



CONTRACT RENEWAL LETTER

Date: March 05, 2024
Contract #: UCPJMU6300
Service: Printing Services
Renewal Period: 5/13/2024 to 5/12/2025
Renewal #: 2 of 4 One-Yr
Issued By: James Madison University
Jimmy Foltz, Buyer Senior
Ph: 540-568-7523
Fx: 540-568-7935

Contractor: McClung Companies
550 N Commerce Avenue
Waynesboro, Virginia 22980

Contract Administrator: Carolyn Windmiller, Marketing

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.

McClung Companies

By: Mary Murphy
Name (print)

Senior Sales Executive 3/6/24
Title Date Signed

James Madison University

By: Jimmy Foltz
Name (print)

Buyer Senior 03/05/2024
Title Date Signed

**Contract #:** UCPJMU6300  
**Contractor:** McClung Companies  
**Renewal Period:** 5/13/2024 – 5/12/2025  
**Commodity:** Printing Services

1. Contractor Pricing:

- a. Author Alterations (AA's): First five hours per project – No Charge - \$60.00/Hour thereafter

Shipping and Delivery

- a. Pricing listed above shall include the cost of shipping.  
b. All delivery shall be FOB Destination.

Pricing for sample projects provided in Attachment E of proposal, shall be included in contract as official pricing.

Additional services shall be priced upon request.

2. Contractor shall receive agency approval prior to any Author Alterations (AA's) including subsequent charges.
3. Contractor shall utilize FSC paper on all jobs and understands it will not be considered for jobs where the FSC logo is required due to the fact that McClung Companies is not currently FSC Certified.
4. Contractor shall mail one (1) hardcopy of each printing project completed for James Madison University to:  
Carolyn Windmiller, JMU Visual Brand Content Art Director  
University Marketing  
ICEH 411 (127 W Bruce Street)  
MSC 3608  
Harrisonburg, VA 22807
5. JMU shall be able to increase the number of issues printed during subsequent years of the contract at no additional cost to the University by giving nine (9) months' notice to McClung prior to delivery of the handbooks.
6. All advertising and content printed within the *Madison Family Handbook* shall follow the JMU provided style sheets.
7. McClung Printing shall mail a copy of the *Madison Family Handbook* to each advertiser listed within the publication. These handbooks shall be in addition to the number of handbooks ordered by the University and shall be at no additional cost to the University.
8. McClung Printing shall not cut JMU-provided content to make room for additional advertisements.
9. JMU shall not be charged for delivery of hard proofs or final published handbooks throughout the term of the contract.

10. McClung Printing shall deliver all disks and other materials related to each issue of the *Madison Family Handbook* within two (2) weeks after the final printed delivery of the handbooks at no additional charge:

**THE MADISON FAMILY HANDBOOK-**

The following are specifications to describe the printing of the University's Madison Family Handbook.

<b>QUANTITY:</b>	Approximately 5,500 copies This quantity is based on the total number of incoming first-year students.
<b>CONTENT:</b>	JMU provides 60-70 pages of content for inclusion in the handbook. A link is provided to the last virtual edition of the <i>Madison Family Handbook</i> . <a href="https://www.jmu.edu/parents/_files/Madison-Family-Handbook.pdf">https://www.jmu.edu/parents/_files/Madison-Family-Handbook.pdf</a>
<b>VISUAL IDENTITY GUIDELINES:</b>	All items printed shall meet the James Madison University "Visual Identity Guidelines" outlined on our webpage at <a href="http://www.jmu.edu/identity/">http://www.jmu.edu/identity/</a>  The mailing panel version of the publication signature shall appear in the upper left- hand comer.
<b>GRAPHIC DESIGN:</b>	<ul style="list-style-type: none"> <li>• JMU provides a handbook template file – InDesign layout, 8 5/8" x 10 7/8" + bleeds, with a trim size of 8 1/2" x 11"</li> <li>• Contractor shall color correct photos prior to placement in document</li> <li>• Contractor shall align columns and ensure text is placed sufficiently in space</li> <li>• JMU provides style sheets</li> </ul>
<b>ARTWORK:</b>	JMU provides High-resolution (300ppi) artwork
<b>COLOR</b>	Web – Purple: #450084 Gold: AD9C65 Print – Purple: #CMYK 92 98 0 0 Gold: 0 M: 9 Y: 50 K: 24
<b>SCHEDULE:</b> (Completed annually)	Feb. 1 – Submit round #1 edits Mar. 8 – Submit round #2 edits May 11 – Receive high resolution proof and blue line from printer (and access to final high-resolution PDF) Week of May 22nd thru 26 <sup>th</sup> – Delivery
<b>SIZE:</b>	8 1/2 x 11"
<b>PAPER:</b>	80# Text, Recycled Content 30% PCW, Dull 80# Cover, Recycled Content 30% PCW, Dull  ** Any substitutions shall be approved in writing prior to production by University Representative.
<b>INK:</b>	4/4
<b>BINDERY:</b>	Saddle Stich
<b>DELIVERY:</b>	All delivery and shipping charges shall be included at no cost to the University.