 31, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **February 1, 2025** through **January 31, 2026**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return to Angie Woodson at woo113@henrico.gov no later than September 6, 2024.

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 as additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5637 or email me at fal51@henrico.gov. Your cooperation and prompt response will be appreciated.

Sincerely,

Eileen M. Falcone/acw

Eileen M. Falcone, CPPB
Procurement Manager

EMF/acw

CONTRACT #2611A- Insurance Agent/Broker & Risk Management Consulting Services

BUYER NAME: Eileen Falcone

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: Marsh+McKenna Agency

Date: 8/21/2024

Signature: J. Lindsey

Title: At-Large President

Telephone#: 804-915-5636

Email: jennifer.lindsey@marshmma.com

SCC#: _____