



CONTRACT RENEWAL LETTER

Date: July 29, 2026
Contract #: UCPJMU7322
Service: Special Event Equipment Rentals
Renewal Period: 11/15/2026 to 11/14/2027
Renewal #: 1 of 4 One-Yr
Issued By: James Madison University
Dylan Morris, Buyer Senior
Ph: 540-568-3002
Fx: 540-568-7935

Contractor: CVR Rentals Inc. dba Central Virginia Rental
Attn: Daniel Showalter
2482 Jefferson Highway
Waynesboro, VA 22980
Ph: (540) 943-8173
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 contract pricing will remain the same and is 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.

CVR Rentals Inc. dba Central Virginia Rental

By: Daniel Showalter

Daniel Showalter

Name (print)

President

Title

8/5/24
Date Signed

James Madison University

By: Dylan Morris

Dylan Morris, CUPO

Name (print)

Buyer Senior

Title

7/29/2026

Date Signed

Contract #: UCPJMU7322

Contractor: CVR Rentals Inc. dba Central Virginia Rental

Renewal Period: 11/15/2026 – 11/14/2027

Commodity: Special Event Equipment Rentals

Pricing:

- a. Contractor shall provide the purchasing agency with 10% off of the retail list price found at <https://www.cvrrental.com/index.asp>
- b. Rates include the set-up and take-down of tents, dance floor, and staging. Additional pricing can occur if the set-up and take-down are not curbside to the vehicle.
- c. \$50/hour per person for additional labor costs as requested by the Purchasing Agency with a one (1) hour minimum charge. Time, beyond the initial hour, will be billed in \$12.50 increments.
- d. Purchasing Agency shall not be required to place deposits on ordered rental items.
- e. Contractor shall not exceed 3% credit card on fee on all orders made by Purchasing Agency.
- f. Contractor shall invoice for lost or damaged items at Contractor's purchase cost. Contractor may be required to provide documentation of item cost.
- g. Contractor shall only apply a cancellation charge to tent reservations if cancellation notice is provided by the Purchasing Agency twenty-four (24) hours or less prior to delivery. This cancellation charge shall be fifty (50%) percent of the total tent rental fee. Any cancellations outside of twenty-four (24) hours shall not incur a fee.
- h. The performance of all scheduled equipment rentals is subject to government regulations, civil disorders, disasters, inclement weather, or any events making it illegal or impossible to hold the event for which the rental is for. It is provided that the equipment rental may be terminated without liability including cancellation fees for any one or more of such reasons by written notice from one party to the other.

- i. Delivery charges shall include the delivery and pick up of rented items. Delivery charges are as follows:

<u>School</u>	<u>Delivery/Pick-Up</u>
James Madison University	\$220
University of Virginia	\$280
George Mason University	\$800
University of Mary Washington	\$520
Christopher Newport University	\$1,420
College of William & Mary	\$976
Norfolk State University	\$1,288
Old Dominion University	\$1,280
Virginia Commonwealth University	\$544
Virginia State University	\$736
Longwood University	\$488
Virginia Military Institute	\$320
Virginia Tech	\$640
Radford University	\$672
University of Virginia - Wise	\$1,768

Pricing structure is \$2 per mile per vehicle with the expectation of both delivery and pick-up occurring. CVR Rates include the delivery and stacking of all other Special Event items, including but not limited to serving equipment, flatware, dishware, glassware, tables, and chairs, at the designated delivery site. Additional pricing can occur if the delivery site is not curbside to the vehicle.

1. For any purchase, excluding Point-of-Sale purchases, the University will issue an eVA purchase order based upon a quote provided by your firm. The contract number must be listed on the quote. No work shall be undertaken by the Contractor until a written purchase order is received. No additional agreements, orders forms, or signatures shall be required.
2. Payment Terms – As an agency of the Commonwealth of Virginia, James Madison University makes payment in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment and as such, interest charges will not be accepted.
3. Parties agree that this Negotiation Summary modifies RFP # DKM-1234 and the Contractor's initial response to RFP # DKM-1234, and in the event of conflict this negotiation summary shall take precedence.

4. For all James Madison University orders Contractor shall:
 - a. Contractor shall notify Julie Bubb Dove, JMU Facilities Management Administration, 540-568-4103/bubbja@jmu.edu upon receiving any and all JMU rental orders.
 - b. University students shall not be used for labor during delivery or installation.
 - c. Prior to rental company contractor installing a temporary structure on-campus, JMU Facilities Management marks underground utilities i.e. sprinkler systems, gas lines, electrical. Therefore, it shall be the responsibility of the rental company contractor to ensure that underground utilities are not compromised.
5. The contractor warrants the services under the contract will be performed: (a) in a diligent, professional and workmanlike manner in accordance with the highest applicable industry standards; (b) in accordance with this Agreement and the applicable Statement(s) of Work; and (c) by experienced and qualified personnel.
6. Contractor shall provide proper permitting, spec sheets, and material flammability sheets for tents, stages, and inflatables upon request from the University.
7. Contractor acknowledges that the VHEPC PAC Agreement, October 9th, 2025 shall be incorporated as part of this contract.