



CONTRACT RENEWAL LETTER

Date: September 11, 2026
Contract #: UCPJMU7068
Service: Automotive Body Repair Services
Renewal Period: 1/1/2027 to 12/31/2027
Renewal #: 2 of 4 One-Yr
Issued By: James Madison University
Juan Becerra Martinez, Buyer Senior Ph: 540-568-3130
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)

OWNER

09/14/2026

Title

Date Signed

James Madison University

By: 

Juan Becerra Martinez, MBA, CUPO, VCCO

Name (print)

Buyer Senior

9/11/2026

Title

Date Signed

Contract #: UCPJMU7068

Contractor: Autobody Pro Shop, Inc.

Renewal Period: January 1, 2027 to December 31, 2027

Commodity: Automotive Body Repair Shop

1. Pricing:

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

- Contractor shall not charge for credit card processing fees.
- Contractor shall not charge fees for delivery.
- Contractor has disclosed all fees. No additional fees will be accepted.
- 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.
- 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.