



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

COMMONWEALTH OF VIRGINIA  
**County of Henrico**

October 29, 2024

Mr. Jason Melton  
Innovative Turf Applications  
And Consulting, Inc. (ITAC)  
3018 Black Friar Lane  
Sandy Hook, VA 23153

**RE: Contract # 2261A – Athletic Field Maintenance & Repair Services**

Dear Mr. Melton:

The annual contract the County has with your company to provide **Athletic Field Maintenance and Repair Services** is due to expire on **March 31, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **April 1, 2025**, through **March 31, 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 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  
Purchasing Manager

CONTRACT # 2261A – Athletic Field Maintenance & Repair Services

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)

ATTACHED

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

Company Name: ITAC, INC

Date: 10/30/24

Signature: [Signature]

Title: General Manager

Telephone#: 540-223-5696

Email: jason.melton@itacturf.com

SCC#: \_\_\_\_\_