



**CONTRACT RENEWAL LETTER**

**Date:** July 12, 2021  
**Contract #:** UCPJMU5269  
**Service:** Promotional Items and Imprinting Services  
**Renewal Period:** 10/15/2021 to 10/14/2022  
**Renewal #:** 3 of 5 One-Year  
**Issued By:** James Madison University  
Dana Simmers, Buyer Senior Ph: 540-568-5113  
Fx: 540-568-7935

**Contractor:** SOS Advertising, LLC  
Attn: Ryan Sacco  
690 South Mason Street  
Harrisonburg, VA 22801

**Contract Administrator:** Dana Simmers (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.

**SOS Advertising, LLC**  
**By:** Ryan Sacco  
Ryan Sacco

**James Madison University**  
**By:** Dana Simmers  
Dana Simmers, CUPO

*Name (print)*  
Owner 07-14-2021  
*Title Date Signed*

*Name (print)*  
Buyer Senior 7/12/21  
*Title Date Signed*

**Contract #:** UCPJMU5269

**Contractor:** SOS Advertising

**Renewal Period:** 10/15/2021 - 10/14/2022

**Commodity:** Promotional Items and Imprinting Services

1. Contractor's Promotional Items pricing schedule is as follows:
  - a. Contract pricing - email Contractor for quote
  - b. Set-up fees - no additional cost
  - c. Set-up fees for other goods or services offered - no additional cost
  - 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. Contract pricing - email Contractor for quote
  - b. Custom designing and creating artwork - no additional cost
  - c. Custom designing print screen and embroidery artwork - no additional cost
  - d. Set-up fees - no additional cost
  - e. Embroidery pricing - included in the published list price of apparel/item
  - f. Screen Printing Services pricing - included in the published list price of apparel/item
  
3. Contractor shall provide electronic proofs at no additional charge.
  
4. Contractor shall waive delivery costs on all standard, rush order, and manufacturer orders.
  
5. Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly.
  
6. Contractor shall waive all restocking and shipping fees of returns/exchanges.
  
7. Prior to production and if requested, Contractor shall provide final product sample(s) *(with logo)* at no additional charge.
  
8. 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.
  
9. Contractor shall not bill the Purchasing Agency charge card processing fees.
  
10. All deliveries made to the Purchasing Agency shall be FOB destination.
  
11. Payment shall be made to the Contractor in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment Act.
  
12. The Contractor has disclosed all potential fees. Additional charges shall be reviewed and approved by Procurement Services prior to purchase.