



**CONTRACT RENEWAL LETTER**

**Date:** November 02, 2022  
**Contract #:** UCPJMU5323  
**Service:** Special Event Equipment Rental  
**Renewal Period:** 11/15/2022 to 11/14/2023  
**Renewal #:** 4 of 6 One-Yr  
**Issued By:** James Madison University  
 Garrett Morris, Buyer Senior Ph: 540-568-4501  
 Fx: 540-568-7935

**Contractor:** Skyline Tent Company  
 1327 Carlton Ave.  
 Charlottesville , VA 22902

**Contract Administrator:** Julie Bubb Dove, Facilities Management

**Description of Renewal Notice:**

In accordance with the renewal provision of the original contract all terms, conditions, and specifications of the original contract remain the same during the contract renewal period, along with any modifications that have been incorporated up until this point. The previous contract pricing is hereby replaced with the pricing schedule attached to this renewal.

All invoices shall be submitted within sixty days of contract renewal term expiration as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

Return one executed renewal notice to my attention within ten days.

**Skyline Tent Company**

DocuSigned by:  
**By:**   
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\_\_\_\_\_  
*Name (print)*

Account Manager 11/3/2022  
 \_\_\_\_\_  
*Title Date Signed*

**James Madison University**

**By:**   
 Garrett Morris, CUPO, CPPB

\_\_\_\_\_  
*Name (print)*

Buyer Senior 11/3/2022  
 \_\_\_\_\_  
*Title Date Signed*

**Contract #:** UCPJMU5323  
**Contractor:** Skyline Tent Company  
**Renewal Period:** 11/15/2022 - 11/14/2023  
**Commodity:** Special Event Equipment Rental

1. Contractor Pricing Schedule

- a. Contractor shall provide the purchasing agency with 10% off of the retail price found in *Attachment A, Skyline Tent Equipment List*.
- b. Contractor shall provide the following labor and event services rates:

Installation/Strike Labor	23% of total equipment rental
On-Site Event Attendant	\$110/hour with four hour minimum
Permitting (Daytime)	\$545
Permitting (PM event)	\$817.50
CAD Services	\$545
Per Diem/Hotel	\$163.50

- c. Delivery charges shall include the delivery *and* pick up of rented items. Delivery charges will be in accordance with the Zone Map:

Zone 1/Zone 8	\$885.00
Zone 2	\$413.00
Zone 3	\$177.00
Zone 4	\$590.00
Zone 5	\$944.00
Zone 6	\$354.00
Zone 7	\$472.00
Zone 9	\$1,416.00

- d. Replacement cost for damaged or lost items shall be determined at a fair market value depending upon condition and age of the item. The replacement charge shall not exceed the Contractor’s current cost *plus* freight. Contractor shall provide documentation of item cost to the Purchasing Agency’s request.
- e. All travel related expenses shall receive prior approval from the Purchasing Agency and be in accordance with the Commonwealth of Virginia’s per diem allowance for lodging, meals, and incidental expenses <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- f. Contractor shall not require the Purchasing Agency to place a deposit on rental items.



**Attachment A: Skyline Tent Equipment List**

<b>Equipment</b>	<b>Notes:</b>	<b>Price:</b>
7ft Solid White Sidewall		1.10/lf
8ft or 10ft Solid White Sidewall		2.19/lf
8ft or 10ft Clear Sidewall		3.29/lf
8ft Mesh Sidewall		4.38/lf
10ft Mesh Sidewall		5.48/lf
Tent 10x10 Frame/High Peak	Solid, Hip, 8'	219.00
Tent 10x20 Frame	Solid, Hip, 8'	246.38
Tent 10x30 Frame	Solid, Hip, 8'	328.50
Tent 10x40 Frame	Solid, Hip, 8'	438.00
Tent 10x50 Frame	Solid, Hip, 8'	547.50
Tent 10x60 Frame	Solid, Hip, 8'	657.00
Tent 20x20 Frame/High Peak	Solid	328.50
Tent 20x30 Frame	Solid, Hip, 8'	492.75
Tent 20x40 Frame	Solid, Hip, 8'	657.00
Tent 20x50 Frame	Solid, Hip, 8'	821.25
Tent 20x60 Frame	Solid, Hip, 8'	985.50
Tent 20x70 Frame	Solid, Hip, 8'	1,149.75
Tent 20x80 Frame	Solid, Hip, 8'	1,314.00
Tent 20x90 Frame	Solid, Hip, 8'	1,478.25
Tent 20x100 Frame	Solid, Hip, 8'	1,642.50
Tent 20x120 Frame	Solid, Hip, 8'	1,971.00
Tent 20x140 Frame	Solid, Hip, 8'	2,299.50
Tent 20x200 Frame	Solid, Hip, 8'	3,285.00
20' Wide Navitrac Structure	Solid, Hip, 8'	1,10/sqft
Tent 30x30 Frame	Solid, Hip, 8'	739.13
Tent 30x40 Frame	Solid, Hip, 8'	985.50
Tent 30x50 Frame	Solid, Hip, 8'	1,231.88
Tent 30x60 Frame	Solid, Hip, 8'	1,478.25
Tent 40x40 Frame	Solid, Hip, 8'	1,314.00
Tent 40x60 Frame	Solid, 8'	1,971.00
Tent 40x80 Frame	Solid, 8'	2,628.00
Tent 40x100 Frame	Solid, 8'	3,285.00
Tent 40x60 Pole	Solid, 8'	2,496.60
Tent 40x80 Pole	Solid, 8'	3,328.80
Tent 40x100 Pole	Solid, Hip, 8'	4,161.00
Tent 40x120 Pole	Solid, Hip, 8'	4,993.20

Tent 40x140 Pole	Solid, Hip, 8'	5,825.40
Tent 40x40 Navitrac		1,664.40
Tent 40x60 Navitrac		2,496.60
Tent 40x80 Navitrac	Solid, Hip, 8'	3,328.80
Tent 40x100 Navitrac		4,160.00
Tent 50x50 Navitrac	Solid, Hip, 8'	2,737.50
Tent 50x60 Navitrac	Solid, Hip, 8'	3,285.00
Tent 50x80 Navitrac	Solid, Hip, 8'	4,380.00
Tent 50x100 Navitrac		5,475.00
Tent 60x70 Century Pole	Solid, 8'	3,449.25
Tent 60x100 Century Pole	Solid, 8'	4,927.50
Tent 60x120 Century Pole	Solid, 8'	5,913.00
Tent 60x130 Century Pole	Solid, 8'	6,405.75
Tent 80x100 Century Pole	Solid, Hip, 8'	6,570.00
Tent 80x130 Century Pole	Solid, Hip, 8'	8,541.00
Tent 20Mx20M Losberger	Tent Extends in 5M Sections SOLID	15,330.00
Tent 25Mx25M Losberger	Tent Extends in 5M Sections SOLID	15,330.00
Tent 30Mx30M Losberger	Tent Extends in 5M Sections SOLID	19,929.00