



## CONTRACT RENEWAL LETTER

**Date:** July 25, 2022  
**Contract #:** UCPJMU5267  
**Service:** Promotional Items and Imprinting Services  
**Renewal Period:** 10/15/2022 to 10/14/2023  
**Renewal #:** 4 of 5 One-Yr  
**Issued By:** James Madison University  
Krista Nealis, Buyer Senior  
Ph: 540-568-7523  
Fx: 540-568-7935

**Contractor:** Scoville Specialties  
Attn: Lynn Scoville  
PO Box 252  
Huddleston, VA 24104  
Ph: 540-296-5664

**Contract Administrator:** Krista Nealis (CA), Procurement Buyer

### **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 increase by 3% in accordance with the "other services" category of the CPI-W. An updated pricing schedule 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.

### **Scoville Specialties**

**By:** Lynn Scoville  
Lynn Scoville

*Name (print)*

President/Owner

*Title*

7/25/2022  
*Date Signed*

### **James Madison University**

**By:** Krista Nealis  
Krista Nealis, VCCO

*Name (print)*

Buyer Senior

*Title*

7/25/2022  
*Date Signed*

**Contract #:** UCPJMU5267

**Contractor:** Scoville Specialties

**Renewal Period:** 10/15/2022 – 10/14/2023

**Commodity:** Promotional Items and Imprinting Services

1. Contractor's Promotional Items pricing schedule is as follows:
  - a. 25% discount off published price list broken down by quantity
  - b. Set-up fees - no additional charge for 1<sup>st</sup> set-up and 1<sup>st</sup> location, 25% discount off catalog set-up fees for every set-up thereafter
  - c. Set-up fees for other goods or services offered - no additional charge for 1<sup>st</sup> set-up, 25% discount off of catalog set-up fees for every set-up thereafter
  - 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. 30% discount off published list price broken down per quantity
  - b. 20% discount off die fees
  - c. 20% discount off mold fees
  - d. 25% discount off tape fees
  - e. Personalization: \$3.68 per piece
  - f. Tape edits - no additional cost
  - g. Thread color changes - no additional cost
  - h. Sewouts - no additional cost (*do not need to be returned*)
  - i. Set-up fees - no additional charge for 1<sup>st</sup> set-up and 1<sup>st</sup> location, 25% discount for every set-up thereafter.
  - j. Samples - no additional cost for blank t-shirts for screen print. Must be returned to Contractor within 25 days after receipt of order to avoid a fee.
  - k. Color swatch binder - no additional cost
  - l. Embroidery pricing: (*Embroidery only, apparel/item not included*) Per piece embroidery pricing includes up to 9 colors

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	\$8.31	\$7.89	\$7.18	\$5.56	\$4.10	\$3.37	\$2.94	\$2.63	\$2.42
Up to 5000	\$8.31	\$7.89	\$7.49	\$5.87	\$4.42	\$3.57	\$3.13	\$2.83	\$2.63
Up to 6000	\$8.31	\$7.89	\$7.79	\$6.27	\$4.73	\$3.79	\$3.34	\$3.03	\$2.84
Up to 7000	\$8.31	\$7.89	\$8.09	\$6.57	\$5.05	\$4.10	\$3.54	\$3.23	\$3.05
Up to 8000	\$8.31	\$7.89	\$8.39	\$6.88	\$5.37	\$4.42	\$3.84	\$3.54	\$3.37
Up to 9000	\$8.31	\$7.89	\$8.69	\$7.18	\$5.68	\$4.73	\$4.14	\$3.84	\$3.68
Up to 10000	\$8.31	\$7.89	\$9.09	\$7.49	\$5.99	\$4.94	\$4.35	\$4.05	\$3.89
Each Addtl. 1000	\$0.28	\$0.28	\$0.28	\$0.28	\$0.28	\$0.27	\$0.27	\$0.27	\$0.27

stitches									
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m. Screen Printing Services pricing: *(Screen Printing only, apparel/item not included) Per color; per location*

Number of Colors							
Quantity	1	2	3	4	5	6	Each add'l color
1-11	\$4.73	\$5.79	\$7.36	\$8.94	\$10.52	\$12.62	CALL
12-23	\$4.73	\$5.79	\$7.36	\$8.94	\$10.52	\$12.62	CALL
24-47	\$4.73	\$5.79	\$7.36	\$8.94	\$10.52	\$12.62	CALL
48-71	\$3.37	\$3.89	\$4.42	\$4.94	\$5.47	\$5.99	CALL
72-143	\$2.95	\$3.15	\$3.57	\$3.89	\$4.32	\$4.62	CALL
144-287	\$2.20	\$2.42	\$2.63	\$2.84	\$3.05	\$2.32	CALL
288-499	\$1.47	\$1.68	\$1.90	\$2.10	\$2.32	\$2.52	CALL
500-999	\$1.15	\$1.37	\$1.58	\$1.79	\$2.00	\$2.20	CALL
1,000-1,999	\$1.05	\$1.27	\$1.47	\$1.68	\$1.90	\$2.10	CALL
2,000-4,999	\$1.01	\$1.21	\$1.42	\$1.62	\$1.82	\$2.02	CALL
5,000-up	\$0.95	\$1.05	\$1.15	\$1.27	\$1.37	\$1.47	CALL

3. Contractor shall custom design and create artwork at no additional charge.
4. Custom designing print screen and embroidery artwork at no additional charge.
5. Contractor shall provide electronic proofs at no additional charge.
6. Contractor shall pass on exact delivery costs on all standard, rush order, and manufacturer orders.
7. Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly. Contractor must be notified within 10-15 business days after receipt of order.
8. Contractor shall waive all restocking and shipping fees of returns/exchanges. Contractor must be notified within 10-15 business days after receipt of order.
9. Prior to production and if requested, Contractor shall provide final product sample(s) *(with logo)* at no additional charge with an active order.
10. Contractor rescinds all terms and conditions listed on sample invoice submitted with proposal.

11. Contractor shall provide the General Scholarship Fund of James Madison University with a \$1000 annual scholarship. Scholarship payment shall be coordinated with the Office of Advancement Gifts & Records. Payment shall be made immediately and prior to June 30<sup>th</sup> annually for the duration of the contract.
12. 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.
13. Contractor shall not bill the Purchasing Agency charge card processing fees.
14. All deliveries made to the Purchasing Agency shall be FOB destination.
15. Payment shall be made to the Contractor in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment Act.
16. The Contractor has disclosed all potential fees. Additional charges shall be reviewed and approved by Procurement Services prior to purchase.