



COMMONWEALTH OF VIRGINIA

County of Henrico

DEPARTMENT OF FINANCE

Oscar Knott, CPP, CPPO, NIGP-CPP, VCO

Purchasing Director

May 21, 2025

Sarah Eisenhauer
Follett Content Solutions, LLC.
1340 Ridgeview Drive
McHenry, IL 600050

RE: Contract # 2500A- Library Materials and Services for Henrico Public Schools

Dear Mrs. Eisenhauer:

The annual contract the County has with your company to provide **Library Materials and Services 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 wool13@henrico.gov no later than June 6, 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) 501-5649 or email me at 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 # 2500A- Library Materials and Services 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.

☐

Yes. Renew the contract for an additional one-year period at new contract pricing.
(list below or attach new pricing sheet)

☐

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

Company Name: Follett Content Solutions, LLC

Date: 5/21/2025

Signature:



Signed: 5/21/2025

Title: Director Bid Operations

Telephone#: 888-511-5114

Email: bids@follettcontent.com

SCC#: 11320910

Record of Signing

For
Name
Title



Signed on 2025-05-21 16:49:23 GMT

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SigningID: 02zyc5ctNRSM1orjh0OsvH
Signing date: 5/21/2025
IP Address: 66.9.164.188
Email: seisenhauer@follettcontent.com



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