



## CONTRACT RENEWAL LETTER

**Date:** September 09, 2019  
**Contract #:** UCPJMU5257  
**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:** Commonwealth Promotional  
36 Lucas Rd  
Fishersville, VA 22939 Ph: 540-887-2660  
**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.

### **Commonwealth Promotional**

**By:**   
April Gorby

*Name (print)*

Owner 10/4/19  
Title Date Signed

### **James Madison University**

**By:**   
Dana Simmers, CUPO

*Name (print)*

Buyer Senior 9/9/19  
Title Date Signed



**Contract #:** UCPJMU5257

**Contractor:** Commonwealth Promotional

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

**Commodity:** Promotional Items and Imprinting Services

1. Contractor's Promotional Items pricing schedule is as follows:

1. 15 - 25% discount off published list prices and quantity discounts
2. Set-up fees - no additional cost
3. Set-up fees - other goods or services offered - no additional cost
4. Samples – no additional cost on most products. Charges may apply if samples are damaged, not returned within 30 days, or item being requested is valued at price higher than \$50.00. Quantity limit is dependent on supplier.

2. Contractor's Imprinting Services pricing schedule is as follows:

1. Custom designing and creating artwork - no additional cost
2. Custom designing print screen and embroidery artwork - no additional cost
3. Set-up fees - no additional cost
4. Embroidery pricing for 1-149 items - catalog price
5. Embroidery pricing for 150+ items - 13% discount off catalog price
6. Embroidery pricing for items costing \$7 or less:

| Number of Stitches        | 7 or under | 8-14 pieces | 15-29 pieces | 30-74 pieces | 75-149 pieces | 150-299 pieces | 300-599 pieces | 600-999 pieces | 1000-4000 pieces |
|---------------------------|------------|-------------|--------------|--------------|---------------|----------------|----------------|----------------|------------------|
| Up to 4000                | \$3.00     | \$3.00      | \$3.00       | \$3.00       | \$3.00        | \$2.00         | \$2.00         | \$2.00         | \$2.00           |
| Up to 5000                | \$3.00     | \$3.00      | \$3.00       | \$3.00       | \$3.00        | \$2.00         | \$2.00         | \$2.00         | \$2.00           |
| Up to 6000                | \$3.00     | \$3.00      | \$3.00       | \$3.00       | \$3.00        | \$2.00         | \$2.00         | \$2.00         | \$2.00           |
| Up to 7000                | \$3.00     | \$3.00      | \$3.00       | \$3.00       | \$3.00        | \$2.00         | \$2.00         | \$2.00         | \$2.00           |
| Up to 8000                | \$3.00     | \$3.00      | \$3.00       | \$3.00       | \$3.00        | \$2.00         | \$2.00         | \$2.00         | \$2.00           |
| Up to 9000                | \$3.00     | \$3.00      | \$3.00       | \$3.00       | \$3.00        | \$2.00         | \$2.00         | \$2.00         | \$2.00           |
| Up to 10000               | \$3.00     | \$3.00      | \$3.00       | \$3.00       | \$3.00        | \$2.00         | \$2.00         | \$2.00         | \$2.00           |
| Each Addtl. 1000 stitches | \$0.50     | \$0.50      | \$0.50       | \$0.50       | \$0.50        | \$0.50         | \$0.50         | \$0.50         | \$0.50           |

7. 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 | N/A | N/A | N/A | N/A | N/A | N/A              |

|             |        |        |        |        |        |        |        |
|-------------|--------|--------|--------|--------|--------|--------|--------|
| 12-23       | N/A    | N/A    | N/A    | N/A    | N/A    | N/A    | N/A    |
| 24-47       | \$2.50 | \$3.30 | \$4.10 | \$4.90 | \$5.75 | \$6.60 | \$0.85 |
| 48-71       | \$1.90 | \$2.60 | \$3.20 | \$3.90 | \$4.60 | \$5.30 | \$0.70 |
| 72-143      | \$1.50 | \$2.00 | \$2.50 | \$3.00 | \$3.50 | \$4.00 | \$0.50 |
| 144-287     | \$1.10 | \$1.50 | \$1.90 | \$2.30 | \$2.70 | \$3.10 | \$0.40 |
| 288-499     | \$1.00 | \$1.25 | \$1.50 | \$1.75 | \$2.00 | \$2.25 | \$0.25 |
| 500-999     | \$0.90 | \$1.10 | \$1.30 | \$1.50 | \$1.70 | \$1.90 | \$0.20 |
| 1,000-1,999 | \$0.85 | \$1.05 | \$1.25 | \$1.45 | \$1.65 | \$1.85 | \$0.20 |
| 2,000-4,999 | \$0.80 | \$1.00 | \$1.20 | \$1.40 | \$1.60 | \$1.80 | \$0.20 |
| 5,000-up    | \$0.75 | \$0.95 | \$1.15 | \$1.35 | \$1.55 | \$1.75 | \$0.20 |

3. Contractor shall provide electronic proofs at no additional charge.
4. Contractor shall waive delivery costs on all standard, rush order, and manufacturer orders.
5. Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly.
6. Contractor shall waive all restocking and shipping charges of returns/exchanges. Charges may apply if manufacturer charges. Contractor shall pass on costs as applicable.
7. Prior to production and if requested, Contractor shall provide final embroidered and screen-printed product sample(s) (*with logo*) at no additional charge.
8. Contractor shall donate \$500 to The Office of Veterans Education Benefits at James Madison University annually for every \$25,000 in spend. At the end of each 12 month period, Contractor shall immediately notify the Procurement Officer in writing stating the total invoiced sales. Beginning date October 15, 2018 through October 14, 2019.
9. 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.
10. Contractor shall not bill the Purchasing Agency charge card processing fees.
11. All deliveries made to the Purchasing Agency shall be FOB destination.
12. Payment shall be made to the Contractor in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment Act.
13. The Contractor has disclosed all potential fees. Additional charges shall be reviewed and approved by Procurement Services prior to purchase.