



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

February 18, 2025

Ms. Erica Majeski  
ImageTrend Inc.  
20855 Kensington Blvd.  
Lakeville, MN 55044

**RE: Contract #2201A- Fire and EMS Records Management Software**

Dear Ms. Majeski:

The annual contract the County has with your company to provide **Fire and EMS Records Management Software** is due to expire on **May 23, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **May 24, 2025** through **May 23, 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](mailto:woo113@henrico.gov) no later than February 28, 2025.

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](mailto:Fal51@henrico.gov). Your cooperation and prompt response will be appreciated.

Sincerely,

*Eileen M. Falcone*/acw

Eileen M. Falcone, CPPB  
Purchasing Manager

EMF/acw

**CONTRACT #2201A- Fire and EMS Records Management Software**

**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:**

  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)

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

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Company Name: ImageTrend, LLC

Date: Feb 25, 2025

Signature: *Jon Sachs*  
Jon Sachs (Feb 25, 2025 14:56 MST)

Title: CFO

Telephone#: 952-469-1589

Email: contracts@imagetrend.com

888"






# 2201A offer to renew 2025-26

Final Audit Report

2025-02-25

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