



## CONTRACT RENEWAL LETTER

**Date:** August 23, 2019  
**Contract #:** UCPJMU5265  
**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:** Real Access  
Attn: Arthur Bonair  
12956 Old Plains Road  
Fairfax, VA 22033 Ph: 703-620-5390  
**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 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.

### **Real Access**

**By:** Arthur Bonair  
Arthur Bonair ARTHUR BONAIR  
Name (print)  
Managing Director August 26th 2019  
Title Date Signed

### **James Madison University**

**By:** Dana Simmers  
Dana Simmers, CUPO  
Name (print)  
Buyer Senior  
8/23/19  
Title Date Signed

**Contract #:** UCPJMU5265

**Contractor:** Real Access

**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. Next Column Pricing for all promotional items
  - b. Set-up fees - no additional cost for listed BIC Graphic items
    - eligible writing instruments
    - bags
    - BIC writing instruments
    - coolers (*1 color 1 location imprint*)
    - BIC writing instruments (*1 color 1 location imprint*) except for the 330 option on the BIC Select laser engraved pens
    - BIC Sticky Notes
    - Scratch Pads
    - Branded Magnets
    - Branded Mouse Pads (*1 color 1 location imprint*)
    - overseas factory direct custom manufactured products (*1 color 1 location imprint*) minimum order 500 pieces
  - c. Samples - no additional charge when followed with an order, 1 pre-production sample per order per request - samples to be returned to Contractor at Agency's expense
  - d. Sale Flyers - no additional cost
  - e. All Rush orders will be charged at the published list price per quantity. A \$150 charge will be added to all rush orders. All rush orders for more than one product will incur an additional rush fee of \$150 for each extra product.
2. Contractor's Imprinting Services pricing schedule is as follows:
  - a. Custom designing and creating screen printed vector artwork - \$50 per hour - waived for orders greater than equal to \$1,000
  - b. Design fee for text only screen printed artwork - \$25
  - c. Custom designing print screen and embroidery artwork - per hour cost waived for orders greater than equal to \$1,000
  - d. Samples - no additional cost for sample items, material, or color swatches - samples to be returned to Contractor at Agency's expense
  - e. Set-up fees - waived for screen printed orders greater than equal to \$2,000, waived for overseas factory direct custom manufactured and imprinted promotional items (*1 color 1 location imprint*)
  - f. Puff Embroidery - additional \$0.75 for left chest or hat
  - g. Individual folding/bagging and label for size - no additional cost
  - h. Assembly & Reassembly of Jackets and Jacket Liners - additional \$0.60 per jacket
  - i. Appliques - call for pricing
  - j. Appliques Placement - additional \$0.25 each applique or letter/number
  - k. Solvy - \$0.55 per pieces



- l. Difficult Items - additional \$0.60 per piece (*carharts, bags, etc.*)
- m. Metallic Thread - call for price
- n. Excessive Thread Color Combinations per order - additional \$0.75 per piece
- o. Edits - \$15.00 & up (*based on complexity*)
- p. Personalization - \$4.50 for the 1<sup>st</sup> line / \$3.00 for each additional line (*first name, last name, title, and number*)
- q. Typesetting text - \$25
  - \*Note - Thread colors are NOT a perfect match to PMS colors. Maximum 12 Thread Colors per Design (\$25 fee to match PMS colors)
  - \*Note - Artwork – Best: Vector art presented as an ai or eps file; Good jpg >= 300 dpi's
- r. Specialty Ink - metallic gold or silver- additional \$0.45 per piece per print (*entire design*)
- s. Embroidery Design Set Up:
  - 0 - 4,999 Stitches/Edits/Keyboard Set Ups: \$45
  - 5,000 - 9,999 Stitches: \$55
  - 10,000 - 29,999 Stitches: \$75
  - 30,000 - 59,999 Stitches: \$120
  - 60,000 - UP: \$165
  - \*Note – 1% Spoilage Allowance on All Embroidered Orders

t. 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	\$10.98	\$6.98	\$4.72	\$3.95	\$3.62	\$3.22	\$2.96	Call S/P	Call S/P
Up to 5000	\$12.26	\$8.20	\$4.82	\$3.98	\$3.70	\$3.40	\$3.15	Call S/P	Call S/P
Up to 6000	\$12.48	\$8.96	\$4.89	\$4.50	\$3.78	\$3.68	\$3.46	Call S/P	Call S/P
Up to 7000	\$12.93	\$9.46	\$5.25	\$5.05	\$4.90	\$4.78	\$4.66	Call S/P	Call S/P
Up to 8000	\$14.18	\$9.98	\$6.00	\$5.55	\$5.29	\$5.05	\$4.89	Call S/P	Call S/P
Up to 9000	\$14.45	\$10.35	\$6.45	\$5.78	\$5.69	\$5.40	\$5.30	Call S/P	Call S/P
Up to 10000	\$14.75	\$10.51	\$6.75	\$6.05	\$5.98	\$5.75	\$5.55	Call S/P	Call S/P
Each Addtl. 1000 stitches	\$1.00	\$0.62	\$0.32	\$0.26	\$0.24	\$0.20	\$0.18	Call S/P	Call S/P

u. 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 (minimum is 12)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12-23	\$2.99	\$3.98	\$4.89	\$5.82	\$6.75	\$7.98	Call for S/P
24-47	\$1.85	\$2.59	\$2.88	\$3.45	\$3.85	\$4.47	Call for S/P
48-71	\$1.68	\$2.05	\$2.42	\$2.79	\$3.16	\$3.55	Call for S/P
72-143	\$1.57	\$1.88	\$2.24	\$2.60	\$2.98	\$3.32	Call for S/P
144-287	\$1.20	\$1.51	\$1.85	\$2.10	\$2.38	\$2.75	Call for S/P
288-499	\$1.15	\$1.41	\$1.73	\$2.00	\$2.31	\$2.60	Call for S/P
500-999	\$1.10	\$1.25	\$1.55	\$1.79	\$2.10	\$2.35	Call for S/P
1,000-1,999	\$1.05	\$1.20	\$1.50	\$1.75	\$2.05	\$2.30	Call for S/P
2,000-4,999	Call for S/P	Call for S/P	Call for S/P	Call for S/P	Call for S/P	Call for S/P	Call for S/P
5,000-up	Call for S/P	Call for S/P	Call for S/P	Call for S/P	Call for S/P	Call for S/P	Call for S/P

3. Contractor shall provide electronic proofs at no additional charge. Contractor will provide vector artwork in order to receive electronic proofs.
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 shipping cost on all overseas factory direct custom manufactured and imprinted products. Contractor shall pay US duties and taxes.
6. Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly.
7. Contractor shall waive all restocking and shipping fees of returns/exchanges.
8. Prior to production and if requested, Contractor shall provide final product sample(s) *(with logo)* at no additional costs when followed with an order *(with vector artwork presented as a pdf, ai or eps file)*
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, §2.2-434<sup>7</sup> 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.