



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

COMMONWEALTH OF VIRGINIA
County of Henrico

April 3, 2023

Mr. Jack Jackson
Atlantic Emergency Solutions, Inc.
12351 Randolph Ridge Lane
Manassas, VA 20109

RE: Contract # 2358B – OEM Parts & Repair Services for Fire Apparatus

Dear Mr., Jackson:

The annual contract the County has with your company to provide **OEM Parts & Repair Services for Fire Apparatus** is due to expire on **July 5, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **July 6, 2023**, through **July 5, 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 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 as additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5680 or email me at Her034@henrico.us . Your cooperation and prompt response will be appreciated.

Sincerely,

Justin M. Herbaugh

Justin M. Herbaugh, VCO, VCA
Procurement Analyst II

CONTRACT # 2358B – OEM Parts & Repair Services for Fire Apparatus

BUYER NAME: Justin M. Herbaugh, VCO, VCA – Procurement Analyst II

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)

Labor Rate for all Pierce Equipment: \$160.89 / hour

13.3% labor rate in increase is based on inflation rate of Motor Vehicle Repairs on April 2023 CPI report (attached)

All other terms remain the same.

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

Company Name: Atlantic Emergency Solutions

Date: 5/17/2023

Signature: 

Title: CFO

Telephone#: 757-369-0911

Email: contracts@atlanticemergency.com

SCC#: 726991