

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23  
Warrenton, Virginia 20186

Susan.monaco@fauquiercounty.gov

Fax: (540) 422-8355

June 21, 2021

Kerxton Insurance Agency (Division of Brown & Brown Insurance Agency of VA, Inc.)  
Attn: Mr. Jacob Hooghouse  
11220 Assett Loop, Suite 304  
Manassas, VA 20109

RE: Contract 86-13smc, Insurance Broker for VFRS

Dear Mr. Hooghouse:

Fauquier County Government and Public Schools wishes to extend the above referenced contract for the fourth one-year period; the period of the extension will be from **May 15, 2021 through May 14, 2022.**

It is understood and agreed that all terms, conditions, and updated insurance coverage pricing of the contract remain the same during this upcoming renewal/contract period; this renewal is with Kerxton as the Broker for these policies.

If this is agreeable with your firm, please sign this letter in the space provided below and return it to this office within ten (10) days. My apologies for the delay in this renewal; May was a very hectic month for us here! A fully executed copy will be returned to you. Thank you for your continuing service to Fauquier County Department of Fire, Rescue and Emergency Management.

Sincerely,

*Susan R. Monaco*

Susan R. Monaco, CPPO, CPPB  
Procurement Special Projects Assistant

Kerxton Insurance Agency  
(Division of Brown & Brown Insurance  
Agency of VA, Inc.)

By: DocuSigned by:  
William C Strachan  
William Strachan, CIC, VBS

Title: President

Date: 6/22/2021

Fauquier County Government & Public Schools

By: Kathy H. Starley  
Kathy H. Starley, CPP, CPPB

Title: Interim Procurement Manager

Date: June 28, 2021

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April 15, 2020

Kerxton Insurance Agency (Division of Brown & Brown Insurance Agency of VA, Inc.)  
Attn: Mrs. Kristen Cork  
11220 Assett Loop  
Manassas, VA 20109

RE: Contract 86-13smc, Insurance Broker for VFRS

Dear Mrs. Cork:

Fauquier County Government and Public Schools wishes to extend the above referenced contract for the third one-year period; the period of the extension will be from **May 15, 2020 through May 14, 2021**.

Per your e-mail of 12/15/15, it is understood and agreed that all terms, conditions, and most recently revised prices from the 2014 renewal of the contract remain the same during this last contract period.

If this is agreeable with your firm, please sign this letter in the space provided below and return it to this office within ten (10) days. A fully executed copy will be returned to you. Thank you for your continuing service to Fauquier County Government and Public Schools.

Sincerely,


*Susan R. Monaco*

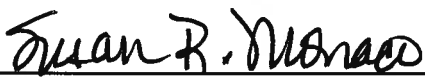
Susan R. Monaco, CPPO, CPPB  
Procurement Manager

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Kerxton Insurance Agency

Fauquier County Government & Public Schools

By:  William C. Strachan  
D4E6DB434C394FB...

By:  Susan R. Monaco

Brown & Brown Insurance Agency of Virginia, Inc.

Susan R. Monaco, CPPO, CPPB

Title: President \_\_\_\_\_

Title: Procurement Manager

Date: 04/22/20 \_\_\_\_\_

Date: 4/23/2020

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March 11, 2019

Kerxton Insurance Agency (Div of Brown & Brown Insurance Agency of VA, Inc.)  
Attn: Ms. Cheryl Hohing  
7879 Limestone Drive, Suite 155  
Gainesville, VA 20155

RE: Contract# 86-13smc, Insurance Broker for VFRS

Dear Ms. Hohing:

Fauquier County Government and Public Schools wishes to extend the above referenced contract for the second one-year period; the period of this extension will be from **May 15, 2019 through May 14, 2020.**

If this is agreeable with your firm, please sign this letter in the space provided below and return it to this office within ten (10) days. A fully executed copy will be returned to you. Thank you for your continuing service to Fauquier County Government and Public Schools.

Sincerely,

*Susan R. Monaco*

Susan R. Monaco, CPPO, CPPB  
Procurement Manager

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Kerxton Insurance Agency

By: *WC Strat*

Title: *President*

Date: *3-14-19*

Fauquier County Government & Public Schools

By: *Susan R. Monaco*

Susan R. Monaco, CPPO, CPPB

Title: *Procurement Manager*

Date: *3/14/2019*

**FAUQUIER COUNTY GOVERNMENT  
AND PUBLIC SCHOOLS**

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**Date:** August 6, 2018  
**Contract No.:** 86 13smc, Insurance Broker for VFRS  
**Contractor:** Brown & Brown Insurance Agency of Virginia, Inc. dba Kerxton Insurance Agency  
**Modification No.:** 1  
**Effective Date:** See Below  
**Issued by:** Fauquier County Government and Public Schools  
Procurement Division  
320 Hospital Drive, Suite 23  
Warrenton, VA 20186

This Supplemental Agreement is entered into pursuant to the provision of the basic contract.

**1) Description of Modification:**

In accordance with Section 32, Assignment of Contract, in the General Terms & Conditions of the original RFP/contract documents, the following change is approved for the new contract term as stated below.

*Effective January 1, 2018, Kerxton Insurance Agency (a division of Brown & Brown Insurance Agency of Virginia, Inc.) located at 7879 Limestone Drive, Suite 155, Gainesville, VA 20155 ("Kerxton"), acquired a book of business from Welch, Graham & Ogden Insurance, Incorporated, which included various insurance policies for the Fauquier County Fire & Rescue Association, a Department of Fauquier County Government and Public Schools.*

**2) Contract Extension**

Fauquier County Government and Public Schools is exercising its option to extend the above referenced contract for the first one-year period. The period of the extension will be from **May 15, 2018** through **May 14, 2019**. It is understood and agreed that all terms, conditions, and prices of the original contract, except as noted above, remain the same during the contract extension period.

Except as provided herein, all terms and conditions of the referenced contract, as heretofore changed, remain unchanged and in full force and effect.

Brown & Brown Insurance Agency of Virginia, Inc.  
d/b/a Kerxton Insurance

By: MC Stracha  
Signature  
President  
Title  
10-26-18  
Date

Fauquier County Government/Public Schools

By: Susan R. Monaco  
Susan R. Monaco, CPPO, CPPB  
Procurement Manager  
10-29-2018  
Date

**FAUQUIER COUNTY,**  
**a political subdivision of the Commonwealth of Virginia**  
Contract # 86-13smc, Insurance Broker for VFRA

This Agreement is made and entered into this 15th day of May, 2013, by Fauquier County Government, a political subdivision of the Commonwealth of Virginia hereinafter referred to as "Owner" and, **Welch, Graham & Ogden Insurance, Incorporated** having its principal place of business at **7723 Ashton Avenue, Manassas, VA 20109**, hereinafter referred to as "Contractor".

**WITNESSETH** that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Contractor shall provide Insurance Broker Services for the Fauquier County Volunteer Rescue Association, as set forth in the Contract Documents.

**COMPENSATION:** The Owner will pay and the Contractor will accept in full consideration for services rendered during the contract term, a percentage fee based on all policies issued, based on the following sliding fee scale:

- 15% for accounts with five (5) department/station locations, or fewer;
- 12.5% for accounts with six to fifteen (6-15) departments/station locations;**
- 10% for accounts with sixteen (16) or more department/station locations.

**CONTRACT PERIOD:** May 15, 2013 through May 14, 2018, with five (5) additional one-year renewal terms upon mutual agreement of both parties.

The contract documents shall consist of and are listed in order of priority:

- (1) This signed form;
- (2) RFP #86-13sm dated April 3, 2013, Addendum # 1 dated April 5, 2013 and Addendum #2 dated April 16, 2013;
- (3) Contractor's Proposal dated April 15, 2013.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Welch Graham & Ogden Insurance, Inc.

Fauquier County, a political subdivision of the Commonwealth of Virginia

By: Thomas L. Welch

By: Susan Monaco  
Susan Monaco, CPPO, CPPB

Title: PRESIDENT

Title: Procurement Manager

Date: 5/16/13

Date: 5/16/13