



## CONTRACT RENEWAL LETTER

**Date:** January 22, 2024  
**Contract #:** UCPJMU6573  
**Service:** Fire & Water Damage Cleanup Services  
**Renewal Period:** 3/27/2024 to 3/26/2025  
**Renewal #:** 1 of 4 One-Yr  
**Issued By:** James Madison University  
Autumn Foster, Buyer Senior  
Ph: 540-568-4501  
Fx: 540-568-7935

**Contractor:** Paul Davis Restoration of Northwest Virginia  
9644 S Congress St.  
New Market, VA 22844

**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.

### **Paul Davis Restoration of Northwest Virginia**

**By:** Eric L. Garman for Paul Davis  
Eric Garman For Paul Davis  
Name (print)

General Manager 1/24/24  
Title Date Signed

### **James Madison University**

**By:** Autumn Foster  
Autumn Foster,  
Name (print)

Buyer Senior 01/23/2024  
Title Date Signed

**Contract #:** UCPJMU6573

**Contractor:** Paul Davis Restoration of Northwest Virginia

**Renewal Period:** 3/27/2024 – 3/26/2025

**Commodity:** Fire & Water Damage Cleanup Services

1. Hourly pricing for services will be followed as listed below:

Technician	Unit	Cost
Straight Time	1 Hour	\$42.50
Overtime	1 Hour	\$63.75

2. JMU Shall only accept Xactimate pricing, except when pre-approved by University in writing. Services used during the term of this contract shall reflect the correct Xactimate pricing model, which will be provided by the contractor.

\*Contractor and purchasing agency will re-evaluate Xactimate pricing model to be used at each renewal period.

3. The University will issue a purchase order for each order based upon a quote provided by your firm. No additional agreements, orders forms, or signatures shall be required.
4. The contractor warrants the services under the contract will be performed: (a) in a diligent, professional and workmanlike manner in accordance with the highest applicable industry standards; (b) in accordance with this Agreement and the applicable Statement(s) of Work; and (c) by experienced and qualified personnel.
5. Travel Expenses: James Madison University is an agency of the Commonwealth of Virginia and as such, Contractor's billing for travel related expenses must invoice in accordance with the U. S. General Services Administration (GSA) for lodging, meals and incidental expenses at the time of travel, which can be referenced at: <http://www.jmu.edu/finprocedures/4000/4215mie.shtml>.

Transportation for air travel and car rental will be paid at cost with Contractor providing a documented receipt to the University. Contractor shall book air travel and car rental to ensure expenses remain economical. Air fare shall be reimbursed for coach/standard with no upgrades and car rental shall be reimbursed for standard with no upgrades.

6. The Contractor has disclosed all potential fees. Additional charges will not be accepted.