



## 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

7/13/21  
Date Signed

**Contract #:** UCPJMU5258

**Contractor:** Daniels Promotional Products

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

**Commodity:** Promotional Items and Imprinting Services

**Pricing Schedule**

1. Contractor's Promotional Items pricing schedule for James Madison University is as follows:

- a. 10% - 20% discount off published list price
- b. 10% discount off set-up fees

2. Contractor's Imprinting Services pricing schedule for James Madison University is as follows:

- a. Custom designing and creating artwork - \$50.00 per hour
- b. Custom designing print screen and embroidery artwork - \$50.00 per hour
- c. Convert design to appropriate format submitted by client - no additional cost
- d. Personalization - \$6.75 per location
- e. 10% discount off set-up fees
- f. James Madison University Embroidery pricing: *(Embroidery only, apparel/item not included)*

Number of Stitches	1 piece	2-11 pieces	12-23 pieces	24-47 pieces	48-71 pieces	72-143 pieces	144-287 pieces	288 pieces	576/+ pieces
Up to 5999	\$12.50	\$6.67	\$5.83	\$5.00	\$4.58	\$4.17	\$3.75	\$3.33	Call for quote
Up to 6999	\$12.50	\$7.08	\$6.25	\$5.42	\$5.00	\$4.58	\$4.17	\$3.75	Call for quote
Up to 7999	\$12.50	\$7.50	\$6.67	\$5.83	\$5.42	\$5.00	\$4.58	\$4.17	Call for quote
Up to 8999	\$12.50	\$7.75	\$6.92	\$6.08	\$5.67	\$5.25	\$4.83	\$4.42	Call for quote
Up to 9999	\$12.50	\$8.00	\$7.17	\$6.33	\$5.92	\$5.50	\$5.08	\$4.67	Call for quote
Up to 10000	\$12.50	\$8.25	\$7.42	\$6.58	\$6.17	\$5.75	\$5.33	\$4.92	Call for quote
Each Addtl. 1000 stitches	\$0.50	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	Call for quote

g. James Madison University 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	Call for Quote	Call for Quote	Call for Quote	Call for Quote	Call for Quote	Call for Quote	Call for Quote
12-23	\$3.83	\$6.42	Call for Quote	Call for Quote	Call for Quote	Call for Quote	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.