



CONTRACT RENEWAL LETTER

Date: November 30, 2023
Contract #: UCPJMU6500
Service: HVAC Filters
Renewal Period: 1/4/2024 to 1/3/2025
Renewal #: 1 of 4 One-Yr
Issued By: James Madison University
Michael Morrison, Buyer Senior
Ph: 540-568-6181
Fx: 540-568-7935

Contractor: Air Filters Inc. (AFI)
Attn: Donna Romano
3920 Industry Avenue
Richmond, Virginia 23234
Ph: (804) 271-9585

Contract Administrator: Dan Adkins, 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 increase by 12% and the 40% off list price shall remain the same. The Products & Equipment (listed by manufacturer and discount rate offered) 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.

Air Filters Inc. (AFI)
By: Donna Romano
Donna Romano

James Madison University
By: Michael Morrison
Michael Morrison, MS, VCCO, CUPO

Name (print)
Director of Administration

Title
Date Signed

Name (print)
Buyer Senior

Title
11/30/2023
Date Signed

Contract #: UCPJMU6500
Contractor: Air Filters Inc. (AFI)
Renewal Period: 1/4/2024 – 1/3/2025
Commodity: HVAC Filters

Pricing Schedule

The following Labor, Other Fees, and Discounts sections represent the negotiated pricing for all represented items and should be reflected in all quotes and proposals for the University. No other fees or charges shall be acceptable.

PRICING SCHEDULE BY ZONE									
Products & Equipment (listed by manufacturer and discount rate offered)									
Service	<i>Zone 1</i>	<i>Zone 2</i>	<i>Zone 3</i>	<i>Zone 4</i>	<i>Zone 5</i>	<i>Zone 6</i>	<i>Zone 7</i>	<i>Zone 8</i>	<i>Zone 9</i>
Camfil	40%	40%	40%	40%	40%	40%	40%	40%	40%
Airguard	40%	40%	40%	40%	40%	40%	40%	40%	40%
AAF Flanders	40%	40%	40%	40%	40%	40%	40%	40%	40%
Filtration Group	40%	40%	40%	40%	40%	40%	40%	40%	40%
Other Manufacturers	40%	40%	40%	40%	40%	40%	40%	40%	40%

ALL zones will receive 40% off list price of most items from the above manufacturers. Inventory is housed in Richmond.

Other Fees	
Charge Card Processing Fees:	0 %