



COMMONWEALTH OF VIRGINIA
County of Henrico

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

June 25, 2024

Ms. Lois Lathan
MacDonald & Associates Staffing, LLC
4198 Cox Road, Suite 108
Glen Allen, VA 23060

RE: Contract # 2411A- Temporary Administrative Staffing Services - Category No. 1

Dear Ms. Lathan:

The annual contract the County has with your company to provide **Temporary Administrative Staffing Services - Category No. 1** is due to expire on **September 30, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **October 1, 2024**, through **September 30, 2025**.

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 at your earliest convenience.

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 of Henrico and Henrico County Public Schools as additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5687 or email me at COL119@henrico.gov . Your cooperation and prompt response will be appreciated.

Sincerely,

Leisel O. Collins

Leisel O. Collins, CPPB, VCO, VCA
Procurement Manager

CONTRACT # 2411A - Temporary Administrative Staffing Services - Category No. 1

BUYER NAME: Leisel O. Collins, CPPB, VCO, VCA – Procurement Manager

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)
3% increase to bands for Administrative classifications only and reflect that minimum wage is \$12.00 per hour.

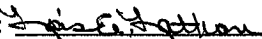
Account Clerk, Cashier, Data Entry, Office Clerk, Receptionist pay bands: \$12.00 to \$12.73

and bill bands: \$14.28 to \$15.15

Administrative Assistant pay band: \$12.00 to \$15.91 and bill band: \$14.82 to \$19.65

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

Company Name: MacDonald & Associates Staffing, LLC Date: 9/6/24

Signature:  Title: Operations Manager

Telephone#: 804-290-0799 Email: richmond@sedonagroup.com

SCC#: S1921966