



CONTRACT RENEWAL LETTER

Date: August 10, 2026
Contract #: UCPJMU7325
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: Skyline Tent Company
Attn: Lee French
1327 Carlton Ave.
Charlottesville , VA 22902 Ph: 434-977-8368
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 increase by 1.9% in accordance with the "other services" category of the CPI-W. An updated pricing schedule 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.

Skyline Tent Company

DocuSigned by:

By: 

Lee French 82ACC6564E1...

Name (print)

Senior Sales Account Manager 8/25/2026

Title Date Signed

James Madison University

By: 

Dylan Morris, CUPO

Name (print)

Buyer Senior 8/11/2026

Title Date Signed



Contract #: UCPJMU7325

Contractor: Skyline Tent Company

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

Commodity: Special Event Equipment Rentals

1. Contract Pricing Schedule:

a. Contractor shall provide the Purchasing Agency with 10% off of the retail list price found in Attachment A, *Skyline Tent Equipment List*, below.

b. Contractor shall provide the following labor and event services rates:

Installation/Strike Labor	23% of total equipment rental
On-Site Event Attendant	\$137.57/Hour (four-hour min.)
Tent Permit	\$611.40
Drawing/Site Plan Services	\$127.38/hour (four-hour min.)
Per Diem/Hotel	\$203.80/day per install crew member
Project Manager Labor	\$305.70/hour (four-hour min.)

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

Zone 1	\$ 1,477.55
Zone 2	\$ 672.54
Zone 3	\$ 407.60
Zone 4	\$ 962.96
Zone 5	\$ 1,528.50
Zone 6	\$ 570.64
Zone 7	\$ 764.25
Zone 8	\$ 1,436.79
Zone 9	\$ 2,302.94

- d. Contractor shall invoice for lost or damaged items at Contractor's purchase cost. Contractor may be required to provide documentation of item cost.
- e. Contractor shall not require the Purchasing Agency to place a deposit on rental items.
- f. Contractor shall waive all credit card fees for orders below \$5,000. Credit card fees for purchases over \$5,000 shall not exceed 3%.
- g. Cancellation 72 hours prior to installation will incur 50% of order cost. If an event is canceled within 72 hours of installation date, 100% of equipment cost will be invoiced. Any custom project cannot be canceled once confirmed and 100% of invoice will be charged.
- 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. 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.

2. 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.

3. Purchasing Agency will not incur interest charges on any outstanding invoices.

4. 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.

5. 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. Shall provide timely notification that a temporary structure is scheduled to be installed. James Madison University will mark underground utilities in the installation area. Contractor shall be responsible for ensuring that underground utilities are not compromised during the installation of a temporary structure on-campus.

6. 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.

7. Contractor shall provide proper permitting, spec sheets, and material flammability sheets for tents, stages, and inflatables upon request from the University. If requested by the University, Contractor may provide additional site-specific engineering at the pricing listed in 1. B. Labor Rates above.

8. Contractor agrees that the VHEPC PAC Agreement, dated October 9, 2025, shall be incorporated as a part of this contract.

Attachment A: Skyline Tent Equipment List

Equipment	Notes:	Price:	Amount of Anchoring if Required*
7ft Solid White Sidewall		\$ 2.04	N/A
8ft Solid White/ Clear White Sidewall		\$ 5.10	N/A
10ft Solid White/ Clear White Sidewall		\$ 8.15	N/A
8' Solid White/ Clear Kedar Track Sidewall		\$ 10.19	N/A
10' Solid White/ Clear Kedar Track Sidewall		\$ 15.29	N/A
Tent 10x10 Frame/High Peak	White Top, Hip, 8'	\$ 254.75	4 - Water Barrels
Tent 10x20 Frame	White Top, Hip, 8'	\$ 305.70	6 - Water Barrels
Tent 10x30 Frame	White Top, Hip, 8'	\$ 458.55	8 - Water Barrels
Tent 10x40 Frame	White Top, Hip, 8'	\$ 611.40	10 - Water Barrels
Tent 10x50 Frame	White Top, Hip, 8'	\$ 764.25	12 Water Barrels
Tent 20x20 Frame/High Peak	White Top, Hip, 8'	\$ 815.20	8 - Water Barrels
Tent 20x30 Frame	White Top, Hip, 8'	\$ 1,222.80	10 - Water Barrels
Tent 20x40 Frame	White Top, Hip, 8'	\$ 1,630.40	12 - Water Barrels
Tent 20x50 Frame	White Top, Hip, 8'	\$ 2,038.00	16 - Water Barrels
Tent 20x60 Frame	White Top, Hip, 8'	\$ 2,445.60	18 - Water Barrels
Tent 30x30 Frame	White Top, Hip, 8'	\$ 1,834.20	12 - Water Barrels
Tent 30x45 Frame	White Top, Hip, 8'	\$ 2,751.30	14 - Water Barrels
Tent 30x60 Frame	White Top, Hip, 8'	\$ 3,668.40	16 - Water Barrels
Tent 30x75 Frame	White Top, Hip, 8'	\$ 4,585.50	18 - Water Barrels
Tent 30x90 Frame	White Top, Hip, 8'	\$ 5,502.60	20 - Water Barrels
Tent 40x40 Navitrac	White Top, Hip, 8'	\$ 3,260.80	4 - 250lbs Blocks
Tent 40x60 Navitrac	White Top, Hip, 8'	\$ 4,891.20	8 - 250lbs Blocks
Tent 40x80 Navitrac	White Top, Hip, 8'	\$ 6,521.60	10 - 250lbs Blocks
Tent 40x100 Navitrac	White Top, Hip, 8'	\$ 8,152.00	14 - 250lbs Blocks
Tent 40x120 Navitrac	White Top, Hip, 8'	\$ 9,782.40	18 - 250lbs Blocks
Tent 40x140 Navitrac	White Top, Hip, 8'	\$ 11,412.80	20 - 250lbs Blocks
Tent 40x40 Pole	White Top, Hip, 8'	\$ 3,260.80	N/A
Tent 40x60 Pole	White Top, Hip, 8'	\$ 4,891.20	N/A
Tent 40x80 Pole	White Top, Hip, 8'	\$ 6,521.60	N/A
Tent 40x100 Pole	White Top, Hip, 8'	\$ 8,152.00	N/A
Tent 40x120 Pole	White Top, Hip, 8'	\$ 9,782.40	N/A
Tent 40x140 Pole	White Top, Hip, 8'	\$ 11,412.80	N/A
Tent 40x40 Navitrac	White Top, Hip, 8'	\$ 3,260.80	12 - 250lbs Blocks
Tent 40x60 Navitrac	White Top, Hip, 8'	\$ 4,891.20	14 - 250lbs Blocks
Tent 40x80 Navitrac	White Top, Hip, 8'	\$ 6,521.60	16 - 250lbs Blocks
Tent 40x100 Navitrac	White Top, Hip, 8'	\$ 8,152.00	18 - 250lbs Blocks
Tent 40x100 Navitrac	White Top, Hip, 8'	\$ 9,782.40	18 - 250lbs Blocks
Tent 50x50 Navitrac	White Top, Hip, 8'	\$ 6,368.75	16 - 250lbs Blocks
Tent 50x70 Navitrac	White Top, Hip, 8'	\$ 8,916.25	18 - 250lbs Blocks
Tent 50x90 Navitrac	White Top, Hip, 8'	\$ 11,463.75	20 - 250lbs Blocks
Tent 50x110 Navitrac	White Top, Hip, 8'	\$ 14,011.25	20 - 250lbs Blocks
Tent 60x70 Century Pole	White Top, Hip, 8'	\$ 8,559.60	N/A
Tent 60x100 Century Pole	White Top, Hip, 8'	\$ 12,228.00	N/A
Tent 60x120 Century Pole	White Top, Hip, 8'	\$ 14,673.60	N/A
Tent 60x130 Century Pole	White Top, Hip, 8'	\$ 15,896.40	N/A
Structure 20Mx20M Losberger		\$ 17,221.10	Custom Spec. Required
Structure 25Mx25M Losberger		\$ 27,407.02	Custom Spec. Required
Structure 30Mx30M Losberger		\$ 39,145.90	Custom Spec. Required

Tent Anchoring:	Per Unit	
250lbs Concrete Block	\$	76.43
Water Barrels	\$	76.43
Block Covers	\$	25.48
Barrel Covers	\$	25.48
1800 lbs Concrete Block	\$	254.75
Concrete Block Covers	\$	76.43

Lighting:	Per Unit/Strand			
White ETC	\$	50.95		Per Unit
LED Overhead	\$	152.85		Per Unit
Bistro	\$	178.33		Per Strand/Soft

Stage/Deck/Platforms:	Per Square Foot	
Biljax Multi-Stage	\$	6.11
Biljax TF-2100	\$	8.15
Surloc Subfloor	\$	3.06
Duradeck 4x8	\$	91.71

Floor Covering:	Prt Square Foot		
Event Turf	\$	2.04	*Custom Colors*
Carpet	\$	3.57	*Custom Colors*
Vinyl	\$	5.10	*Custom Colors*

Climate Control:	Per Unit	
White Sidepole fan	\$	178.33
80BTU Heater/Tent Heater	\$	458.55
170BTU Heater/ Tent Heater	\$	662.35
A/C Unit	Price TBD Per Request	

Fire Safety Equipment:	Per Unit	
Non-Lit Exit Sign	\$	25.48
Illuminated Exit Sign	\$	152.85
Fire Extinguisher	\$	50.95
Non-Smoking Sign	\$	25.48