



CONTRACT RENEWAL LETTER

Date: August 22, 2024
Contract #: UCPJMU6177
Service: Roofing Inspection, Installation, Maintenance, & Replacement
Renewal Period: 11/14/2024 to 11/13/2025
Renewal #: 3 of 4 One-Yr
Issued By: James Madison University
Michael Morrison, Buyer Senior Ph: 540-568-6181
Fx: 540-568-7935
Contractor: Whitley/Service Roofing and Sheet Metal Company
Attn: Brett Larson
1985 Snow Point Lane
Charlottesville, VA 22902
Contract Administrator: Brian Owens, 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.

Whitley/Service Roofing and Sheet Metal Company

By: 
Brett Larson

Name (print)

President 08.23.24
Title Date Signed

James Madison University

By: 
Michael Morrison, MS, VCCO, CUPO

Name (print)

Buyer Senior 8/22/2024
Title Date Signed

