



**CONTRACT MODIFICATION NO. 5**  
**BETWEEN THE COMMONWEALTH OF VIRGINIA,**  
**UNIVERSITY of MARY WASHINGTON and PROFESSIONAL BUILDING MAINTENANCE**  
**10 JULY 2019**

In accordance with the terms and conditions of the original Contract, UCPUMW 16-487, "Changes to the Contract", under the General Terms and Conditions, the following modifications have been mutually agreed upon, and will take effect for Fiscal Year 2020 (1 July 2019 – 30 June 2020).

Invoicing Instructions for Fiscal Year 2020 are as follows:

1. Purchase Order EP3026508 in the amount of \$969,246.76 represents the current known requirements for FY 20 as outlined below:

Item#	Description	Monthly Payment	Annual Amount
1	Health Center	\$700.00	\$ 8,400.00
9	QUAD Athletics – Zone 1	\$19,136.41	\$229,636.92
10	QUAD Special Events – Zone 1	As Needed – Not-to-Exceed	\$ 7,000.00
11	Zone 3		
	University Center	\$14,042.28	\$168,507.40
	University Apts	\$ 1,332.11	\$ 15,985.39
12	Zone 4		
	Eagle Village Office Suites	\$ 718.59	\$ 8,623.11
	Belmont	\$ 737.06	\$ 8,844.73
	James Monroe Museum	\$ 449.01	\$ 5,388.17
	Stafford Campus	\$ 8,476.20	\$101,714.42
13	Zone 5A		
	Apartments	As Needed – Not to Exceed	\$ 25,873.40
	Eagle Landing	As Needed – Not to Exceed	\$ 44,688.53
	All Other Operational Dorms	As Needed – Not to Exceed	\$ 68,348.80
14	Zone 5B		
	Apartments	As Needed – Not to Exceed	\$11,498.30
	Eagle Landing	As Needed – Not to Exceed	\$19,861.77
	All Other Operational Dorms	As Needed – Not to Exceed	\$30,378.55
15	Zone 2 (including discount)	\$15,666.20	\$187,994.47
16	Stafford HS Porter	\$2,650.28/mth for 10 months	\$26,502.80

	<b>Totals:</b>	<b>\$61,257.88/month for 2 months (July and August)</b>  <b>\$63,908.16/month for 10 months (September – June)</b>  <b>\$207,649.40 NTE to be Billed As Needed.</b>	<b>\$969,246.76</b>
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2. Invoicing, with exception of the categories identified as Not-to-Exceed Amounts, should be via one invoice on a monthly basis broken down as identified above by category and subcategory. All Invoices shall be sent via email to the following three emails: Sharon Neville, [sneville@umw.edu](mailto:sneville@umw.edu); Mollie Moore, [mmoore@umw.edu](mailto:mmoore@umw.edu); and [Payables@umw.edu](mailto:Payables@umw.edu).

3. Invoicing for Special Events for the Quad or Zone 5A and Zone 5B Cleanings must include the date and description of the Special Event or Services provided and can be either handled with the monthly invoice or via separate invoice.

4. Any other work, beyond that identified above, must be formally acknowledged through either changes to Purchase Order EP3026508 or the issuance of a new Purchase Order by the University of Mary Washington.

***All other terms and conditions of the original contract referenced above shall remain in force.***

By signing this modification, representatives of each party are certifying authorization to sign and agree to be bound by the terms and conditions of the contract.

**CONTRACTOR**

**Professional Building Maintenance**

Signature: Justin Thacker

Name (Printed): Justin Thacker

Title: President

Email: pbmco@att.net

Phone: 540-371-1921

Date: 7-12-19

**AGENCY**

**University of Mary Washington**

Signature: Melva A. H. Kishpaugh

Name (Printed): Melva A. H. Kishpaugh

Title: Director, Procurement Services

Date: July 12, 2019

**Professional Building Maintenance, Inc.**

56 Well Lane

Phone (540) 371-1921

Fredericksburg, VA 22405

Fax (540) 899-2099

Tax ID # 54-1035931

**Invoice**

DATE	INVOICE #
7/31/2019	

**BILL TO**

COMMONWEALTH OF VIRGINIA  
UNIVERSITY OF MARY WASHINGTON  
1301 COLLEGE AVENUE  
FREDERICKSBURG, VA 22401

"Sample Invoice"

P.O. NO.	TERMS	PROJECT
	Net 30	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	JANITORIAL SERVICES FOR THE MONTH OF JULY CONTRACT # UCPUMW 16-487 , P.O. # EP3026508		
	JANITORIAL SERVICES - QUAD Athletics	19,136.41	19,136.41
	JANITORIAL SERVICES - Health Center - Lee Hall	700.00	700.00
	JANITORIAL SERVICES - ZONE 3 - University Center	14,042.28	14,042.28
	JANITORIAL SERVICES - ZONE 3 - University Apts	1,332.11	1,332.11
	JANITORIAL SERVICES - ZONE 4 - Eagle Village Office	718.59	718.59
	JANITORIAL SERVICES - ZONE 4 - Belmont	737.06	737.06
	JANITORIAL SERVICES - ZONE 4 - James Monroe	449.01	449.01
	JANITORIAL SERVICES - ZONE 4 - Stafford	8,476.20	8,476.20
	JANITORIAL SERVICES - ZONE 2 - (ZONE 2 = 19,833.20 - 4,167.00 Bid Bond Discount)	15,666.20	15,666.20
PLEASE NOTE NEW REMIT TO ADDRESS: 56 WELL LANE, FREDERICKSBURG, VA 22405		<b>Total</b>	\$61,257.86