



**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  
Spencer Mahanes

*Name (print)*

President  
*Title*

6/24/20  
*Date Signed*

**James Madison University**

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

*Name (print)*

Buyer Senior  
*Title*

06/24/2020

*Date Signed*

**Contract #:** UCPJMU5263  
**Contractor:** Promo Factory  
**Renewal Period:** 10/15/2020 - 10/14/2021  
**Commodity:** Promotional Items and Imprinting Services

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

- a. 10% - 22% discount off published list price
- b. Set-up fees - based by manufacturer (*shall pass on exact cost*)
- c. Set-up fees for other goods or services offered - Set-up fees for other goods or services offered - based by manufacturer (*shall pass on exact cost*)

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

- a. Custom designing and creating artwork - \$35.00 flat fee for first design and \$5.00 revision/art fee waived for all designs that take less than one hour
- b. Custom designing print screen and embroidery artwork - \$35.00 flat fee for first design and \$5.00 revision/art fee waived for all designs that take less than one hour
- c. Tape creation - \$35.00 up to 10,000 stitches
- d. Tape edits - \$0 - \$10.00 per edit if created by Contractor (*cannot edit a customer provided tape*)
- e. Conversion of art to vector format - \$25.00 to \$35.00
- f. Personalization - \$5.50 per name
- g. Thread color changes - no additional cost up to 10 colors
- h. Second location - \$5.00 to \$7.50
- i. Poly-bagging garment - \$0.36 each (*upon request only*)
- j. Embroidery set-up fees - no additional cost
- k. Screen print set-up fees – based by manufacturer (*shall pass on exact cost*)
- l. Set-up fees for other goods or services being offered - *based by manufacturer (shall pass on exact cost)*
- m. Sample(s) - no cost with a selling price of \$20.00 or less, materials or color swatches
- n. Embroidery pricing: (*Embroidery only, apparel/item not included*)

Number of	7 or under	8-14	15-29	30-74	75-149	150-299	300-599	600-999	1000-4000 pieces
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Stitches		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

3. Contractor shall provide electronic proofs at no additional charge.
4. Contractor shall pass on exact delivery costs on all standard, rush order, and manufacturer orders to the University as applicable.
5. 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.