



CONTRACT RENEWAL LETTER

Date: February 20, 2025
Contract #: UCPJMU6291
Service: Conference Linen Services
Renewal Period: 5/1/2025 to 4/30/2026
Renewal #: 3 of 4 One-Yr
Issued By: James Madison University
Shanna Devers, Lead Commodity Contract Officer Ph: 540-568-3131
Fx: 540-568-7935

Contractor: AlSCO
Attn: Brad Wrenn
3401 Shenandoah Ave.
Roanoke, VA 24017 Ph: 540.342.3158

Contract Administrator: Julie Slifer, Residence Life

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.

AlSCO
By: [Signature]
Brad Wrenn

James Madison University
By: [Signature]
Shanna Devers, CUPO

Name (print)
General Manager
Title
2/21/25
Date Signed

Name (print)
Lead Commodity Contract Officer
Title
2/21/2025
Date Signed

**Contract #:** UCPJMU6291  
**Contractor:** AlSCO  
**Renewal Period:** 5/1/2025 – 4/30/2026  
**Commodity:** Conference Linen Services

1. Pricing shall be as detailed in the pricing schedule below:

<b>Linen Order/Delivery Schedule</b>	
Pricing shall include pickup and delivery.	
<b>Pre-packaged pricing:</b>	
Each set to include Two (2) flat sheets, One (1) pillowcase, Two (2) towels & One (1) washcloth	
Pre-packaged items shall include a flat rate of \$3.74 bundling charge and an additional \$1.01 charge to upgrade linen quality as needed.	
3,500 Sets of Linen	\$ 3.74/set
120 Sets of Linen (higher quality towels & washcloths)	\$ 1.01/set
<b>Bulk Order pricing:</b>	
7,000 flat sheets	\$ 0.86 /each
3,500 pillowcases	\$ 0.46/each
7,000 towels	\$ 0.68/each
3,500 washcloths	\$ 0.19/each

<b>Linen Order/Delivery Schedule</b>	
<i>Note the quantity difference in package bundle from previous section.</i>	
Pricing shall include pickup and delivery.	
<b>Pre-packaged pricing:</b>	
Each set to include Two (2) flat sheets, One (1) pillowcase, Four (4) towels & Two (2) washcloths	
3,500 Sets of Linen	\$ 5.28/set
120 Sets of Linen (higher quality towels & washcloths)	\$ 1.01/set
<b>Bulk Order pricing:</b>	
6,100 flat sheets	\$ 0.86/each
3,500 pillowcases	\$ 0.46/each
12,200 towels	\$ 0.68/each

600 towels (higher quality towel)	\$	\$0.76/each
6,100 washcloths	\$	\$0.19/each
300 washcloths (higher quality washcloth)	\$	\$0.25/each

2. Contractor will include up to a 10% fee on each invoice to compensate for any lost, damaged, missing items; however, James Madison University reserves the right to negotiate a cap should costs become excessive. James Madison University shall not be responsible for compensating contractor a replacement cost for any item that is deemed lost, damaged or missing.
3. There shall be no additional miscellaneous or incidental fees that have not been identified in the contract.
4. Linen sets are to be pre-packaged (counted and shrink wrapped).
5. AlSCO, Inc. shall provide the required goods and services to the University in accordance with the quantities and time frames listed in the RFP. James Madison University will provide a conference schedule in May, prior to the start of the season and will notify Contractor when changes occur. Accordingly, Contractor shall ensure there is enough linen on hand to service the University's account without any shortages.
6. Contractor shall furnish 24/7 delivery service – a \$50 delivery charge will apply for weekend deliveries.
7. Escalation policy- All calls shall go through the main office (540-342-3158) in order of tasks to District Managers. Depending on the task, an unanswered task will be escalated to the Service Manager, if unanswered after 4 hours, the task will be escalated to the General Manager.
8. Contractor shall be responsible for tracking all loss linen for each order and shall provide the University with a weekly report accounting the week prior to JMU Conference Services (Julie Slifer, [sliferjr@jmu.edu](mailto:sliferjr@jmu.edu)).
9. Contractor shall provide a courtesy call to JMU Conference Services informing the University of an estimated time of arrival on the day of delivery.
10. Any unused product may be kept by the University for the following week's order but all items are subject to a weekly rental charge.
11. Should the University find damaged or defective items in clean and unused condition, the University will notify the Contractor (Route Services representative) who will arrange for an exchange or credit to be issued on the next invoice.
12. Service agreement pricing shall be in accordance with the contract.
13. Payment will be made upon the receipt of a valid invoice and in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment.