



## CONTRACT RENEWAL LETTER

**Date:** August 10, 2020  
**Contract #:** UCPJMU5710  
**Service:** Automotive Body Repair Services  
**Renewal Period:** 12/2/2020 to 12/1/2021  
**Renewal #:** 1 of 4 One-Year  
**Issued By:** James Madison University  
Krista Nealis, Buyer Specialist Ph: 540-568-4160  
Fx: 540-568-7935  
**Contractor:** Top Gun Auto Body, LLC.  
504 Shenandoah Avenue  
Elkton , Virginia 22827  
**Contract Administrator:** Duane Swanson, 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.

**Top Gun Auto Body, LLC.**

By: \_\_\_\_\_

*Jeremy McDaniel*

Name (print)

*Owner*  
Title

*8/12/2020*  
Date Signed

**James Madison University**

By: \_\_\_\_\_

*Krista Nealis*

Krista Nealis, VCCO

Name (print)

Buyer Specialist  
Title

*08/10/20*  
Date Signed

**Contract #:** UCPJMU5710

**Contractor:** Top Gun Auto Body, LLC.

**Renewal Period:** 12/02/2020 – 12/01/2021

**Commodity:** Automotive Body Repair Services

1. See Pricing Schedule below. The University will only pay what's agreed upon in the pricing schedule. Therefore, pricing is set and there shall be no additional fees and/or expenses charged to the University without prior approval.
2. Top Gun Auto shall agree to a 20% discount on the list price of parts.
3. Top Gun Auto shall agree to provide quote within 7 days of request to be approved before any work can commence, with the exception of any emergency situation.
4. In addition, Top Gun Auto guarantees that JMU will be a priority customer to ensure all work is completed as soon as possible.
5. Top Gun Auto has the capability to perform aluminum body repair, with a labor rate of \$65.00/hour.
6. Top Gun Auto shall agree to the annual increase amount to be based on the CPI-W scale per renewal.

PRICING SCHEDULE BY ZONE								
Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
<b>Passenger Vehicles</b>								
Parts/Materials percent off crash guide list	20%							
Labor Rate \$/hour	\$44.00							
<b>Trucks</b>								
Parts/Materials percent off crash guide list	20%							
Labor Rate \$/hour	\$44.00							
<b>Specialty Vehicles</b>								
Parts/Materials percent off crash guide list	20%							
Labor Rate \$/hour	\$65.00							
<b>Other fees/charges</b>								
Specify Towing Fees	\$65.00 Hook Up + \$4.00 per mile							
Mechanical Repair Rate \$/hour	65.00							