



**CONTRACT RENEWAL LETTER**

**Date:** September 11, 2025  
**Contract #:** UCPJMU7076  
**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:** NFI, Inc.  
 2811 South Main Street  
 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.

**NFI, Inc.**  
**By:**   
 \_\_\_\_\_  
 Rose A Swartz  
 \_\_\_\_\_  
 Name (print)  
 VP/Sec \_\_\_\_\_  
 Title  
 9/12/25 \_\_\_\_\_  
 Date Signed

**James Madison University**  
**By:**   
 \_\_\_\_\_  
 Juan Becerra Martinez,  
 \_\_\_\_\_  
 Name (print)  
 Buyer Senior \_\_\_\_\_  
 Title  
 09-11-2025 \_\_\_\_\_  
 Date Signed

**Contract #:** UCPJMU7076  
**Contractor:** NFI, Inc.  
**Renewal Period:** 1/1/2026 – 12/31/2026  
**Commodity:** Automotive Body Repair Services

**1. Pricing:**

<b>Passenger Vehicles</b>	
Parts/Materials percent off crash guide list	<b>10%</b>
Labor Rate \$/hour	<b>\$57.00</b>
<b>Trucks</b>	
Parts/Materials percent off crash guide list	<b>10%</b>
Labor Rate \$/hour	<b>\$57.00</b>
<b>Specialty Vehicles</b>	
Parts/Materials percent off crash guide list	<b>10%</b>
Labor Rate \$/hour	<b>\$65.00</b>
Mechanical Repair Rate \$/hour	<b>\$57.00</b>

2. Contractor shall not charge fees 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 acknowledges that JMU follows the Virginia Prompt Payment Act that states that payment terms are 30 days upon receipt of invoice.
6. Contractor shall utilize the eVA e-procurement system for purchase orders and agrees to the approximate 1% eVA fees associated with this.
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.