



## CONTRACT RENEWAL LETTER

**Date:** November 06, 2024  
**Contract #:** UCPJMU6833  
**Service:** Signage and Banners  
**Renewal Period:** 2/13/2025 to 2/12/2026  
**Renewal #:** 1 of 4 One-Yr  
**Issued By:** James Madison University  
Dylan Morris, Buyer Senior  
Ph: 540-568-3002  
Fx: 540-568-7935  
  
**Contractor:** Quick Designs LLC dba FastSigns of Winchester  
Attn: Tracey Quick  
1720 Valley Ave  
Winchester, VA 22601  
Ph: 540-450-0750  
  
**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 previous contract pricing schedule is hereby replaced with the pricing schedule 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.

### **Quick Designs LLC dba FastSigns of Winchester**

**By:**

Tracey Quick

*Name (print)*

Managing Member

*Title*

*Date Signed*

### **James Madison University**

**By:**

Dylan Morris,

*Name (print)*

Buyer Senior

*Title*

11/6/2024  
*Date Signed*

**Contract #:** UCPJMU6833

**Contractor:** Quick Designs LLC dba FastSigns of Winchester

**Renewal Period:** 2/13/2025 to 2/12/2026

**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 point of sale purchases under \$1,000.00 related to this contract. All additional purchases shall have a 3% credit card processing fee.
3. Contractor Pricing for Equipment, Materials and Supplies are as follows:

Product Description	Pricing
Graphic Designer Services	\$97.28/hr.
Site Survey Fee	\$350
Delivery and Disposal Fee	\$150
Installation	\$150/hr
Installation (with bucket truck)	\$225/hr
Service Call	\$225/hr

4. Contractor shall agree that all fees have been disclosed. No additional fees will be accepted.
5. 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.
6. Parties agree that this Negotiation Summary modifies RFP # DKM-1190 and the Contractor's initial response to RFP # DKM-1190, and in the event of conflict this negotiation summary shall take precedence.
7. Contractor agrees that all exceptions taken within their initial response to RFP # DKM-1190 that are not specifically addressed within this negotiation summary are null and void.