



CONTRACT RENEWAL LETTER

Date: April 15, 2022
Contract #: UCPJMU5931
Service: Graphic Design Services
Renewal Period: 5/21/2022 to 5/20/2023
Renewal #: 1 of 5 One-Yr
Issued By: James Madison University
Krista Nealis, Buyer Senior Ph: 540-568-7523
Fx: 540-568-7935
Contractor: HBP, Inc.
Attn: Bill Novak
952 Frederick Street
Hagerstown, MD 21740 Ph: 703-289-9000
Contract Administrator: Carolyn Windmiller, University Communications

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.

HBP, Inc.

By: 

Bill Novak

Name (print)

Senior Manager Business Development

Title

Date Signed 4/19/22

James Madison University

By: 

Krista Nealis, VCCO

Name (print)

Buyer Senior

Title

Date Signed 4/19/22

Contract #: UCPJMU5931

Contractor: HBP, Inc.

Renewal Period: 5/21/2022 to 5/20/2023

Commodity: Graphic Design Services

Pricing Schedule

1. Contractor's Pricing Schedule:

- Creative Direction - \$85/hour
- Marketing Consultation - \$85/hour
- Design and Production - \$65/hour
- Press Checks and other quality control measures – N/A
- Preparation of templates and content for presentations - \$65/hour
- Preparation of advertisement for print or electronic media - \$65/hour
- Graphics for Web pages - \$65/hour
- Multimedia - \$85/hour (including animation and video)
- Project Management of the consistency and quality of all material – no charge
- Project Management – no charge
- Editorial Services - \$85/hour
- Photography - \$85/hour
- Videography - \$85/hour
- Art direction for photography shoots and image selection - \$85/hour

2. Contractor shall provide a project proposal/estimate for each project to include an itemized list detailing the services to be provided, the number of hours it will take to complete the project along with associated hourly fees, total project cost, actual date for starting work, project completion date, and contact information of the department requesting services.

3. Contractor shall not charge the university for Contractor's travel time or any additional travel expenses.

4. Contractor shall not invoice the university shipping costs, postage, and shipping supplies.