



CONTRACT RENEWAL LETTER

Date: September 16, 2021
Contract #: UCPJMU5709
Service: Automotive Body Repair Services
Renewal Period: 12/2/2021 to 12/1/2022
Renewal #: 2 of 4 One-Year
Issued By: James Madison University
Mikayla Comer, Buyer Specialist
Ph: 540-568-4160
Fx: 540-568-7935

Contractor: Myers Ford Co., Inc.
13959 Spotswood Trail
Elkton, Virginia 22827

Contract Administrator: Duane Swanson, 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.

Myers Ford Co., Inc.

By: 

John J Myers
Name (print)

Treasurer

Title Date Signed 9/17/21

James Madison University

By: 

Mikayla Comer,
Name (print)

Buyer Specialist

Title Date Signed 9/16/21

Contract #: UCPJMU5709

Contractor: Myers Ford Co., Inc.

Renewal Period: 12/02/2021 – 12/01/2022

Commodity: Automotive Body Repair Services

1. See Pricing Schedule below. The University will only pay what's agreed upon in the pricing schedule. Therefore, pricing is set and there shall be no additional fees and/or expenses charged to the University without prior approval.
2. Myers Ford shall agree to provide quote within 7 days of request to be approved before any work can commence, with the exception of any emergency situation.
3. Myers Ford shall provide up to 25% off of parts/materials. The discount percentage will be dependent on the list to cost ratio.
4. Myers Ford shall complete work on any of the following: vehicles, trucks, motor coaches, shuttle buses and some specialty vehicles.
5. Myers Ford shall agree to lower their mechanical labor rate to 75.00/hr.
6. Myers Ford shall become SWaM Certified, if eligible, within the first 6 months of the award of contract.
7. Myers Ford shall agree to the annual increase amount to be based on the CPI-W scale per renewal.

