



**CONTRACT RENEWAL LETTER**

**Date:** July 22, 2021  
**Contract #:** UCPJMU5899  
**Service:** Shredded Mulch & Landscaping Plants  
**Renewal Period:** 11/5/2021 to 11/4/2022  
**Renewal #:** 1 of 4 One-Yr  
**Issued By:** James Madison University  
Mikayla Comer, Buyer Specialist Ph: 540-568-4160  
Fx: 540-568-7935

**Contractor:** Driver Brothers Inc.  
Attn: Michele Martson  
27 Niswander Rd.  
Staunton, VA 24401

**Contract Administrator:** Scott Jones, 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.

**Driver Brothers Inc.**  
**By:** michele marston  
Michele Martson  
Name (print)  
Manager  
7/23/21  
Date Signed  
Title

**James Madison University**  
**By:** Mikayla Comer  
Mikayla Comer,  
Name (print)  
Buyer Specialist  
7/22/21  
Date Signed  
Title



**Contract #:** UCPJMU5899

**Contractor:** Driver Brothers Inc.

**Renewal Period:** 11/5/2021 - 11/4/2022

**Commodity:** Shredded Mulch & Landscaping Plants

1. The pricing is set and there shall be no additional fees and/or expenses charged to the University without prior approval.

a. Pricing for plants shall be discounted from the wholesale price list based on the quantities stated below. In this scenario the quantity is based on one variety and size to receive the price discounts listed.

Quantity	Discount
0 – 50	5%
50 – 500	10%
500+	15%

b. Minimum delivery order size is \$1,000.00 during the time period of March 15 – June 15 and \$500.00 during all other times of the year. When the minimum is met to warrant delivery, orders are batched together based on location as they are received and space is allocated on the trucks in the same manner.