



## CONTRACT RENEWAL LETTER

**Date:** August 23, 2019  
**Contract #:** UCPJMU5262  
**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:** McClung Printing, Inc.  
Attn: Andrea Coffman  
550 Commerce Avenue  
Waynesboro, VA 22980 Ph: 540-246-2087  
**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.

### **McClung Printing, Inc.**

**By:** Andrea Coffman  
Andrea Coffman

*Name (print)*

Account Manager

9/23/2019

*Title*

*Date Signed*

### **James Madison University**

**By:** Dana Simmers  
Dana Simmers, CUPO

*Name (print)*

Buyer Senior

*Title*

9/23/19  
*Date Signed*

**Contract #:** UCPJMU5262

**Contractor:** McClung Printing, Inc.

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

**Commodity:** Promotional Items and Imprinting Services

1. Contractor's Promotional Items pricing schedule is as follows:
  - a. 22% or greater discount off published list price
  - b. Set-up fees - no additional cost
  - c. Set-up fees for other goods or services offered - no additional cost
  - d. 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. Digitizing: 8000 stitches (*minimum*) - \$35, waived at 36 quantity
  - d. Digitizing: 8,001 - 12,000 stitches -\$50, waived at 36 quantity
  - e. Digitizing: 12,001 - 18,000+ stitches - \$75, waived at 36 quantity
  - f. Tape edits - no additional cost
  - g. Thread color changes - no additional cost
  - h. Polybag - \$0.30 additional per piece
  - i. Personalization: \$7 per garment up to two lines of text
  - j. Hidden pocket, heavy jackets - \$0.35 additional per piece
  - k. Headwear (*caps*) - quoted all-inclusive under 10,000 stitches for one location decoration
  - l. 20% upcharge on screen printing on moisture management, 100% poly performance apparel
  - m. Folded apparel - \$0.30
  - n. Set-up fees - no additional cost
  - o. 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	\$6.80	\$4.00	\$3.75	\$3.00	\$1.95	\$1.90	\$1.75	\$1.45	\$1.40

Up to 5000	\$7.70	\$4.25	\$4.25	\$3.30	\$2.35	\$2.25	\$2.20	\$2.05	\$1.55
Up to 6000	\$9.00	\$4.75	\$4.65	\$3.90	\$2.80	\$2.60	\$2.35	\$2.10	\$1.80
Up to 7000	\$10.00	\$5.80	\$4.95	\$4.20	\$3.20	\$3.00	\$2.80	\$2.35	\$2.10
Up to 8000	\$11.25	\$5.95	\$5.60	\$4.45	\$3.60	\$3.30	\$3.00	\$2.75	\$2.45
Up to 9000	\$12.65	\$6.30	\$6.05	\$4.95	\$3.90	\$3.60	\$3.00	\$2.80	\$2.50
Up to 10000	\$13.60	\$6.70	\$6.50	\$5.30	\$4.35	\$4.10	\$3.55	\$3.35	\$3.05
Each Addtl. 1000 stitches	\$1.00	\$0.60	\$0.50	\$0.40	\$0.35	\$0.35	\$0.25	\$0.20	\$0.15

p. 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	\$2.35	\$2.95	\$2.95	\$4.60	\$5.45	\$5.75	\$0.95
12-23	\$2.05	\$2.90	\$3.65	\$4.50	\$5.25	\$5.75	\$0.95
24-47	\$2.00	\$2.70	\$3.45	\$4.40	\$5.25	\$5.75	\$0.95
48-71	\$1.65	\$2.05	\$2.70	\$3.25	\$3.85	\$4.25	\$0.75
72-143	\$1.35	\$1.95	\$2.35	\$2.75	\$3.25	\$3.60	\$0.50
144-287	\$1.15	\$1.50	\$1.75	\$2.00	\$2.25	\$2.50	\$0.50
288-499	\$0.95	\$1.20	\$1.35	\$1.45	\$1.60	\$2.10	\$0.40
500-999	\$0.75	\$1.05	\$1.10	\$1.18	\$1.25	\$1.30	\$0.30
1,000-1,999	\$0.65	\$0.85	\$1.00	\$1.15	\$1.25	\$1.25	\$0.25
2,000-4,999	\$0.65	\$0.75	\$0.85	\$0.95	\$1.05	\$1.15	\$0.25
5,000-up	\$0.50	\$0.60	\$0.70	\$0.75	\$0.80	\$0.85	\$0.15

- Contractor shall provide electronic proofs at no additional charge.
- Contractor shall waive delivery costs on all standard, rush order, and manufacturer orders.
- Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly.
- Contractor shall waive all restocking and shipping fees of returns/exchanges on blank items.
- Prior to production and if requested, Contractor shall provide final product sample(s) *(with logo)* at no additional charge.

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.