



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

August 16, 2023

Ms. Donna Wilson  
Abacus Corporation  
2500 E. Parham Road, Suite 4  
Henrico, VA 23228

**RE: Contract # 2411B – Temporary Industrial Staffing Services- Category No. 2**

Dear Ms. Wilson:

The annual contract the County has with your company to provide **Temporary Industrial Staffing Services- Category No. 2** is due to expire on **September 30, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **October 1, 2023** through **September 30, 2024**.

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.us](mailto:gon036@henrico.us) 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 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.us](mailto:COL119@henrico.us) . Your cooperation and prompt response will be appreciated.

Sincerely,

***Leisel O. Collins***

Leisel O. Collins, CPPB, VCO, VCA  
Assistant Division Director

**CONTRACT # 2411B – Temporary Industrial Staffing Services- Category No. 2**

**BUYER NAME: Leisel O. Collins, CPPB, VCO, VCA – Assistant Division Director**

**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)  
CPI increase of 2.7% to be applied to current rates


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\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Company Name: Abacus Corporation

Date: August 25, 2023

Signature: 

Title: C.A.O.

Telephone#: 804-353-7271

Email: mpbrady@abacuscorporation.com

SCC#: 07705569