NOTICE OF EXTENSION

PREVIOUSLY UNIVERSITY CONTRACT 4600002263

ORIGINAL VALIDITY PERIOD:  7/23/14 - 7/31/15
CURRENT VALIDITY PERIOD:  8/1/16 - 7/31/17

EXTENSIONS: 2 ADDITIONAL PERIODS OF 1 YEAR EACH UPON WRITTEN MUTUAL AGREEMENT

VENDOR CONTACT INFORMATION:
REP’S NAME: CAROLINA SUMMERS
PHONE: 800-678-4509
EMAIL: csummers@gradimages.com

THIS AGREEMENT IS BASED ON THE FOLLOWING:
2. RFQ Collective #30001673 & Parent RFQ 6000044474
3. Event Photography Group dba GradImage’s Quote #7000115227

Any questions concerning this contract should be directed to Jackie Haun at 865-974-3098 or email jhaun4@tennessee.edu

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**Notice:**

Unless otherwise stated herein, the University’s Standard Terms and Conditions, available at http://purchasing.tennessee.edu/UT_Standard_Terms&_Conditions.html are incorporated into this Purchase Order as well as those contained in the referenced RFQ.

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**Signature**

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**Table:**

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<th>Material/Description</th>
<th>Price Per Unit</th>
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NOTE: Other campuses, units, and institutions are under no obligation to purchase from this offering.

Vendor Address
Vendor No. 1100001
GRAD IMAGES/TENNESSEE FLASH FOTO
1975 COMMONWEALTH LANE
TALLAHASSEE FL 32303

Bill To:
All University of TN Campuses
Address designated by Dept.
Details designated by Dept.
City to be given at order placement

Framework Purchase Order

Information
Date: 08/10/2016
Framework PO #: 5500006652
Payment Terms: within 40 days Due net
Delivery Date: 08/01/2016
F.O.B. U.T. Destination
Buyer: Jackie Haun
Phone: 865-974-3098
Fax: 865-974-2973
Contract No: 4600002263
Validity Dt: From 07/23/2016 To 07/31/2017
Collective Number: 30001673

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Professional photographic services at the University of Tennessee’s various campuses: Knoxville, Chattanooga, Memphis, Martin. Photographer will handle all aspects of photography during each of the university’s commencement exercises.

The university will allow the vendor’s photographers access to the stage area during the presentation of degrees, but the photographers must work unobtrusively and minimize any distractions during the ceremony. Each university campus can provide names and addresses of graduates but will not be responsible for handling photo orders.

Some campuses have existing contracts and may not be an immediate participant in this contract, but reserve the option to be included at a later date. Those with existing contracts are UT Knoxville and UT Memphis.

Signature ________________________________________
Jackie Haun

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**Requirements:**
Vendor will meet with staff and administrators on location(s) for rehearsal(s) and/or any preplanning sessions prior to the commencement date; arrive at the ceremony site at least one hour prior to the scheduled time and; remain until the graduation is completed.

Vendor will provide all equipment, personnel, and materials to properly staff each ceremony. Each graduate will be photographed as they cross the stage and receive their symbolic diploma from the university chancellor.

Vendor will provide graduates with proofs, ordering information, and finished photographs within a timely manner. All elements involved with any mailings, photo orders, delivery, payment, or any other associated costs will be borne by the Vendor.

This contract is non-exclusive allowing resident photographer(s) (employee(s) of campus) to take pictures at commencement exercises.

Knoxville Campus

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### Item | QTY | UM | Material/Description | Price Per Unit | Net Amount

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  - Knoxville Campus

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December Commencement and each of the twelve (12) separate College Ceremonies held in May. Spring ceremonies take place at multiple sites - both on and off campus. Three or four events may be scheduled to overlap or occur simultaneously.

Estimated graduates (Knoxville):
Fall (December) graduations - 2000
Spring graduations - 4000

Martin Campus
Commencement usually on Saturday or Sunday in May and December (two times per year).

Estimated graduates (Martin):
Fall (December) - 300
Spring (May) - 450

Chattanooga Campus
Campus has two ceremonies per day.

Estimated graduates (Chattanooga):
Fall (December) - 800
Spring (May) - 1300

Memphis Campus
Fall - 100
Spring - 800
These numbers provided per campus are estimates based on prior years and are subject to change.

Pricing - see Financial Considerations attached.

Commencement Rebate:
No charges to UT for any commencement services. Services provided to the school at no cost.

Commencement rebates to each UT campuses (Knoxville, Chattanooga, Memphis, Martin) upon receipt of 1 year agreement.

$3.00 per attending graduate for whom an address is received and $5,000 one-time signing bonus.

Free 5x7 print couple to be mailed to Class of 2015 graduates.

Total Net Amount without Tax USD 0.01

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The University of Tennessee conforms to all applicable rules, regulations and relevant orders of the Secretary of Labor. Affirmative action clauses and supporting regulations are incorporated by reference. 41 C.F.R. 60:1,4 sections 60-250.22, 60-741.22 and C.F.R. 61-250.10.

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