



**NOTICE OF CONTRACT RENEWAL #6**

**UCPUMW 15-386 – Customizable International Travel Services**

**March 12, 2021**

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

**Contractor Name:** Fellowship Travel International Inc.  
10220 Timber Ridge Dr.  
Ashland, VA 23005

**Current Contract Period:** July 6, 2020 – July 5, 2021 with four (4) one-year renewal options remaining

**Renewal Period:** July 6, 2021 – July 5, 2022 with three (3) one-year renewal options remaining

In accordance with the terms and conditions of the original contract referenced above, 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, purchase orders, 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](mailto: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:**  \_\_\_\_\_

**Printed Name:** Jeremy Lawhorn

**Title:** Vice President

**Email:** jlawhorn@fellowship.com

**Date:** 5/12/21