



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

February 24, 2025

Ms. Linda J. Arthur  
Arthurs Electric Service Inc.  
8910 Brook Rd  
Glen Allen VA, 23060

RE: Contract # <sup>31</sup>2512A- Grounds Maintenance Equipment, Parts, and Repair Services

Dear Ms. Arthur:

The annual contract the County has with your company to provide **Grounds Maintenance Equipment, Parts and Repair Services** are 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 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 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 III

31  
CONTRACT # 2513A- Grounds Maintenance Equipment, Parts, and Repair Services

BUYER NAME: Justin M. Herbaugh, VCO, VCA – Procurement Analyst III

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: Arthur's Electric Service, Inc. Date: 2/28/05

Signature: Gladys Arthur, Pres. Title: 2/28/05

Telephone#: 804-264-2513 Email: arthur@b1c.yahoo.com.

SCC#: 005232676