



CONTRACT RENEWAL LETTER

Date: January 07, 2026
Contract #: UCPJMU6821
Service: Signage and Banners
Renewal Period: 2/13/2026 to 2/12/2027
Renewal #: 2 of 4 One-Yr
Issued By: James Madison University
Dylan Morris, Buyer Senior Ph: 540-568-3002
Fx: 540-568-7935

Contractor: Eddie Edwards Signs Inc.
6471 S. Valley Pike
Mt Crawford, VA 22841

Contract Administrator: Cody Cole, 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 increase by 2.6% in accordance with the "other services" category of the CPI-W. An updated pricing schedule 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.

Eddie Edwards Signs Inc.

By: Marshall Runion

MARSHALL RUNION

Name (print)

EXECUTIVE VICE PRESIDENT 1/14/26

Title

Date Signed

James Madison University

By: Dylan Morris

Dylan Morris,

Name (print)

Buyer Senior

Title

1/7/2026

Date Signed

Contract #: UCPJMU6821
Contractor: Eddie Edwards Signs Inc.
Renewal Period: 2/13/2026 – 2/12/2027
Commodity: Signage and Banners

Pricing Schedule:

1. Contractor agrees for any purchase excluding from Point-of-Sale purchases, the University will issue an eVA purchase order based upon a quote provided by your firm. No additional agreements, orders forms, or signatures shall be required.
2. Contractor shall agree to waive all credit card fees for all purchases related to this contract.
3. Contractor Pricing for Equipment, Materials and Supplies are as follows:

Product Description	% Discount Off and Pricing
Signage Cost	30% Discount off List
Material Cost (ie.) metal, vinyl, plastic, protectant, etc.)	30% Discount Off List
Graphics Designer Services	\$80.36/hr.
Delivery Charges	No Charge
Installation (technician)	\$80.36/hr.
Installation (technician/pickup truck)	\$80.36/hr.
Installation (technician/bucket truck)	\$140.27/hr.
Installation (technician/crane man lift, scaffolding)	\$145.37/hr.
Maintenance (i.e. cleaning of signage/banners)	\$80.36/hr.
Travel Charges (time/mileage to and from JMU Jobsite)	No Charge
Subcontractor Charges	Varies on Scope
Consultation Onsite	No Charge
Scissor Lift (manlift)	\$25.64/hr.
Master Electrician	\$99.47/hr.
Bobcat with Backhoe Service	\$87.99/hr.
Manufacturing	\$80.36/hr.

4. Contractor shall agree that all fees have been disclosed. No additional fees will be accepted.
5. Contractor shall agree to remove the following terms from any quote or invoice presented to the University.

- a. *“A PROGRESS PAYMENT IN THE AMOUNT OF 50% OF THE TOTAL QUOTED PRICES IS DUE WITH THE SIGNED ACCEPTANCE OF WRITTEN PROPOSAL AND/OR QUOTE. Production will not commence until progress payments are received and all necessary permits are obtained. Customers account status with Contractor must be current before production of new orders will commence. Shipments and installation will be withheld if customers account with Contractor is in past due condition having invoices greater than 60 days old. A credit application will be required on all new customers and existing customers with no activity within the past 12 months from date of last sale. Personal guaranties may be required at the discretion of Contractor. Contractor reserves the right to deny, terminate or cancel new or existing credit agreements at its own discretion pending resolution of customer account status or disputes. PAYMENTS ARE DUE TEN (10) DAYS FOLLOWING THE DATE OF INVOICE. The entire contract amount shall be paid within ten (10) days after completion. All late payments will be subject to a finance charge of one and one half percent (1.5%) per month (18% APR). Contractor reserves the right to assess all attorney, legal and collection fees incurred in the collection of past due accounts.”*

6. Any changes in the pricing and products offered described herein shall be mutually agreed upon by the Purchasing Agency and Contractor with all changes first being authorized through either a contract modification and/or a change order issued by the Purchasing Agency.

