



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, [Signature]

Name (print)

Buyer Senior
Title Date Signed 11/6/2024

**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:

<b>Product Description</b>	<b>Pricing</b>
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.