



CONTRACT RENEWAL LETTER

Date: October 09, 2025
Contract #: UCPJMU6803
Service: Arborist Services
Renewal Period: 12/15/2025 to 12/14/2026
Renewal #: 2 of 4 One-Yr
Issued By: James Madison University
Autumn Foster, Lead Commodity Contract Officer Ph: 540-568-4501
Fx: 540-568-7935

Contractor: Williams Brothers Tree & Lawn Service
Attn: Joseph Williams
54 Kerry Lane
Staunton, VA 24401 Ph: (540) 324-1100

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 increase by 1.9% in accordance with the "other services" category of the CPI-W. An updated pricing schedule 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.

Williams Brothers Tree & Lawn Service

By: [Signature]
Joseph Williams

Name (print) Joseph Williams
Title President
Date Signed 11/6/25

James Madison University

By: [Signature]
Autumn Foster, VCCO, CUPO

Name (print) Autumn Foster
Title Lead Commodity Contract Officer
Date Signed 10/9/2025

Contract #: UCPJMU6803
Contractor: Williams Brothers Tree & Lawn Service
Renewal Period: 12/15/2025 – 12/14/2026
Commodity: Arborist Services

1. Contractor pricing for services shall be as follows:

ITEM	DESCRIPTION	UNIT PRICE (per hour)
1	Regular Pruning, Trim Work, Felling, Tree Removal and Stump Grinding	\$71.33/hr
2	Storm Damage and/or Emergency Work. (must respond within 24hours and remain on site for consecutive days until job is complete)	\$96.81/hr
3	Materials and Labor for Fertilization, Insect and Disease Control and IPM Management	\$177.31/hr
4	IPM (Integrated Pest Management) consulting services	\$95.79/hr

2. Contact: H. Joseph Williams V, President, 540-324-1100, joseph@williamsbrotherstree.com
 Williams Brothers Tree and Lawn Service
 54 Kerry Lane
 Staunton, VA 24401
3. Contractor has stated there will be a Credit Card processing fee of no more than 3% on all credit card transactions.
4. Contractor shall agree that all fees have been disclosed. No additional fees will be accepted.
5. Any change in the scope described herein shall be mutually agreed upon by the Purchasing Agency and Contractor with all changes first being authorized through either a contract modification and/or a change order issued by the Purchasing Agency.
6. Parties agree that this Negotiation Summary modifies RFP # ADF-1194 and the Contractor's initial response to RFP # ADF-1194, and in the event of conflict this negotiation summary shall take precedence.
7. Contractor agrees that all exceptions taken within their initial response to RFP # ADF-1194 that are not specifically addressed within this negotiation summary are null and void.