



**CONTRACT RENEWAL LETTER**

**Date:** March 26, 2024  
**Contract #:** UCPJMU5936  
**Service:** Graphic Design Services  
**Renewal Period:** 5/21/2024 to 5/20/2025  
**Renewal #:** 3 of 5 One-Yr  
**Issued By:** James Madison University  
Shanna Devers, Buyer Senior Ph: 540-568-3131  
Fx: 540-568-7935

**Contractor:** Robert Mott & Associates  
Attn: Robert Mott  
1169 Westmoreland Drive.  
Harrisonburg, VA 22801 Ph: (540) 290-1677

**Contract Administrator:** Carolyn Windmiller, University Communications

**Description of Renewal Notice:**

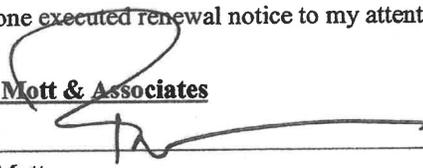
In accordance with the renewal provision of the original contract all terms, conditions, and specifications of the original contract remain the same during the contract renewal period, along with any modifications that have been incorporated up until this point. The contract pricing will remain the same and is attached to this renewal.

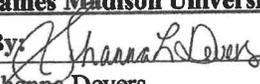
All invoices shall be submitted within sixty days of contract renewal term expiration as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

Return one executed renewal notice to my attention within ten days.

**Robert Mott & Associates**

**James Madison University**

**By:**   
Robert Mott

**By:**   
Shanna Devers,

*Name (print)*  
Owner/Creative Director & Designer 3/26/24  
*Title Date Signed*

*Name (print)*  
Buyer Senior 03/26/2024  
*Title Date Signed*

**Contract #:** UCPJMU5936

**Contractor:** Robert Mott & Associates

**Renewal Period:** 5/21/2024 – 5/20/2025

**Commodity:** Graphic Design Services

**Pricing Schedule**

1. Blended hourly rate of \$96.00 for the following:
  - Creative Direction
  - Marketing Consultation
  - Design and Production
  - Press Checks and other quality control measures
  - Preparation of templates and content for presentations
  - Preparation of advertisement for print or electronic media
  - Graphics for Web pages
  - Multimedia - (including animation and video) - subcontractor pricing
  - Project Management of the consistency and quality of all material
  - Project Management
  - Editorial Services - less if utilizing a freelance editor charging a lesser cost
  - Photography - subcontractor pricing
  - Videography - subcontractor pricing
  - Art direction, Image Editing, Retouching, and Special Effects
  - Other creative related services
2. Contractor shall invoice hourly rates in one-quarter hour (15 minutes) segments (\$24 per quarter hour).
3. Travel (within a 75-mile radius of JMU) shall be at no cost to the university.
  - a. Press checks in Lynchburg or Richmond or on-location art direction for a photo or video shoot shall be invoiced in accordance with the U. S. General Services Administration (*GSA*) for lodging, meals and incidental expenses at the time of travel, which can be referenced at: <http://www.jmu.edu/finprocedures/4000/4215mie.shtml>. Travel related charges shall be approved by the university prior to travel.
4. 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 service.
5. Contractor shall provide shipping, postage and delivery, if applicable, at no cost to the university. Overnight and off campus shipping, if applicable, shall be charged to the university without markup.
6. Contractor shall not invoice the university for initial project meetings and/or consultations, whether onsite at the university or off campus.