



COMMONWEALTH OF VIRGINIA

County of Henrico

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

April 17, 2023

Mr. Brian Evanoka
IEH Auto Parts, LLC
Dba Auto Plus Auto Parts
901 N. Lenola Road
Moorestown, NJ 08057

RE: Contract # 1885A - Automotive Electrical Parts, New

Dear Mr. Evanoka:

The annual contract the County has with your company to provide **Automotive Electrical Parts, New** is due to expire on **August 31, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **September 1, 2023**, through **August 31, 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, VCA, VCO
Procurement Analyst II

CONTRACT # 1885A - Automotive Electrical Parts, New

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)

Grote 1/1/23

Sylvania 1/27/23 (replacement for Wagner)

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

Company Name: IEH Auto Parts LLC dba Auto Plus Auto Parts Date: 5/15/23

Signature: *Brian Evanoka*
Brian Evanoka (May 15, 2023 09:00 EDT)

Title: Vice President, Independent & Major Account Sales

Telephone#: (855) 214-9055

Email: fleetparts@autoplusap.com

SCC#: T0613812







#2- offer to renew #1885A

Final Audit Report

2023-05-15

Created:	2023-05-15
By:	Jacqueline Thompson (jmatthew@autoplusap.com)
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"#2- offer to renew #1885A" History

-  Document created by Jacqueline Thompson (jmatthew@autoplusap.com)
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-  Document emailed to bevanoka@autoplusap.com for signature
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-  Document e-signed by Brian Evanoka (bevanoka@autoplusap.com)
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