

**NOTICE OF CONTRACT RENEWAL**  
**UMW Contract #UCPUMW 19-889**  
**Fuel Site Maintenance, Repair, Upgrades**

**From:** Melva Kishpaugh, VCO, CUPO  
Director, Procurement Services

**Contractor Name:** J&F Acquisitions dba Jones & Frank  
1300 Ingleside Road  
Norfolk, VA 23502

**Current Contract Period:** 1 July 2025 – 30 June 2026, with one renewal option remaining

**Renewal Period:** 1 July 2026 – 30 June 2027, with no renewals remaining

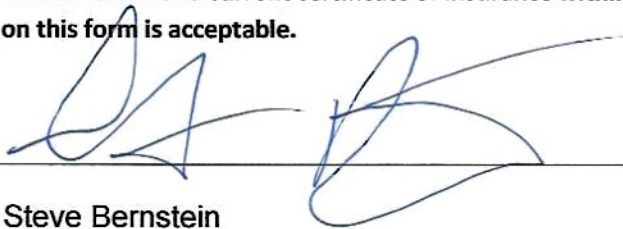
In accordance with the terms and conditions of the original contract, CONTRACT NO. UCPUMW 19-889, the contract is hereby renewed for the aforementioned renewal period. This signed acknowledgment of renewal will become part of the contract documents which include the original solicitation, all addenda, the original proposal, the standard contract and any subsequent contract modifications. All other terms and conditions remain unchanged.

Public Posting of Contracts: The University of Mary Washington maintains a web-based contracts database with a public portal. All contracts are posted to the publicly accessible website. Contents identified as proprietary information are not made public.

*\*Note the new email for sending electronic invoices to Accounts Payable is [invoices@mail.umw.edu](mailto:invoices@mail.umw.edu).*

**Please sign and return this form with a current certificate of insurance within 10 business days' receipt of this notice. Electronic signature on this form is acceptable.**

**Signature:**



**Printed Name:** Steve Bernstein

**Title:** SVP Infrastructure

**Email:** sbernstein@jfpetrogroup.com

**Date:** 5/29/2026