



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

COMMONWEALTH OF VIRGINIA  
**County of Henrico**

September 23, 2024

Mr. Steven Carlton  
Carter Machinery Co. Inc  
8362 Richfood Rd  
Mechanicsville, VA 23116

**RE: Contract # 2633C-OEM Repairs & Parts: Caterpillar Inc.**

Dear Mr. Carlton:

The annual contract the County has with your company to provide **OEM Repairs & Parts: Caterpillar Inc.** 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](mailto: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](mailto:Her034@henrico.gov). Your cooperation and prompt response will be appreciated.

Sincerely,

***Justin M. Herbaugh***

Justin M. Herbaugh, VCO, VCA  
Procurement Analyst II

**CONTRACT # 2633C-OEM Repairs & Parts: Caterpillar Inc.**

**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:**

☒ 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)

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

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Company Name: Carter Machinery

Date: 10-25-2024

Signature: 

Title: PSR

Telephone#: 804-767-0016

Email: Steven\_Carlton@cartermachinery.com

SCC#: F0578155