



**CONTRACT RENEWAL LETTER**

**Date:** December 09, 2025  
**Contract #:** UCPJMU7067  
**Service:** Automotive Body Repair Services  
**Renewal Period:** 1/1/2026 to 12/31/2026  
**Renewal #:** 1 of 4 One-Yr  
**Issued By:** James Madison University  
 Juan Becerra Martinez, Buyer Senior Ph: 540-568-3130  
 Fx: 540-568-7935

**Contractor:** Highway Motors, Inc.  
 5307 Peters Creek Road  
 Roanoke, VA 24019

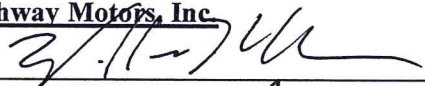
**Contract Administrator:** Bennie Wheelbarger, Facilities Management

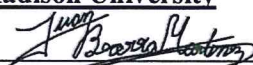
**Description of Renewal Notice:**

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.

**Highway Motors, Inc.**  
 By:   
 \_\_\_\_\_  
 WILLIAM MOHR  
 Name (print)

**James Madison University**  
 By:   
 \_\_\_\_\_  
 Juan Becerra Martinez,  
 Name (print)

Vice President 12/09/25  
 \_\_\_\_\_  
 Title Date Signed

Buyer Senior 12/09/2025  
 \_\_\_\_\_  
 Title Date Signed

**Contract #:** UCPJMU7067

**Contractor:** Highway Motors, Inc.

**Renewal Period:** 1/1/2026 to 12/31/2026

**Commodity:** Automotive Body Repair Shop

1. Direct Contact for **Highway Motors, Inc.:**

- a. The contact for all issues other than accounts receivable and billing will be:

**Robby Croy, Body Shop Manager**

**Highway Motors, Inc., 3185 N. Valley Pike, Harrisonburg, VA 22801**

**(540) 434-6716; [rcroy@highwaymotors.biz](mailto:rcroy@highwaymotors.biz)**

- b. The contact for billing and AR will be:

**Traci Driscoll, Accounts Receivable Clerk**

**Highway Motors, Inc., 5307 Peters Creek Road, Roanoke, VA 24019**

**(540) 366-1400; [tdriscoll@highwaymotors.biz](mailto:tdriscoll@highwaymotors.biz)**

<b>Passenger Vehicles</b>	
Parts/Materials percent off crash guide list	<b>10%</b>
Labor Rate \$/hour	<b>129.00</b>
<b>Trucks</b>	
Parts/Materials percent off crash guide list	<b>10%</b>
Labor Rate \$/hour	<b>129.00</b>
<b>Specialty Vehicles</b>	
Parts/Materials percent off crash guide list	<b>10%</b>
Labor Rate \$/hour	<b>129.00</b>
Mechanical Repair Rate \$/hour	<b>185.00</b>

2. Contractor shall not charge fees for credit card processing fee.
3. Contractor shall not charge more than cost from vendor for delivery.
4. Contractor acknowledges that JMU follows the Virginia Prompt Payment Act that states that payment terms are 30 days upon receipt of invoice.
5. Contractor shall utilize the eVA e-procurement system for purchase orders and agrees to the approximate 1 % eVA fees associated with this.
6. Contractor shall complete the required insurance documentation as directed by JMU's Risk Management.
7. Parties agree that this Negotiation Summary Modifies RFP # THW-1216 and the Contractor's initial response to RFP # THW-1216, and in the event of conflict the negotiation summary shall take precedence.
8. Any change in the scope or pricing 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.
9. Contractor shall charge no more than the following: a hazardous materials fee of \$25.00 per invoice, a technology access fee of \$50.00 for any use of diagnostic equipment, a shop supplies fee of 1% and an environmental fee of \$14.00