JAMES MADISON UNIVERSITY

CONTRACT RENEWAL LETTER

Date:	November 02, 2026	
Contract #:	UCPJMU6833	
Service:	Signage and Banners	
Renewal Period:	2/13/2027 to 2/12/2028	
Renewal #:	3 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 contract pricing will increase by 3.0% 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.

Quick Designs LLC dba FastSigns of Winchester

By: Tracey Quick

Tracey Quick

Name (print)

Managing Member 11/2/2026

Title *Date Signed*

James Madison University

By:

Dylan Morris, CUPO

Name (print)

Buyer Senior 11/2/2026

Title *Date Signed*

Contract #: UCPJMU6833
Contractor: Quick Designs LLC dba FastSigns of Winchester
Renewal Period: 2/13/2027 to 2/12/2028
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	$102.51/hr.
Site Survey Fee	$368.79
Delivery and Disposal Fee	$158.05
Installation	$158.05/hr.
Installation (with bucket truck)	$237.09/hr.
Service Call	$237.09/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.