



**CONTRACT RENEWAL LETTER**

**Date:** December 03, 2021  
**Contract #:** UCPJMU5436  
**Service:** Signage/Banners  
**Renewal Period:** 2/13/2022 to 2/12/2023  
**Renewal #:** 3 of 4 One-Year  
**Issued By:** James Madison University  
Krista Nealis, Buyer Senior

Ph: 540-568-7523  
Fx: 540-568-7935

**Contractor:** Hightech Signs  
2165 Seminole Trail  
Charlottesville, VA 22901  
**Contract Administrator:** Andrew Hijjeh, Athletics

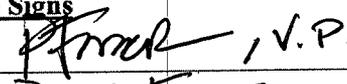
**Description of Renewal Notice:**

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.

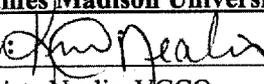
Return one executed renewal notice to my attention within ten days.

**Hightech Signs**

By: , V.P.  
PETE FOSTER  
Name (print)

V.P.  
Title  
12.15.2021  
Date Signed

**James Madison University**

By:   
Krista Nealis, VCCO  
Name (print)

Buyer Senior  
Title  
12/3/21  
Date Signed



**Contract #:** UCPJMU5436  
**Contractor:** Hightech Signs  
**Renewal Period:** 02/13/2022 - 02/12/2023  
**Commodity:** Signage/Banners

Pricing Schedule	Discount/Rate
Percentage discount off List Price for Signage	16%
Percentage discount off List Price for Material Cost	20%
Hourly Labor Rate for Graphic Designer Services	\$50
Delivery Charge (to and from JMU jobsite)	\$75
Hourly Labor Rate for Installation (technician)	\$90
Hourly Labor Rate for Installation (technician/pickup truck)	\$105
Hourly Labor Rate for Installation (technician/bucket truck)	\$115
Hourly Labor Rate for Installation (technician/crane man lift, scaffolding)	\$125
Hourly Labor Rate for Maintenance (cleaning of signage/banners)	\$90
Hourly Travel Charges (time / mileage to and from JMU jobsite)	\$75
Hourly Labor Rate for Subcontractors	varies depending on scope of work
Hourly Labor Rate for Onsite Consultation	no additional charge
Contractor shall not bill the Purchasing Agency charge card processing fees.	
Contractor shall not include terms and conditions on quote or invoice.	
The Contractor has disclosed all potential fees. Additional charges will not be accepted.	