



## 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

*Name (print)*

Director of Administration

*Title*

*Date Signed*

**James Madison University**

**By:** Michael Morrison  
Michael Morrison, MS, VCCO, CUPO

*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	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
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	
<b>Charge Card Processing Fees:</b>	0 %