



**CONTRACT RENEWAL LETTER**

**Date:** July 13, 2021  
**Contract #:** UCPJMU5258  
**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:** Daniels Promotional Products  
 Attn: Daniel A. Newberry  
 2060 Pro Pointe Lane  
 Harrisonburg, VA 22801 Ph: (540) 434-4240 ext 117

**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.

**Daniels Promotional Products**  
 By:   
 Daniel A. Newberry  
 Name (print)  
 Owner & President  
 Title Date Signed

**James Madison University**  
 By:   
 Dana Simmers, CUPO  
 Name (print)  
 Buyer Senior  
 Title Date Signed 7/13/21



1-11	Call for Quote						
12-23	\$3.83	\$6.42	Call for Quote				
24-47	\$2.83	\$4.00	\$4.92	\$9.50	\$13.75	\$ n/a	Call for Quote
48-71	\$2.25	\$2.92	\$4.17	\$4.75	\$6.88	\$ n/a	Call for Quote
72-143	\$1.92	\$2.58	\$3.08	\$4.08	\$4.58	\$4.92	Call for Quote
144-287	\$1.50	\$1.67	\$2.17	\$2.75	\$3.17	\$3.50	Call for Quote
288-499	\$1.25	\$1.50	\$1.75	\$2.25	\$2.58	\$2.92	Call for Quote
500-999	\$1.00	\$1.17	\$1.50	\$1.83	\$2.25	\$2.58	Call for Quote
1,000-1,999	\$0.83	\$1.00	\$1.33	\$1.67	\$2.08	\$2.42	Call for Quote
2,000-4,999	\$0.67	\$0.83	\$1.17	\$1.50	\$1.92	\$2.25	Call for Quote
5,000-up	\$0.58	\$0.75	\$1.08	\$1.42	\$1.83	\$2.08	Call for Quote

3. Contractor shall provide an electronic proof at no additional charge. For additional electronic proofs, Contractor shall pass on exact costs to the University as applicable.
4. Contractor shall provide free delivery for all items decorated at the Harrisonburg facility within a 30 mile radius. Contractor shall pass on exact freight charges to the University as applicable.
5. Contractor shall pass on exact freight charges on rush orders to the University as applicable.
6. Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly. Contractor shall be notified of returns on blank items within 30 days after receipt of order. All incorrectly printed, embroidery and screen printed returns will be reported to the Contractor within 10 days after receipt of order.
7. Prior to production and if requested, Contractor shall provide final product sample(s) *(with logo)*. Possible fees may apply with certain vendors. Contractor shall pass on charges as applicable.
8. Contractor shall make every effort to ship exact, however industry standard is 10% +/- over/under. Additional charges may apply for exact quantity.
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.