



## CONTRACT RENEWAL LETTER

**Date:** September 09, 2019  
**Contract #:** UCPJMU5259  
**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:** Eleven West, Inc.  
Attn: John Giesen  
6598 New River Road  
Radford, VA 24141 Ph: 540-639-9319  
**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 updated contract pricing 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.

### **Eleven West, Inc.**

**By:** John H Giesen  
John Giesen  
\_\_\_\_\_  
*Name (print)*

President 9.9.19  
*Title Date Signed*

### **James Madison University**

**By:** Dana Simmers  
Dana Simmers, CUPO  
\_\_\_\_\_  
*Name (print)*

Buyer Senior 9/9/19  
*Title Date Signed*

**Contract #:** UCPJMU5259

**Contractor:** Eleven West, Inc.

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

**Commodity:** Promotional Items and Imprinting Services

**Pricing Schedule**

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

- a. 12% discount off published list price
- b. Set-up fees for one color prints on orders of 1,000 pieces or more - no additional cost
- c. Setup fees: Waived for all single orders over \$1,000. All other setup fees charged at exact cost to Eleven West.
- d. Samples: No additional cost on most products. Charges may apply if the valued price on the sample is over \$50.

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

- a. Custom designing and creating artwork - no additional cost with an order
- b. Custom designing print screen and embroidery artwork - no additional cost with an order
- c. Digitizing designs for embroidery - \$30 per design up to 10,000 stitches - no additional charge for larger orders
- d. Personalization - \$4.00 per piece
- e. Setup fees: Waived for all single orders over \$1,000. All other setup fees charged at exact cost to Eleven West.
- f. Embroidery pricing: *(Embroidery only, apparel/item not included)*

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	\$5.00	\$4.90	\$4.60	\$4.25	\$3.80	\$3.20	\$2.80	\$2.20	\$2.00
Up to 5000	\$5.00	\$4.90	\$4.60	\$4.25	\$3.80	\$3.20	\$2.80	\$2.20	\$2.00
Up to 6000	\$5.00	\$4.90	\$4.60	\$4.25	\$3.80	\$3.20	\$2.80	\$2.20	\$2.00
Up to 7000	\$5.50	\$5.40	\$4.90	\$4.60	\$4.00	\$3.40	\$3.00	\$2.40	\$2.20
Up to 8000	\$5.50	\$5.40	\$4.60	\$4.60	\$4.00	\$3.40	\$3.00	\$2.40	\$2.20

Up to 9000	\$5.50	\$5.40	\$4.90	\$4.60	\$4.00	\$3.40	\$3.00	\$2.40	\$2.20
Up to 10000	\$6.00	\$5.90	\$5.40	\$4.90	\$4.30	\$3.60	\$3.20	\$2.60	\$2.30
Each Addtl. 1000 stitches	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.20	\$0.20	\$0.20

g. 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	\$4.50	\$8.00	\$10.50	\$13.50	\$17.00	\$19.50	N/A
12-23	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.50	N/A
24-47	\$2.00	\$3.50	\$5.00	\$6.50	\$8.00	\$9.50	N/A
48-71	\$1.60	\$1.90	\$2.30	\$2.70	\$3.10	\$3.50	N/A
72-143	\$1.50	\$1.80	\$2.10	\$2.40	\$2.70	\$3.00	N/A
144-287	\$1.00	\$1.30	\$1.60	\$1.90	\$2.20	\$2.50	N/A
288-499	\$0.80	\$1.05	\$1.30	\$1.55	\$1.80	\$2.05	N/A
500-999	\$0.70	\$0.95	\$1.20	\$1.45	\$1.70	\$1.95	N/A
1,000-1,999	\$0.65	\$0.90	\$1.15	\$1.40	\$1.65	\$1.90	N/A
2,000-4,999	\$0.60	\$0.80	\$1.00	\$1.20	\$1.50	\$1.70	N/A
5,000-up	\$0.50	\$0.70	\$0.90	\$1.10	\$1.40	\$1.60	N/A

3. Contractor shall provide electronic proofs at no additional charge.
4. Freight: Exact freight cost for shipments-no upcharge, on all standard 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 fees of returns/exchanges on blank items.

7. Prior to production and if requested, Contractor shall provide final product sample(s) *(with logo)*. No additional charge if manufacturer has the ability to provide. Contractor shall pass on costs as applicable.
8. 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.
9. Contractor shall not bill the Purchasing Agency charge card processing fees.
10. All deliveries made to the Purchasing Agency shall be FOB destination.
11. Payment shall be made to the Contractor in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment Act.
12. The Contractor has disclosed all potential fees. Additional charges shall be reviewed and approved by Procurement Services prior to purchase.