
UNIVERSITY CONTRACT AWARD

DATE ISSUED: November 20, 2023

COMMODITY: Entertainment and Novelties for Events

CONTRACT#: UC-24-TL031723-I

FOR THE UNIVERSITY OF CONNECTICUT- ALL CAMPUSES, UCHC, AND CCPG MEMBERS

TERMS OF CONTRACT:

The University of Connecticut will issue purchase orders as required for the purchase of Entertainment and Novelties for Events. A quote must be issued to the UConn representative referencing Contract # UC-24-TL031723-I and reflecting the discount (if applicable). Pricing must comply with the price sheet attached. Quotes will not require a signature and individual events will not require a signed agreement. No commitment to services, rentals, or purchases will be made until the supplier is in receipt of an approved purchase order from the University.

The term of this contract shall be from November 20, 2023, to June 30, 2027, with options to renew for two (2) additional one (1) year terms upon the agreement of the parties.

1 st Extension	7/1/2027 to 6/30/2028
2 nd Extension	7/1/2028 to 6/30/2029 Final

NAMES AND ADDRESSES OF AWARDEE:

Personacards

1483 Innis Lane
Yardley, PA 19067

Contact

Paul Kleba
Phone: 215-880-7220
Email: personacards@hotmail.com

Payment Terms: 2% 15, Net 45

Pricing:

Pricing remains fixed for the initial term. Price increases after the initial term, and for the duration of this contract will only be allowed when the price increase is based on documented changes in the vendors laid in cost of product or other discounts allowed and, may be adjusted up or down in an amount not to exceed the Consumer Price Index (CPI), appropriate for the commodity, as published by the United States Department of Labor.

The University will expect any increases to be consistent with those applied to other customers of comparable size and nature.

The University Purchasing Department must be notified of the increase a minimum of forty-five (45) days prior to the effective date. The vendor must provide the University any and all documentation it may require supporting the proposed price increases.

No additional fees or surcharges, including fuel surcharges will be allowed.

Costs for meals, hotels, fuel, tolls, parking or other miscellaneous expenses are not reimbursable.

The University will allow the addition of items, amusements, etc. during the life of the resultant contract as they become available. To add items, contact the Purchasing Representative listed below.

Deposits: The University will not pay deposits.

Booking and Scheduling: University Representatives can order via email or phone directly with Paul Kleba. A quotation will be issued to the University Representative for approval. Upon receipt of Purchase Order, services will be scheduled.

Change Orders: Changes can be made up to 48 hours prior to the event.

Credits: Credits owed to the University will be issued against the purchase order for the specific event.

Cancellation Policy: Cancellations and or rescheduling requests must be submitted in writing 48 hours or more before the event.

Emergency/No Show: There is only one artist. Paul Kleba will reach out to the University Representative to reschedule or cancel.

Promotional Materials: As requested by the University Representative, promotional designs can be created to display at the event.

Detailed Price List attached:

The State of Connecticut Terms and Conditions located at this link will govern all purchases against this contract. They are located at this link: [Terms-and-Conditions](#)

Purchasing Contacts:

Kristin Allen

Category Manager

Email: kristin.allen@uconn.edu

Terri Lessard

Purchasing Agent

Terri.lessard@uconn.edu

