



CONTRACT RENEWAL LETTER

Date: September 15, 2021
Contract #: UCPJMU5710
Service: Automotive Body Repair Services
Renewal Period: 12/2/2021 to 12/1/2022
Renewal #: 2 of 4 One-Year
Issued By: James Madison University
Mikayla Comer, 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: [Signature]
Jeremy McDaniel
Name (print)

Owner
Title
9/16/2021
Date Signed

James Madison University
By: [Signature]
Mikayla Comer,
Name (print)

Buyer Specialist
Title
9/15/21
Date Signed

Contract #: UCPJMU5710

Contractor: Top Gun Auto Body, LLC.

Renewal Period: 12/02/2021 – 12/01/2022

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.

