



## CONTRACT RENEWAL LETTER

**Date:** September 05, 2019  
**Contract #:** UCPJMU5256  
**Service:** Promotional Items and Imprinting Services  
**Renewal Period:** October 15, 2019 to October 14, 2020  
**Renewal #:** 1 of 5 One-Year  
**Issued By:** James Madison University  
Dana Simmers, Buyer Senior Ph: 540-568-5113  
**Contractor:** Bright Ideas  
Attn: Janet Baellow  
95 Zion Station Ct.  
Troy, VA 22974 Ph: 434-589-1441  
**Contract Administrator:** Dana Simmers (CA), Procurement

### **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.

### **Bright Ideas**

**By:**

Janet Baellow

*Name (print)*

CEO

*Title*

9-6-19

*Date Signed*

### **James Madison University**

**By:**

Dana Simmers, CUPO

*Name (print)*

Buyer Senior

*Title*

9/6/19

*Date Signed*

**Contract #:** UCPJMU5256

**Contractor:** Bright Ideas

**Renewal Period:** 10/15/2019 - 10/14/2020

**Commodity:** Promotional Items and Imprinting Services

**Pricing Schedule**

1. Contractor's Promotional Items pricing schedule is as follows:
  - a. 12% minimum discount off supplier catalog or website pricing
  - b. Set-up fees waived for single orders above \$2500
  - c. Set-up fees waived for other goods or services offered for single orders above \$2500
  - d. Samples - no additional cost - samples to be returned to Contractor at Agency's expense
  - e. Rush Orders - no additional cost
2. Contractor's Imprinting Services pricing schedule is as follows:
  - a. Custom designing and creating artwork – typically \$30, may increase with extensive amount of art creation
  - b. Custom designing screenprint and embroidery artwork – typically \$30, may increase with extensive amount of art creation
  - c. Samples - may be a charge due to order size, art complexity, and supplier capabilities
  - d. Personalization - \$3.00 per line
  - e. Embroidery tape creation - no additional cost for orders over \$2500. No more than \$11 per 1,000 stitches
  - f. Excessive thread color changes - no additional cost
  - g. Set-up fees waived for single orders over \$2500
  - h. Embroidery pricing: *(Embroidery only, apparel/item not included, additional charges may be incurred for second location embroidery and embroidery tape creation).*

	Number of Stitches	
Quantity	0 – 12,000	12,001 – 15,000
1-49	\$5.00	\$5.70
50-100	\$4.28	\$5.00
101+	\$2.15	\$2.85

i. Screen Printing Services pricing: *(Screen Printing only, apparel/item not included)*

Number of Colors							
Quantity	1	2	3	4	5	6	Each add'l color
1-11	\$4.64	\$8.21	\$11.79	\$15.36	\$18.93	\$22.50	\$ -
12-23	\$3.57	\$5.36	\$7.50	\$9.64	\$11.79	\$13.93	\$ -
24-47	\$2.14	\$3.00	\$3.86	\$4.64	\$5.43	\$6.14	\$0.71
48-71	\$1.79	\$2.50	\$3.21	\$3.86	\$4.50	\$5.14	\$0.64
72-143	\$1.43	\$2.14	\$2.79	\$3.36	\$3.86	\$4.29	\$0.43
144-287	\$1.14	\$1.57	\$2.00	\$2.43	\$2.86	\$3.29	\$0.43
288-499	\$1.00	\$1.36	\$1.71	\$2.07	\$2.43	\$2.79	\$0.36
500-999	\$0.79	\$1.07	\$1.36	\$1.64	\$1.93	\$2.21	\$0.29
1,000-1,999	\$0.73	\$0.87	\$1.01	\$1.16	\$1.30	\$1.44	\$0.14
2,000-4,999	\$0.69	\$0.81	\$0.94	\$1.04	\$1.14	\$1.26	\$0.11
5,000-up	\$0.54	\$0.67	\$0.80	\$0.90	\$1.00	\$1.10	\$0.10

*(Minimal additional charges may apply to: caps, jackets, nylon or mesh garments, sleeve or leg print, special inks such as reflective, ink color changes in the same order, flashing on dark colored garments, individual names and numbers, 4-color process imprints).*

3. Contractor shall provide electronic proofs at no additional charge.
4. Contractor shall pass exact delivery costs on all standard and manufacturer orders to the University as applicable.
5. Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly. Contractor shall be notified within 72 hours of receiving order.
6. Contractor shall waive all restocking and shipping fees of returns/exchanges on blank and custom printed items.
7. Prior to production and if requested, Contractor shall provide final product sample(s) *(with logo)* at no additional charge.
8. Contractor shall maintain IMG licensed for James Madison University for the duration of the contract. Any associated costs shall be the sole responsibility of the Contractor.

9. Contractor shall not bill the Purchasing Agency charge card processing fees.
10. Contractor rescinds terms and conditions on sample invoice submitted with proposal.
11. Contractor shall provide the following rebates to VASCUPP member schools only based on total annual sales. Rebate shall be sent no later than December of each year, beginning with December 2019.

Payment for JMU shall be sent to the name and address listed below:

Annual Spend	Incentive %
\$50,000 - \$99,999	0.50%
\$100,000 - \$299,999	1.00%
Over \$300,000	1.50%

James Madison University  
Cash & Investments  
Attention: Tisha Leeth  
1031 S. Main Street, MSC 5711  
Harrisonburg, VA 22807

12. All deliveries made to the Purchasing Agency shall be FOB destination.
13. Payment shall be made to the Contractor in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment Act.
14. The Contractor has disclosed all potential fees. Additional charges shall be reviewed and approved by Procurement Services prior to purchase.