



COMMONWEALTH OF VIRGINIA
County of Henrico

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

October 27, 2022

Mr. Lonnie Pierce III
Pierce Insurance Agency, Inc.
3766 South Main Street
Farmville, SC 17828

RE: Contract # 1698A- 3rd Party Administrator for Voluntary Benefits

Dear Mr. Pierce:

The annual contract the County has with your company to provide **3rd Party Administrator for Voluntary Benefits** is due to expire on **March 31, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **April 1, 2023** through **March 31, 2024**.

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.us no later than November 15, 2022.

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 Kno008@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Oscar Knott/acw

Oscar Knott, CPP, CPPO, VCO
Purchasing Director

JOK/acw

CONTRACT #1698A- 3rd Party Administrator for Voluntary Benefits

BUYER NAME: Oscar Knott

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: Pierce Insurance Agency, Inc.

Date: 10-27-2022

Signature: 

Title: President

Telephone#: 800-421-3142

Email: lonnie@pierceins.com;
ppierce@pierceins.com

SCC#: F136779-8

lonnie@pierceins.com