



COMMONWEALTH OF VIRGINIA  
UNIVERSITY OF MARY WASHINGTON

NOTICE OF CONTRACT RENEWAL  
April 12, 2018

UCPUMW 18-661  
Special Event Equipment Rental

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

**Contractor Name:** Party Perfect  
3210 West Marshall Street  
Richmond VA 23230

**Current Contract Period:** 8/1/2017 – 7/31/2018, with 5 one-year renewal options remaining

**Renewal Period:** 8/1/2018 – 7/31/2019

In accordance with the "Renewal of Contract" provision within the special terms and conditions of the original contract, RFP 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 bid/proposal, the standard contract/purchase order and any subsequent contract modifications. All other terms and conditions remain unchanged.

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

Please forward a current certificate of insurance for our files.

**Signature:** Ashley Honeycutt

**Printed Name:** Ashley Honeycutt

**Title:** Rental Consultant

**Date:** 4/12/18