



Date: \_\_\_\_\_

*Via First Class Mail and Certified Mail (Return Receipt Requested)*

Tracy Little  
Managing Partner  
James River Solutions, LLC  
10487 Lakeridge Parkway, Suite 100  
Ashland, VA 23005

**Re: Notice of Renewal of Bulk Fuel Purchase Agreement between Union County, North Carolina and James River Solutions, LLC.**

Dear Ms. Little:

Pursuant to Section 2 of the Agreement dated March 21, 2023, between Union County and James River Solutions, LLC (the "Agreement"), the Initial Term of the Agreement began March 21, 2023, and runs for three (3) years through March 20, 2026. Section 2 of the Agreement also provides that following the Initial Term, Union County may elect, in its sole discretion, to extend the Agreement for up to two (2) additional one-year terms (each a "Renewal Term").

Pursuant to the terms of the Agreement, this letter shall constitute Union County's notice that it is exercising its option to extend the Agreement for a first Renewal Term. The first Renewal Term shall run from March 21, 2026, through March 20, 2027. Union County reserves the right to exercise its ability to extend the Agreement for an additional one-year Renewal Term in the future.

If there are any questions or concerns, please let us know.

This instrument has been preaudited in the manner  
required by The Local Government Budget and Fiscal  
Control Act.

Sincerely,

\_\_\_\_\_  
Deputy Finance Officer

Brian W. Matthews  
County Manager

cc: Kelli Manczka, Facilities Management Business Manager

**Procurement Department**  
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Monroe, NC 28112  
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