



**CONTRACT EXTENSION LETTER**

**Date:** October 16, 2025  
**Contract #:** UCPJMU5899  
**Service:** Shredded Mulch & Landscaping Plants  
**Extension Period:** Extension period shall be from 11/5/2025 through 11/4/2026  
**Issued By:** James Madison University  
Autumn Foster, Lead Commodity Contract Officer Ph: 540-568-4501  
Fx: 540-568-7935

**Contractor:** Driver Brothers Inc.  
Attn: Michele Martson  
27 Niswander Rd.  
Staunton, VA 24401 Ph: (540) 363-5331

**Contract Administrator:** Scott Jones, Facilities Management

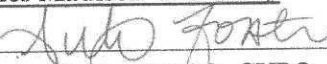
**Description of Extension Notice:**

In accordance with the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors all terms, conditions, and specifications of the original contract remain the same during the contract extension period, along with any modifications that may have been incorporated up to this point. The contract pricing for this extension period will remain the same.

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 extension notice to my attention within ten days.

**Driver Brothers Inc.**  
**By:**   
Michele Martson  
Name (print)  
Manager  
Title  
10/26/25  
Date Signed

**James Madison University**  
**By:**   
Autumn Foster, VCCO, CUPO  
Name (print)  
Lead Commodity Contract Officer  
Title  
10/16/25  
Date Signed