



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

DEPARTMENT OF FINANCE  
Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

April 25, 2025

Mr. Jay Blanton  
Colonial Oil Industries, Inc.  
101 North Lathrop Avenue  
Savannah, GA 31415

**RE: Contract # 2371A- Regular Unleaded Reformulated Gasoline (RFG) with 10% Ethanol**

Dear Mr. Blanton:

The annual contract with your company to provide **Regular Unleaded Reformulated Gasoline (RFG) with 10% Ethanol** is due to expire on **July 31, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **August 1, 2025**, through **July 31, 2026**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return to Maria Gonzalez at [gon036@henrico.gov](mailto:gon036@henrico.gov) at your earliest convenience.

Following the receipt of this information, the County will determine whether it is in our best interest to renew the contract or re-solicit. In addition, if you agree to renew the contract for an additional one-year period, please instruct your insurance agent to provide to my attention a current copy of a certificate of insurance. **Be sure the certificate lists the County of Henrico as an additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5680 or email me at [Her034@henrico.gov](mailto:Her034@henrico.gov). Your cooperation and prompt response will be appreciated.

Sincerely,

***Justin M. Herbaugh***

Justin M. Herbaugh, VCO, VCA  
Procurement Analyst III

**CONTRACT # 2371A- Regular Unleaded Reformulated Gasoline (RFG) with 10% Ethanol**

**BUYER NAME: Justin M. Herbaugh, VCO, VCA – Procurement Analyst III**

**Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect. Please check one of the following:**

Yes. Renew the contract for an additional one-year period at current contract pricing.

Yes. Renew the contract for an additional one-year period at new contract pricing.  
(list below or attach new pricing sheet)

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No. Do not wish to renew the contract. If no, please provide reason below.

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Company Name: Colonial oil Industries, Inc.

Date: 5/2/2025

Signature: Signed by: Jay Blanton  
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Title: Sales Development Manager

Telephone#: 912-236-1331

Email: coisales@colonialoil.com

SCC#: F0255051