



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

January 17, 2025

Ms. Nancy Grandinetti  
Infobase Holding, Inc.  
132 West 31<sup>st</sup> Street, 16<sup>th</sup> Floor  
New York, NY 10001

**RE: Contract #2326B- Library Databases for Henrico Public Schools**

Dear Ms. Grandinetti:

The annual contract the County has with your company to provide **Library Databases for Henrico Public Schools** is due to expire on **June 30, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **July 1, 2025** through **June 30, 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 #2326B- Library Databases for Henrico Public Schools**

**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.

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

Company Name: Infobase Holdings, Inc.

Date: 1/23/2025

Signature: Nancy Grandinetti

Title: RFP Manager

Telephone#: 800.322.8755 ext. 4250

Email: bids@infobase.com

SCC#: F212038-6