



CONTRACT RENEWAL LETTER

Date: September 09, 2025
Contract #: UCPJMU7068
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: 540-568-1130
Fx: 540-568-7935

Contractor: Autobody Pro Shop, Inc.
4709 South Valley Pike
Harrisonburg, VA 22801

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.

Autobody Pro Shop, Inc.

By: Isaac Hall
Name (print)

Director of Operations 9-11-25
Title Date Signed

James Madison University

By: Juan Becerra Martinez
Name (print)

Buyer Senior 09-10-2025
Title Date Signed

**Contract #:** UCPJMU7068  
**Contractor:** Autobody Pro Shop, Inc.  
**Renewal Period:** January 1, 2026 to December 31, 2026  
**Commodity:** Automotive Body Repair Shop

**1. Pricing:**

<b>Passenger Vehicles</b>	
Parts/Materials percent off crash guide list	<b>0%</b>
Labor Rate \$/hour	<b>50.00</b>
<b>Trucks</b>	
Parts/Materials percent off crash guide list	<b>0%</b>
Labor Rate \$/hour	<b>50.00</b>
<b>Specialty Vehicles</b>	
Parts/Materials percent off crash guide list	<b>0%</b>
Labor Rate \$/hour	<b>varies</b>
Mechanical Repair Rate \$/hour	<b>85.00</b>

2. Contractor shall not charge for credit card processing fees.
3. Contractor shall not charge fees for delivery.
4. Contractor has disclosed all fees. No additional fees will be accepted.
5. Contractor shall provide an average estimated turnaround time of five days from the time an order is place to the time it would be delivered to JMU.
6. Contractor acknowledges that JMU follows the Virginia Prompt Payment Act that states that payment terms are 30 days upon receipt of invoice.

7. Contractor shall utilize the eVA e-procurement system for purchase orders and agrees to the approximate 1 % eVA fees associated with this.
8. Contractor shall complete the required insurance documentation as directed by JMU's Risk Management.
9. 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.
10. 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.