



COMMONWEALTH OF VIRGINIA
County of Henrico

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

January 24, 2023

Mr Jayden Altendorf
ImageTrend Inc.
20855 Kensington Blvd.
Lakeville, MN 55044

RE: Contract #2201A- Fire and EMS Records Management Software

Dear Mr. Altendorf:

The annual contract the County has with your company to provide **Fire and EMS Records Management Software** is due to expire on **May 23, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **May 24, 2023** through **May 23, 2024**.

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.us by no later than February 10, 2023.

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.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Eileen M. Falcone /acw

Eileen M. Falcone
Assistant Division Director

EMF/acw

CONTRACT #2201A- Fire and EMS Records Management Software

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 with pricing uplifted by 3%. Please see attached Amendment for renewal.

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

Company Name: ImageTrend

Date: Feb 9, 2023

Signature:  Joseph Graw (Feb 9, 2023 15:32 CST)

Title: President/CEO

Telephone#: 952-469-1589

Email: contracts@imagetrend.com

SCC#: F1789611







2201A offer to renew 2023-24

Final Audit Report

2023-02-09

Created:	2023-02-09
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"2201A offer to renew 2023-24" History

-  Document created by Erica Majeski (emajeski@imagetrend.com)
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