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

COMMONWEALTH OF VIRGINIA
County of Henrico

January 18, 2023

Tim Mendenhall
Bruce Air Filter Company, LLC
2619 West Blvd.
Charlotte, North Carolina 28208

RE: Contract # 1977A – Air Filters & Belts

Dear Mr. Mendenhall:

The annual contract the County has with your company to provide **Air Filters and Belts** is due to expire on **May 31, 2023.** Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **June 1, 2023,** through **May 31, 2024**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return to Porsché K. White at whi171@henrico.us by no later than **January 31, 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) 501-5679 or email me at whi171@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Porsché K. White
Procurement Analyst I

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: _Bruce Air Filter Co._   Date: __1/19/2023_____

Signature: _Aaron Smith_____   Title: _President_____

Telephone#: _704-391-7474_____   Email: _aaron smith@ bruceairfilter.com_____

SCC#: _____

April 2020