

NOTICE OF CONTRACT RENEWAL
Special Event Equipment Rental
UCPUMW 25-1937
September 2, 2026

From: Melva Kishpaugh, VCO, CUPO
Director, Procurement Services

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

Current Contract Period: 10/1/2025 – 9/30/2026, with 5, one-year renewal options

Renewal Period: 10/1/2026 – 9/30/2027, with 4, one -year renewal options

In accordance with the terms and conditions of the original contract, UCPUMW 25-1937, the contract is hereby renewed for the aforementioned renewal period. This signed acknowledgment of renewal will become part of the contract documents which include the original solicitation, all addenda, the original proposal, the standard contract and any subsequent contract modifications. All other terms and conditions remain unchanged.

Public Posting of Contracts: The University of Mary Washington maintains a web-based contracts database with a public portal. All contracts are posted to the publicly accessible website. Contents identified as proprietary information are not made public.

**Note the new email for sending electronic invoices to Accounts Payable is invoices@mail.umw.edu.*

Please sign and return this form with a **current certificate of insurance** within 10 business days' receipt of this notice. Electronic signature on this form is acceptable.

Signature: Karen T Richardson
Printed Name: Karen T Richardson
Title: Sales
Email: Karen@Commonwealthtent.com
Date: 9/2/2026