

COMMONWEALTH OF VIRGINIA  
UNIVERSITY OF MARY WASHINGTON

NOTICE OF CONTRACT RENEWAL  
20 March 2024

UCPUMW 18-703  
HVAC SUPPLIES

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

**Contractor Name:** Complete Facilities Supply  
8801 Virginia Meadows Drive  
Manassas, VA 20109


**Current Contract Period:** 07 September 2023 – 06 September 2024 with one (1) one-year renewal option remaining that if exercised will extend term to 6 September 2025

**Renewal Period:** 07 September 2024 – 06 September 2025

In accordance with the "Renewal of Contract" provision within the special terms and conditions of the original contract, UCPUMW 18-703, 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 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:**   
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**Printed Name:** Julia Harting  
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**Title:** Reg. Sales Mgr.  
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**Date:** 3/21/24  
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