



CONTRACT RENEWAL LETTER

Date: June 02, 2025
Contract #: UCPJMU6944
Service: Fuel Oil
Renewal Period: 8/1/2025 to 7/31/2026
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: Rockingham Petroleum Cooperative, Inc
Attn: Josh Stephens
PO Box 168
Harrisonburg, VA 22803 Ph: 540-434-4321
Contract Administrator: Rodney Lam, 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.

Rockingham Petroleum Cooperative, Inc
By: [Signature]
Josh Stephens
Name (print)
General Manager
6/18/25
Date Signed

James Madison University
By: [Signature]
Juan Becerra Martinez,
Name (print)
Buyer Senior
06-02-2025
Date Signed

Contract #: UCPJMU6944

Contractor: Rockingham Petroleum Cooperative, Inc

Renewal Period: 8/1/2025 – 7/31/2026

Commodity: Fuel Oil

1. Pricing differential for standard offered products shall be as follows:

Product/Delivery Type	Differential
Diesel	\$0.15
Bio-Diesel	\$0.15
#2 Fuel Oil (Less than 8,000 gal)	\$0.15
#2 Fuel Oil (Greater than 8,000 gal)	\$0.085
B-5 Bio-Diesel	\$0.085
B-20 Bio-Diesel	\$0.085
Gasoline (Less than 8,000 gal)	\$0.15
Gasoline (Greater than 8,000 gal)	\$0.085
Propane	\$0.15

2. Contact: Josh Stephens, General Manager
540-434-4321
Josh.stephens@sscoop.com
PO Box 168
Harrisonburg, VA 22803
3. Contractor shall agree that all fees have been disclosed. No additional fees, including credit card processing fees or emergency/afterhours fees, will be accepted.
4. Contractor agrees to invoice pricing reflective of date of order, not date of delivery. Daily pricing will be sent to the University contact upon order to ensure accurate pricing upon invoicing.
5. Contractor agrees to 24-hour standard delivery timeframe and 4-hour turnaround on emergency deliveries.
6. Contractor agrees to availability of B20 diesel fuel in minimum order amount of 4,000 gallons and delivery within 24 hours of order.
7. Any change in the scope 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.

8. Parties agree that this Negotiation Summary modifies RFP # ADF-1213 and the Contractor's initial response to RFP # ADF-1213, and in the event of conflict this negotiation summary shall take precedence.