



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: [Signature]
April Gorby

Name (print)

Owner 10/4/19
Title Date Signed

James Madison University

By: [Signature]
Dana Simmers, CUPO

Name (print)

Buyer Senior 9/9/19
Title Date Signed

12-23	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.