



## CONTRACT RENEWAL LETTER

**Date:** February 10, 2025  
**Contract #:** UCPJMU6298  
**Service:** Printing Services  
**Renewal Period:** 5/13/2025 to 5/12/2026  
**Renewal #:** 3 of 4 One-Yr  
**Issued By:** James Madison University  
Adriana Mariscal, Buyer Senior Ph: 540-568-7523  
Fx: 540-568-7935

**Contractor:** Harrisonburg Printing & Graphics, LLC dba  
Campbell Print Center  
Attn: John E. Beery  
4564 S. Valley Pike  
Harrisonburg, VA 22801 Ph: 540.434.4171

**Contract Administrator:** Carolyn Windmiller, Marketing

### **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.

### **Harrisonburg Printing & Graphics, LLC dba Campbell Print Center**

**By:**   
John E. Beery

Name (print)

LLC Manager

Title

2/11/2025  
Date Signed

### **James Madison University**

**By:**   
Adriana Mariscal,

Name (print)

Buyer Senior

Title

02/10/2025

Date Signed

**Contract #:** UCPJMU6298

**Contractor:** Harrisonburg Printing & Graphics, LLC dba Campbell Print Center

**Renewal Period:** 5/13/2025 – 5/12/2026

**Commodity:** Printing Services

1. Contractor Pricing:

- a. Desktop publishing/layout, (Typesetting, File Manipulation, Color Correction):  
First two hours per project – No Charge - \$60.00/Hour thereafter
- b. Author Alterations (AA's): First five hours per project – No Charge - \$60.00/Hour thereafter
- c. Scans: \$12.50/Each
- d. Foil Stamping and Embossing: Prices per project

Proofing

- a. Soft (PDF): \$20.00/File
- b. Hard (Epson): \$18.50/Sheet 20X24

Press Charges

- a. 13 X 19: \$55.00/Hour
- b. 20 X 26: \$95.00/Hour
- c. 20 X 28: \$165.00/Hour

Finishing

- a. Cutter: \$50.00/Hour
- b. Folder: \$55.00/Hour
- c. Stitcher: \$70.00/Hour
- d. Perfect Binding: \$225.00 for 500

Mailing

- a. Mail Prep / Cass Certification / NCOA: \$11.00/Hour
- b. Ink Jet Address: \$25.00/Hour + \$25.00 Set Up Fee
- c. Machine Insert: \$22.00/Hour + \$45.00 Set Up Fee
- d. Insert W/ Variable Data Blind Match 2 Pieces: \$35.00 per 1000
- e. Insert W/ Variable Data Blind Match 3 Pieces: \$45.00 per 1000
- f. Tabbing: \$12.00 per 1000, per Tab
- g. Storage: \$15.00 Monthly per Skid + Delivery

Shipping and Delivery

- a. Pricing listed above shall include the cost of shipping.
- b. All delivery shall be FOB Destination.

Pricing for sample projects provided in Attachment E of the proposal, shall be included in contract as official pricing.

Additional services shall be priced upon request.

2. Contractor shall receive agency approval prior to any Author Alterations (AA's) including subsequent charges.
3. Contractor shall utilize FSC paper on all jobs and understands it will not be considered for jobs where the FSC logo is required due to the fact that Branner Printing is not currently FSC Certified.
4. Contractor shall mail one (1) hardcopy of each printing project completed for James Madison University to:  
Carolyn Windmiller, JMU Visual Brand Content Art Director  
University Marketing  
ICEH 411 (127 W Bruce Street)  
MSC 3608  
Harrisonburg, VA 22807