



COMMONWEALTH OF VIRGINIA
County of Henrico

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

August 18, 2025

Ms. Jennifer Lindsey
Marsh & McLennan Agency, LLC
4900 Libbie Mill East Boulevard
Henrico, VA 23230

RE: Contract #2611A- Insurance Agent/Broker & Risk Management Consulting Services

Dear Ms. Lindsey:

The County of Henrico has agreed to renew the contract with your firm to provide **Insurance Agent/Broker & Risk Management Consulting Services** to Henrico County when needed and requested. The contract period shall be from February 1, 2026 through January 31, 2027.

This contract renewal is pursuant to Request for Proposal #23-2611-11EMF and your response dated August 13, 2025. Renewal pricing will remain the same for the new contract period. All other terms and conditions of contract #2611A will remain in effect.

We look forward to working with you for another year. Should you have any questions, please feel free to contact me at (804) 501-5637 or email me at Fal51@henrico.gov.

Sincerely,

Eileen M. Falcone /acw

Eileen M. Falcone, CPPB
Purchasing Manager

EMF/acw



DEPARTMENT OF FINANCE
OSCAR KNOOT, CPP, CPPO, NGIP-CPP, VCO
PURCHASING DIRECTOR

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

August 13, 2025

Ms. Jennifer Lindsey
Marsh & McLennan Agency, LLC
4900 Libbie Mill East Boulevard
Henrico, VA 23230

RE: Contract # 2611A- Insurance Agent/Broker & Risk Management Consulting Services

Dear Ms. Lindsey:

The annual contract the County has with your company to provide **Insurance Agent/Broker & Risk Management Consulting Services** is due to expire on **January 31, 2026**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **February 1, 2026** through **January 31, 2027**.

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 no later than August 29, 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. Your cooperation and prompt response will be appreciated.

Sincerely,

Eileen M. Falcone /acw

Eileen M. Falcone, CPPB
Purchasing Manager

EMF/acw

CONTRACT #2611A- Insurance Agent/Broker & Risk Management Consulting Services

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:

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: Marsh & McLennan Agency

Date: August 13, 2025

Signature: Jennifer Z Lindsey

Title: Sr Vice President

Telephone#: 804-915-5636

Email: Jennifer.Lindsey@MarshMMA.com

SCC#: T0389462