

July 16, 2025

Commonwealth Tent Company
t/a Commonwealth Event
5611 Greendale Road
Richmond, VA 23228

Subject: RFP #UCPUMW 25-1937 – Questions/Clarifications
Reference: Commonwealth Event, Inc. proposal dated June 30, 2025

Dear Ms. Richardson:

With reference to Commonwealth Event’s proposal dated June 30, 2025, submitted in response to the University of Mary Washington’s solicitation #UCPUMW 25-1937, based on a review of the proposal the following is offered:

- The Pricing Schedule submitted within the proposal specifies a price of \$10,621.60 for the Commencement Staging. Commonwealth is asked to provide a detailed list of items and assumptions on which the price is based.
- Within Section VI., subsection B. “Special Proposal Preparation and Submission Requirements” of the solicitation, offerors are requested to provide responses to the specific items listed. Commonwealth did not provide responses. Beginning on page 8 of the solicitation, Commonwealth is requested to respond to items 2 through 10.

Responses to these questions/clarifications are due to the undersigned via email no later than 4:00 p.m., Friday, July 18, 2025. Commonwealth shall respond to each question/request as asked within this letter, and not submit an undated proposal.

Sincerely,

Kenneth R Manahan

Kenneth R. Manahan
Sr. Contract Officer
Email: kmanaha2@umw.edu



Commonwealth Event Company

5611 Greendale Road, Richmond, Virginia 23228
 Phone: (804) 264-6621 Fax: (804) 264-6610
 www.commonwealththevent.com

BILL TO: UNIV OF MARY WASHINGTON
 1303 COLLEGE AVE
 FREDERICKSBURG, VA 22401

Account #	001286	Reservation 024605 0
Set Up	07/17/2025	
Event Dates	7/17/2025 - 7/17/2025	
Take Down	07/18/2025	
Deliver To	1303 COLLEGE AVE BALL CIRCLE FREDERICKSBURG, VA 22401	
Delivery Contact		
Pickup Contact		

Event Name KTR- GRADUATION		Contact Name	Contact Number
PO #	Account Manager KAREN	Set Up Supervisor	Take Down Supervisor

Quantity	Description	Each	Price
** GRADUATION STAGING DIAGRAM **			
133	BILJAX 4X4 STAGE	45.00	5,985.00
33	STD 4'X42" GUARD RAIL"	15.00	495.00
20	BILJAX 4X4 STAGE 8X40	45.00	900.00
8	BILJAX 4X4 STAGE 8X16	45.00	360.00
16	BILJAX 4X4 STAGE 8X32	45.00	720.00
2864	BLACK TURF CARPET	0.65	1,861.60
DATES ARE JUST USED TO PROVIDE SAMPLE PRICE DOES NOT INCLUDE ANY CHAIRS - JUST STAGING			



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Delivery Contact		
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Event Name	KTR- GRADUATION		Contact Name	Contact Number
PO #	Account Manager	Set Up Supervisor	Take Down Supervisor	
	KAREN			

Quantity	Description	Each	Price
Investment Summary			

DEPOSIT - UMW - DOES NOT DO DEPOSITS
INVOICED IN FULL AFTER EVENT

Total Rental	10,321.60
Subtotal	10,321.60
Delivery Charge	300.00
Estimated Total	10,621.60
Total Due	10,621.60

If you have read and understand this contract, Terms and Conditions of this contract and the Rules for Renter, Please sign and date below. Return the white copy of the contract along with the Rules for Renters to the address above. Only your signature and the non-refundable deposit will confirm your rental. By signing below I personally guarantee full payment of this contract.

X

Signature

Date



Commonwealth Event Company

2.

A) Commonwealth Event Company has provided a fun environment and peace of mind at outdoor events for tens of thousands since 1989. From fun backyard barbecues, birthdays, weddings, and reunions to corporate events, festivals, film shoots, conventions, and sporting events, Commonwealth Event Company has the tents and accessories you need for a successful event. As a leading Central Virginia rental tent company, we are committed to our core values.

B) Some of the Institutions that we have worked with over the past 12 months, all over \$10,000 in rentals - Virginia Commonwealth University, Laurel Ridge, University of Virginia and William & Mary

C) Commonwealth Event Company is located at 5611 Greendale Rd. Henrico, VA 23228, 55 Miles from UMW

D) COI PROVIDED

3.

A) Background check- All of our employees have been vetted by the US Government

B) Drug-free workplace- our company is drugfree

4.

A) Contact attachment-Karen Richardson (attachment 1)

B) Contractor data sheet (attachment 2)

C) Pricing Schedule (attachment 3)

D) Subcontracting Plan (attachment 4)

5.

A) Commonwealth Event Company has a vast understanding and experience with temporary structure permitting in the Commonwealth of Virginia. We provide tents and structures all over the Commonwealth, with any tent or structure over 900 square feet requiring a permit, we do many permits every month, within many different localities. This is a very common practice for us.

B) Karen Richardson will be the primary point of contact (ref attachment 1).
Emergency contact in the event Karen Richardson...804-814-4036. Karen Richardson will handle invoicing and billing.

C) References provided



Commonwealth Event Company

D) Commonwealth Event Company has been supplying Tents and Event Rentals in Virginia for over 35 years, with management having well over 120 combined years experience. We have covered events for graduations(for Institutions and individuals), weddings, film shoots, US Presidents, concerts, sporting events and many other types of events.

E) Commonwealth Event Company is very well suited to provide event rental services for just about any size event, small or large, and in multiple locations. We have one of the largest labor forces of any company located in Virginia, all of our employees are vetted by the United States Government. A couple examples of these types of events that we serve are:

1) University of Mary Washington Reunion Weekend, an event with activities and events happening in multiple locations throughout the UMW campus. For this event we deliver and install tents in Ball Circle, dance floors and accessories in the Jepson Center, and distribution of other accessories in various locations over campus.

2) Virginia Gold Cup Races (International Gold Cup), The Plains VA. The Gold Cup races are some of the largest steeplechase races in the United States held bi-annually in The Plains VA. Commonwealth Event Company is the exclusive provider of event rental services for these races which take place at Great Meadow, a site covering over 350 acres. For these events Commonwealth Event Company provides upward of 200 tents ranging from 10x10 to 40x100, and all event accessories (including tables, chairs, linens, catering items, and fencing). These events frequently include “upscale” VIP areas with specialty rental items. We usually begin installation 2 weeks prior to the event and remove all items the week following.

F) Warranty: Any rental items found to not be in proper working order will be replaced with functional ones.

G) Certifications: SWAM

H) Our crew chiefs(supervisors) have been trained by the manufacturer on installation of their products. Many of our crew chiefs have over 15 years experience. Commonwealth Event Company also stays up to date on ever changing best practices for our industry by attending trade shows and conventions.

I) See section H

J) Brandon Sparks, employee since 1999. Sergio Tovar, employee since 2000.



6.

A) **Website:** Commonwealthevent.com, Instagram; commonwealtheventcompany, Facebook: Commonwealth Event

B) **Seating options:** (for pictures please see website)

White metal folding chairs, qty available 13000

White resin folding chairs with padded seat, qty available 2000

Natural wood colored folding chairs, qty available 500

C) **Staging:** Commonwealth Event uses Biljax staging which are in 4'x4' or 4'x8' sections. Stage configurations can be made in increments of 4'x4' to create numerous sizes i.e 12'x16' or 28'x60' at virtually any height (up to 80"). Biljax staging can be installed as tiered stages or flat. We offer a variety of options for skirting and covering the stage, from astroturf to cover the top and sides to taffeta skirting and pleated shirting. Please see our website and social media to see examples of staging. Primary color offered is black for coverings and skirting, but other color options are available with advanced notice.

D) **Tables:** Commonwealth Event offers one style of table, wood top with metal legs (standard for the event rental industry), in many different sizes. Please see website for pictures. The sizes we offer are (all 30" height unless specified otherwise):

24" and 30" cocktail tables in 30" and 42" height

36" round

48" round

60" round

72" round

4'x30" rectangle

6'x30" rectangle

8'x30" rectangle

5'x30" serpentine

E) **Tents:** Commonwealth Event offers a large variety of tents in many different styles and sizes. Sizes are measured Width x Length



Commonwealth Event Company

Styles: Frame: Frame tents provide an unobstructed space for any size event. They have a sturdy aluminum frame with aluminum poles and a hip-end-style tent.

Pole: This tent must be staked in the ground. The tension technology allows dramatic high peaks with graceful curves that create a roomy interior for dance floor and table placement.

It has fewer parts and no framework in the ceiling, allowing a beautiful area for special effects.

Clear span Structures is the perfect tent for climate control; the roof panel and sidewall are firmly locked in channels on the frame of the tent, providing greater resistance against the wind and inclement weather. The clear span structures offer a versatile solution for events that require a large, unobstructed space without any internal support poles or guy wires. These tents are engineered to provide a sturdy and reliable shelter, making them suitable for various events and applications.

Sizes: Tent sizes range from 10' wide to 100' wide in 10' increments. Depending on style, lengths can vary and options are too large to list. Please see website for pictures.

F) Commonwealth Event offers no sanitation options, but we work closely with many companies who do, which we can subcontract to provide.

G) Commonwealth Event offers small Honda Invertor generators for rent (under 8KW). For larger needs we subcontract using Sunbelt Rentals.

H) For other rental items we offer please see our website. If a desired item is not available on our website, please call our office and we can source for you through subrental.

7.

A) Timeframe for set-up and knock down of equipment is dependent on size and location of order. Generally, rental items and tents are installed a day or two prior to the event and removed the day following the event.

B) Commonwealth Event welcomes site inspections/visits prior to events as it helps both parties be better prepared. We offer services such as CAD drawings to help visualize the items discussed.

C) Cancellation policy- if order cancelled 3 days out prior to delivery- no cancellation fee(unless items were a special order in)...If cancelled within 72 hours prior to delivery – 50% of rental due. Once equipment is loaded on trucks -100% of rental is due(if weather is an issue -we work closely with UMW to determine the outcome.



Commonwealth Event Company

D) Invoicing policy – We invoice UMW in full after the event and once equipment has been pickup and counted. No deposit is required to hold equipment.

E) Unanticipated Events: Commonwealth Event prides itself on its large inventory and timely installation of our rental items, this allows us to be able to accommodate many “last minute” orders without problem. Tight deadlines and quick turnaround usually can be accommodated, depending on equipment availability.

F) Risk Mitigation: Commonwealth Event is fully licensed and insured.

G) Staffing plan is dependent on the size of the installation and time specifics.

H) Commonwealth Event is prepared to offer an on-site technician(s) for the event for an additional cost if needed.

I) Commonwealth does not anticipate subcontracting needs.

J) Inclement weather: Commonwealth Event recommends evacuation of tents and temporary structures in the event of extreme weather. Generally, if winds exceed 35 mph it is recommended to evacuate, even if the tent or structure is engineered for higher wind speeds. This can differ on a case by case basis.

8.

A) Pricing-Pricing sheet

B) Discounts could be offered on a case by case basis

C) No credit card fees for using card for payment. If there are any add-ons charges, it will presented with the original proposal based on the event specifications.

9. No exceptions known at the present time

10. We welcome the opportunity to continue to do business with UMW.