



## CONTRACT RENEWAL LETTER

**Date:** July 12, 2021  
**Contract #:** UCPJMU5261  
**Service:** Promotional Items and Imprinting Services  
**Renewal Period:** 10/15/2021 to 10/14/2022  
**Renewal #:** 3 of 5 One-Year  
**Issued By:** James Madison University  
Dana Simmers, Buyer Senior Ph: 540-568-5113  
Fx: 540-568-7935  
  
**Contractor:** LDA Creations, Inc.  
Attn: Candace Farthing  
2328 Silver Lake Road  
Dayton, VA 22821  
  
**Contract Administrator:** Dana Simmers (CA), Procurement Buyer

### 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.

**LDA Creations, Inc.**  
**By:** Candace Farthing  
Candace Farthing  
Name (print)  
President  
Title  
7/12/21  
Date Signed

**James Madison University**  
**By:** Dana Simmers  
Dana Simmers, CUPO  
Name (print)  
Buyer Senior  
Title  
7/12/21  
Date Signed

**Contract #:** UCPJMU5261

**Contractor:** LDA Creations, Inc.

**Renewal Period:** 10/15/2021 - 10/14/2022

**Commodity:** Promotional Items and Imprinting Services

**Pricing Schedule**

1. Contractor's Promotional Items pricing schedule is as follows:
  - a. 15% discount off published list price
  - b. Set-up fees - no additional cost
2. Contractor shall provide electronic proofs at no additional charge.
3. Contractor shall waive delivery costs on all standard, rush orders, and manufacturer orders to James Madison University.
4. Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly. Contractor shall be notified within 10 days.
5. Contractor shall waive all restocking and shipping fees of returns/exchanges for blank items.
6. Prior to production and if requested, Contractor shall provide final product sample(s) *(with logo)*. There will be no additional charge if manufacturer has the ability to provide. Contractor shall pass on costs as applicable.
7. 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.
8. Contractor shall not bill the Purchasing Agency charge card processing fees.
9. All deliveries made to the Purchasing Agency shall be FOB destination.
10. Payment shall be made to the Contractor in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment Act.
11. The Contractor has disclosed all potential fees. Additional charges shall be reviewed and approved by Procurement Services prior to purchase.