



## CONTRACT RENEWAL LETTER

**Date:** July 12, 2022  
**Contract #:** UCPJMU5268  
**Service:** Promotional Items and Imprinting Services  
**Renewal Period:** 10/15/2022 to 10/14/2023  
**Renewal #:** 4 of 5 One-Year  
**Issued By:** James Madison University  
Krista Nealis, Buyer Senior Ph: 540-568-7523  
Fx: 540-568-7935  
**Contractor:** Smooth Athletics  
Attn: Shannon Boyle  
1425 Jefferson Hwy  
Fishersville, VA 22939  
**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 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: SB  
Shannon Boyle

*Name (print)*

President 7/18/2022  
*Title Date Signed*

### **James Madison University**

By: Krista Nealis  
Krista Nealis, VCCO

*Name (print)*

Buyer Senior 7/12/22  
*Title Date Signed*



Renewal #4

**Contract #:** UCPJMU5268  
**Contractor:** Smooth Athletics  
**Renewal Period:** 10/15/2022 - 10/14/2023  
**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.



Renewal #4

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.