



### CONTRACT EXTENSION LETTER

**Date:** September 27, 2024  
**Contract #:** UCPJMU5267  
**Service:** Promotional Items and Imprinting Services  
**Extension Period:** Extension period shall be from 10/15/2024 through 3/31/2025  
**Issued By:** James Madison University  
Shanna Devers, Buyer Senior  
Ph: 540-568-3131  
Fx: 540-568-7935  
  
**Contractor:** Scoville Specialties  
Attn: Lynn Scoville  
PO Box 252  
Huddleston, VA 24104  
Ph: 540-296-5664  
  
**Contract Administrator:** Shanna Devers (CA), Procurement Buyer

#### **Description of Extension Notice:**

In accordance with the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors all terms, conditions, and specifications of the original contract remain the same during the contract extension period, along with any modifications that may have been incorporated up to this point. The contract pricing for this extension period will remain the same.

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 extension notice to my attention within ten days.

**Scoville Specialties**  
**By:** Lynn Scoville  
Lynn Scoville

Name (print)

President/Owner

Title

10-9-2024  
Date Signed

**James Madison University**

**By:** Shanna D. Devers  
Shanna Devers,

Name (print)

Buyer Senior

Title

9/27/2024  
Date Signed