



CONTRACT RENEWAL LETTER

Date: June 24, 2020
Contract #: UCPJMU5263
Service: Promotional Items and Imprinting Services
Renewal Period: 10/15/2020 to 10/14/2021
Renewal #: 2 of 5 One-Year
Issued By: James Madison University
Dana Simmers, Buyer Senior
Ph: 540-568-5113
Fx: 540-568-7935

Contractor: Promo Factory
Attn: Spencer Mahanes
6440 Thomas Jefferson Pkwy Suite C
Palmyra, VA 22963

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.

Promo Factory

By: 
Spencer Mahanes

Name (print)

President
Title

6/24/20
Date Signed

James Madison University

By: 
Dana Simmers, CUPO

Name (print)

Buyer Senior
Title

06/24/2020

Date Signed

Stitches		pieces	pieces	pieces	pieces	pieces	pieces	pieces	
Up to 4000	\$5.57	\$4.00	\$3.14	\$2.14	\$2.14	\$2.07	\$1.64	\$1.64	\$1.57
Up to 5000	\$3.29	\$4.50	\$3.57	\$2.50	\$2.50	\$2.43	\$2.07	\$2.07	\$1.64
Up to 6000	\$7.00	\$5.00	\$4.00	\$3.00	\$3.00	\$2.86	\$2.29	\$2.29	\$2.00
Up to 7000	\$7.71	\$5.50	\$4.42	\$3.43	\$3.43	\$3.29	\$2.57	\$2.57	\$2.29
Up to 8000	\$8.43	\$6.00	\$4.86	\$3.86	\$3.86	\$3.57	\$3.00	\$3.00	\$2.71
Up to 9000	\$9.14	\$6.50	\$5.29	\$4.14	\$4.14	\$3.93	\$3.21	\$3.21	\$3.00
Up to 10000	\$14.71	\$7.00	\$5.71	\$4.64	\$4.64	\$4.43	\$3.57	\$3.57	\$3.29
Each Addtl. 1000 stitches	\$1.14	\$0.43	\$0.36	\$0.33	\$0.33	\$0.29	\$0.21	\$0.21	\$0.14

o. 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	\$4.64	\$8.21	\$11.79	\$15.36	\$18.93	\$22.50	\$N/A
12-23	\$3.57	\$5.36	\$7.50	\$9.64	\$11.78	\$13.92	\$N/A
24-47	\$2.14	\$3.00	\$3.86	\$4.64	\$5.43	\$6.14	\$0.71
48-71	\$1.79	\$2.50	\$3.21	\$3.86	\$4.50	\$5.14	\$0.64
72-143	\$1.43	\$2.14	\$2.79	\$3.36	\$3.86	\$4.29	\$0.43
144-287	\$1.14	\$1.57	\$2.00	\$2.43	\$2.86	\$3.29	\$0.40
288-499	\$1.00	\$1.36	\$1.71	\$2.07	\$2.43	\$2.79	\$0.36
500-999	\$0.79	\$1.07	\$1.36	\$1.64	\$1.93	\$2.21	\$0.29
1,000-1,999	\$0.73	\$0.87	\$1.01	\$1.16	\$1.30	\$1.44	\$0.14
2,000-4,999	\$0.69	\$0.81	\$0.94	\$1.04	\$1.14	\$1.26	\$0.11
5,000-up	\$0.54	\$0.67	\$0.80	\$0.90	\$1.00	\$1.10	\$0.10

- Contractor shall provide electronic proofs at no additional charge.
- Contractor shall pass on exact delivery costs on all standard, rush order, and manufacturer orders to the University as applicable.
- Contractor shall waive restocking and shipping fees for products that are damaged and/or printed incorrectly. Contractor shall be notified within 10 days of receiving order.

6. Contractor shall pass on exact restocking and shipping fees of returns/exchanges to the University as applicable.
7. Prior to production and if requested, Contractor shall waive final product sample(s) (*with logo*) when followed by an order.
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.