



CONTRACT RENEWAL LETTER

Date: February 05, 2026
Contract #: UCPJMU6892
Service: University Fleet and Facilities Vehicles
Renewal Period: 5/10/2026 to 5/9/2027
Renewal #: 2 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 Zelst
Cleo van Zelst

Director of Armt Sales Name (print) 2-11-26
Title Date Signed

James Madison University

By: Juan Becerra Martinez
Juan Becerra Martinez, Name (print)

Buyer Senior 02/06/2026
Title Date Signed

Contract #: UCPJMU6892

Contractor: Mon Mothma LLC DBA Ourisman Ford of Manassas

Renewal Period: 5/10/2026 – 5/9/2027

Commodity: University Fleet and Facilities Vehicles

1. Pricing:

Vehicle Manufacturer	% OFF MSRP
Ford	2%

2. Contractor shall charge \$100.00 delivery fees.
3. Contractor shall charge no processing fee.
4. Each vehicle purchased shall include three key sets at no charge.
5. Contractor shall agree that all fees have been disclosed. No additional fees will be accepted.
6. 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.
7. 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.