



## CONTRACT RENEWAL LETTER

**Date:** August 02, 2023  
**Contract #:** UCPJMU5253  
**Service:** Promotional Items and Imprinting Services  
**Renewal Period:** 10/15/2023 to 10/14/2024  
**Renewal #:** 5 of 5 One-Yr  
**Issued By:** James Madison University  
Krista McDaniel, Procurement Team Manager Ph: 540-568-7523  
Fx: 540-568-7935  
**Contractor:** 4imprint, Inc.  
101 Commerce Street  
Oshkosh, WI 54901  
**Contract Administrator:** Krista McDaniel (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.

### **4imprint, Inc.**

**By:** John P. Lord  
John P. Lord

*Name (print)*

SVP - Operations 8/2/2023

*Title Date Signed*

### **James Madison University**

**By:** Krista McDaniel  
Krista McDaniel, CUPO, VCCO

*Name (print)*

Procurement Team Manager 8/2/2023

*Title Date Signed*



1000 stitches									
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j. 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 N/A	\$	\$	\$	\$	\$	\$	\$
18-35	\$	\$0.74	\$1.48	\$2.21	\$2.95	\$3.69	\$0.74
36-71	\$	\$0.40	\$0.80	\$1.20	\$1.60	\$2.00	\$0.40
48-71	\$	\$	\$	\$	\$	\$	\$
72-143	\$	\$0.25	\$0.50	\$0.75	\$1.00	\$1.25	\$0.25
144-287	\$	\$0.20	\$0.40	\$0.60	\$0.80	\$1.00	\$0.20
288-575	\$	\$0.15	\$0.30	\$0.45	\$0.60	\$0.75	\$0.15
576-1007	\$	\$0.10	\$0.20	\$0.30	\$0.40	\$0.50	\$0.10
1,008-up	\$	\$0.08	\$0.16	\$0.24	\$0.32	\$0.40	\$0.08
2,000-4,999**	\$						
5,000-up**	\$						

\*All pricing for t-shirts include the first color run charge included as part of the total price of the shirt.

\*\*Call for quote.

\*\*\*Offer "Full Color" printing on certain artwork designs for certain t-shirts *(100% cotton and some blends)* in which pricing is equivalent to a maximum of 3 imprint colors, regardless of the number of colors and no set-up charges.

3. Contractor shall provide electronic proofs at no additional charge.
4. Contractor shall pass on exact freight charges to the University as applicable.
5. Contractor shall waive rush charges for items that are available with 24 hour service.
6. Contractor shall waive all restocking and shipping charges of returns/exchanges.
7. Contractor shall waive associated costs for the replacement of defective, broken, or damaged items.
8. Contractor shall be notified of claims against order within 30 days of receipt.
9. Contractor rescinds terms and conditions on sample quote and invoice submitted with proposal.
10. Contractor shall provide the following rebates to the Purchasing Agency based on total annual sales. Rebate shall be sent to Purchasing Agency no later than December each year of the contract,

beginning with new purchases starting on October 15, 2023 through October 14, 2024.  
Qualified purchases must be paid in full by December 2024.

<b>James Madison Rebate Schedule</b>	
<b>Annual Sales* Volume</b>	<b>%</b>
Up to \$75,000	0%
\$75K to \$150K	1%
\$150K to \$250K	2%
\$250K to \$500K	3%
\$500k+	4%
<b>VASCUPP Combined Schools Rebate Schedule**</b>	
<b>Annual Sales* Volume</b>	<b>%</b>
Up to \$1,000,000	0.0%
\$1MM to \$1.25MM	0.5%
\$1.25MM to \$1.5 MM	1.0%
\$1.5MM to \$2.5MM	1.5%
\$2.5MM +	2.0%

\*Sales will be for non-royalty bearing orders.

\*\*Combined Schools rebate will be distributed pro-rata to each individual school based upon total annual sales.

Rebates for James Madison  
University shall be mailed to:

*James Madison University  
Attention: Tish Leeth  
Cash & Investments  
Massanutten Hall, MSC 5711  
Harrisonburg, VA 22807*

11. 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.
12. Contractor shall not bill the Purchasing Agency charge card processing fees.
13. All deliveries made to the Purchasing Agency shall be FOB destination.
14. Payment shall be made to the Contractor in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment Act.
15. The Contractor has disclosed all potential fees. Additional charges shall be reviewed and approved by Procurement Services prior to purchase.