



## CONTRACT RENEWAL LETTER

**Date:** March 10, 2025  
**Contract #:** UCPJMU6892  
**Service:** University Fleet and Facilities Vehicles  
**Renewal Period:** 5/10/2025 to 5/9/2026  
**Renewal #:** 1 of 4 One-Yr  
**Issued By:** James Madison University  
Juan Becerra Martinez, Buyer Senior Ph: 540-568-3130  
Fx: 540-568-7935  
**Contractor:** Mon Mothma LLC DBA Ourisman Ford of Manassas  
8980 Mathis Ave  
Manassas, VA 20110  
**Contract Administrator:** Doug Judy, Facilities Management

### **Description of Renewal Notice:**

In accordance with the renewal provision of the original contract all terms, conditions, and specifications of the original contract remain the same during the contract renewal period, along with any modifications that have been incorporated up until this point. The contract pricing will remain the same and is attached to this renewal.

All invoices shall be submitted within sixty days of contract renewal term expiration as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

Return one executed renewal notice to my attention within ten days.

**Mon Mothma LLC DBA Ourisman Ford of Manassas**

**By:**

CLEO VAN ZEIST  
Name (print)

DIRECTOR of CVMT 3-10-25  
Title SALES Date Signed

**James Madison University**

**By:**

Juan Becerra Martinez Annie Korn  
Name (print)

Buyer Senior Procurement Manager 3/10/25  
Title Date Signed



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**Contractor:** Mon Mothma LLC DBA Ourisman Ford of Manassas

**Renewal Period:** 5/10/2025 – 5/9/2026

**Commodity:** University Fleet and Facilities Vehicles

1. Pricing:

Vehicle Manufacturer	% OFF MSRP
Ford	2%

- Contractor shall charge \$100.00 delivery fees.
- Contractor shall charge no processing fee.
- Each vehicle purchased shall include three key sets at no charge.
- Contractor shall agree that all fees have been disclosed. No additional fees will be accepted.
- Parties agree that this Negotiation Summary Modifies RFP # THW-1204 and the Contractor's initial response to RFP # THW-1204, and in the event of conflict the negotiation summary shall take precedence.
- Any change in the scope or pricing described herein shall be mutually agreed upon by the Purchasing Agency and Contractor with all changes first being authorized through either a contract modification and /or a change order issued by the Purchasing Agency.