



CONTRACT RENEWAL LETTER

Date: August 23, 2019
Contract #: UCPJMU5268
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
Contractor: Smooth Athletics, Attn: Shannon Boyle, 1425 Jefferson Hwy, Fishersville, VA 22939
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.

Smooth Athletics

By: [Signature]
Shannon Boyle

Name (print): President
Date Signed: 8/23/19

James Madison University

By: [Signature]
Dana Simmers, CUPO

Name (print): Buyer Senior
Date Signed: 8/23/19

Contract #: UCPJMU5268
Contractor: Smooth Athletics
Renewal Period: 10/15/2019 - 10/14/2020
Commodity: Promotional Items and Imprinting Services

1. Contractor's Imprinting Services pricing schedule is as follows:
 - a. Custom designing and creating artwork - no additional cost
 - b. Custom designing print screen and embroidery artwork - no additional cost
 - c. Tape Edits and art - no additional cost
 - d. Personalization/numbers - \$5.00 each piece (*standard size*)
 - e. Embroidery Logo - \$8.50 each piece (*standard size*)
 - f. Set-up fees - no additional cost
 - g. Set-up fees for other goods or services offered - no additional cost
 - h. 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	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$CFP	\$CFP	\$CFP
Up to 5000	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$CFP	\$CFP	\$CFP
Up to 6000	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$CFP	\$CFP	\$CFP
Up to 7000	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$CFP	\$CFP	\$CFP
Up to 8000	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$CFP	\$CFP	\$CFP
Up to 9000	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$CFP	\$CFP	\$CFP
Up to 10000	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$CFP	\$CFP	\$CFP
Each Addtl. 1000 stitches	\$CFP	\$CFP	\$CFP	\$CFP	\$CFP	\$CFP	\$CFP	\$CFP	\$CFP

CFP = CALL FOR PRICING

2. Contractor shall waive delivery costs on all standard, rush order, and manufacturer orders.
3. Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly.

4. Prior to production and if requested, Contractor shall provide final product sample(s) *(with logo)* at no additional charge.
5. 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.
6. Contractor shall not bill the Purchasing Agency charge card processing fees.
7. Contractor rescinds terms and conditions on sample invoice submitted with proposal.
8. All deliveries made to the Purchasing Agency shall be FOB destination.
9. Payment shall be made to the Contractor in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment Act.
10. The Contractor has disclosed all potential fees. Additional charges shall be reviewed and approved by Procurement Services prior to purchase.