



## CONTRACT RENEWAL LETTER

**Date:** September 10, 2019  
**Contract #:** UCPJMU5260  
**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  
**Contractor:** I.D. Marketing, Inc. t/a IDAmerica  
Attn: Kenneth R. Carlson  
941 Corporate Lane  
Chesapeake Lane, VA 23320  
**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.


**I.D. Marketing, Inc. t/a IDAmerica**

**By:**   
Kenneth R. Carlson

*Name (print)*

PRESIDENT 9/10/19  
*Title Date Signed*

**James Madison University**

**By:**   
Dana Simmers, CUPO

*Name (print)*

Buyer Senior 9/10/19  
*Title Date Signed*

**Contract #:** UCPJMU5260

**Contractor:** I.D. Marketing, Inc. t/a IDAmerica

**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. Greatest quantity column (End Quantity Pricing) PLUS an additional 5% discount off ALL products, with the exception of the five product categories listed below:

Lapel Pins: 5% discount off Published List Price

Magnets: 5% discount off Published List Price

Pennants: 5% discount off Published List Price

Stickers: 5% discount off Published List Price

Table Covers: 5% discount off Published List Price

- b. 10% discount off Set-up Fees.

- c. Samples - no additional cost - samples to be returned to Contractor at Agency's expense

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

- a. Custom designing and creating artwork - no additional cost
- b. Custom designing print screen and embroidery artwork - no additional cost
- c. 20% discount off decorated apparel (*pricing calculated by adding the price listed by the apparel wholesaler (in their catalog or website) to the applicable embroidery charge found in the included pricing schedules. Discount will be deducted from this total.*)
- d. Tape Edits - no additional cost
- e. Personalization - \$5.00 per piece
- f. Set-up fees - no additional cost
- g. Excessive Thread Color Changes - no additional cost
- h. Screen Printed Pre-Production Samples up to 2 imprint colors - no additional cost
- i. Screen Printed Pre-Production Samples 3 or more imprint colors - \$50.00
- j. Embroidery Pre-Proofs - no additional cost
- k. Embroidered apparel - individually polybagged - no additional cost
- l. Pricing Guidelines for Ancillary Embroidery Services

<u>Qty</u>	<u>Charge Per Piece (up to 5000 stitches)</u>
1 to 5	\$10.00
6 to 23	\$5.00
24 to 71	\$3.00
72+	\$2.80

m. 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	\$12.51	\$7.51	\$6.01	\$4.76	\$4.31	\$3.91	\$3.71	\$3.61	\$3.41
Up to 5000	\$12.51	\$7.51	\$6.01	\$4.76	\$4.31	\$3.91	\$3.71	\$3.61	\$3.41
Up to 6000	\$12.86	\$7.86	\$6.36	\$5.11	\$4.66	\$4.26	\$4.06	\$3.96	\$3.76
Up to 7000	\$13.21	\$8.21	\$6.71	\$5.46	\$5.01	\$4.61	\$4.41	\$4.31	\$4.11
Up to 8000	\$13.56	\$8.56	\$7.06	\$5.81	\$5.36	\$4.96	\$4.76	\$4.66	\$4.46
Up to 9000	\$13.91	\$8.91	\$7.41	\$6.16	\$5.71	\$5.31	\$5.11	\$5.01	\$4.81
Up to 10000	\$14.26	\$9.26	\$7.76	\$6.51	\$6.06	\$5.66	\$5.46	\$5.36	\$5.16
Each Addtl. 1000 stitches	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35

n. 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	\$3.70	\$6.60	\$9.60	\$11.60	\$15.40	\$17.60	\$2.20
24-47	\$2.30	\$3.48	\$4.66	\$6.26	\$7.86	\$9.46	\$2.00
48-71	\$2.14	\$3.20	\$4.28	\$4.58	\$6.48	\$8.38	\$2.00
72-143	\$1.34	\$1.84	\$2.32	\$2.82	\$3.60	\$3.66	\$0.14
144-287	\$1.24	\$1.60	\$1.94	\$2.32	\$2.82	\$3.08	\$0.12
288-499	\$1.08	\$1.36	\$1.60	\$1.84	\$2.08	\$2.32	\$0.14
500-999	\$0.94	\$1.18	\$1.40	\$1.52	\$1.76	\$1.98	\$0.14

1,000-1,999	\$0.80	\$0.94	\$1.18	\$1.40	\$1.62	\$1.86	\$0.12
2,000-4,999	CALL	CALL	CALL	CALL	CALL	CALL	CALL
5,000-up	CALL	CALL	CALL	CALL	CALL	CALL	CALL

3. Contractor shall provide electronic proofs at no additional charge.
4. Contractor shall pass on exact freight charges to the University as applicable.
5. Contractor shall pass on exact freight charges for rush orders to the University as applicable.
6. Imprinting rush order fees:
  - a. Embroidery
    - a. 5 to 6 business days - \$20.00
    - b. 3 to 4 business days - \$35.00
    - c. 1-2 business days - \$50.00
  - b. Screen Printing
    - a. 5 to 6 business days - \$60.00
    - b. 4 business days - \$85.00
    - c. 3 business days - \$125.00
    - d. 2 business days - \$170.00
    - e. 1 business days - \$250.00
7. Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly.
8. Prior to production and if requested, Contractor shall provide final product sample(s) *(with logo)*. Cost vary between industry suppliers. Contractor shall pass on costs as applicable.
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.