

**NOTICE OF CONTRACT RENEWAL**  
**UCPUMW 18-661**  
**Special Event Equipment Rental**  
**21 July 2023**

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

**Contractor Name:** Commonwealth Tent dba Commonwealth Event  
5611 Grendale Road  
Richmond, VA 23228

**Current Contract Period:** 1 August 2022 – 31 July 2023 with 2 remaining option period that if exercised will extend the term of the contract to 31 July 2025

**Renewal Period:** 1 August 2023 – 31 July 2024

In accordance with the terms and conditions of the original contract, UCPUMW 18-661, 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](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: Karen T Richardson

Printed Name: Karen T Richardson

Title: Sales

Email: Karen@CommonwealthEvent.com

Date: 7/26/23