



COMMONWEALTH OF VIRGINIA

County of Henrico

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

September 23, 2024

Mr. Danny Dixon Jr.
Western Branch Diesel, LLC
10194 Kings Acers Road
Ashland, VA 23005

RE: Contract # 2633A - OEM Repairs and Parts: Allison Transmissions, Cummins Diesel Engines, Detroit Diesel / Mercedes Benz Engines

Dear Mr. Dixon Jr.:

The annual contract the County has with your company to provide **OEM Repairs and Parts: Allison Transmissions, Cummins Diesel Engines, Detroit Diesel / Mercedes Benz Engines** is due to expire on **February 14, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **February 15, 2025**, through **February 14, 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 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.gov . Your cooperation and prompt response will be appreciated.

Sincerely,

Justin M. Herbaugh

Justin M. Herbaugh, VCO, VCA
Procurement Analyst II

**CONTRACT # 2633A - OEM Repairs and Parts: Allison Transmissions, Cummins Diesel
Engines, Detroit Diesel / Mercedes Benz Engines**

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:

 X 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: Western Branch Diesel, LLC

Date: 9/24/2024

Signature: *Joanne Baker*

Title: Government Sales Administrator

Telephone#: 757-673-7141

Email: contracts@indelpower.com

SCC#: S8367031