



CONTRACT RENEWAL LETTER

Date: September 13, 2024
Contract #: UCPJMU6501
Service: HVAC Filters
Renewal Period: 1/4/2025 to 1/3/2026
Renewal #: 2 of 4 One-Yr
Issued By: James Madison University
Michael Morrison, Buyer Senior
Ph: 540-568-6181
Fx: 540-568-7935

Contractor: Brookaire Company, LLC
46 Whelan Road
East Rutherford, NJ 07073

Contract Administrator: Dan Adkins, 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.

Brookaire Company, LLC

By: Lucas Walker
Name (print)

Operations Manager, NJ 9/17/2024
Title Date Signed

James Madison University

By: Michael Morrison
Michael Morrison, MS, VCCO, CUPO
Name (print)

Buyer Senior 9/15/2024
Title Date Signed

Contract #: UCPJMU6501
Contractor: Brookaire Company, LLC
Renewal Period: 1/4/2025 – 1/3/2026
Commodity: HVAC Filters

Pricing Schedule

The following Labor, Other Fees, and Discounts sections represent the negotiated pricing for all represented items and should be reflected in all quotes and proposals for the University. No other fees or charges shall be acceptable.

PRICING SCHEDULE BY ZONE									
Products & Equipment (listed by manufacturer and discount rate offered)									
Service	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
Brookaire Company, LLC	35%	35%	35%	35%	35%	35%	35%	35%	35%
Air Flow Products	42%	42%	42%	42%	42%	42%	42%	42%	42%

Other Fees	
<i>Charge Card Processing Fees:</i>	0 %