



Purchasing Department  
4400 University Drive, Mailstop 3C5  
Fairfax, VA 22030  
Phone: 703.993.2580 | Fax: 703.993.2589  
<http://fiscal.gmu.edu/>

November 15, 2021

Mr. James C. Brooke – [jcb@brookerental.com](mailto:jcb@brookerental.com)  
Brooke Rental Center, Inc.  
321 Mill St. NE  
Vienna, VA 22180

**Subject: Contract Renewal GMU-1606-20, Special Event Rentals  
Renewal (2) of 4**

Dear Mr. Brooke:

As you are probably aware, our current subject contract will expire on January 12, 2022. At this time George Mason University would like to renew the above contract at the current terms, conditions and price schedule for an additional one-year period. The renewal period shall be January 13, 2022 to January 12, 2023. There will be two (2) one-year renewal options remaining on this contract.

If you are in agreement, at your earliest convenience, please sign below and e mail your response to my attention. All other terms and conditions of GMU-1606-20 shall remain unchanged and in full force and effect.

If you have any questions or concerns, please contact me by email at [smagnani@gmu.edu](mailto:smagnani@gmu.edu).

Sincerely,

A handwritten signature in cursive script that reads "Sandra Magnani".

Sandra Magnani  
Senior Buyer

**George Mason University**

DocuSigned by:  
A handwritten signature in cursive script that reads "James Russell".  
2F61E098C77E4DC...  
(Signature)  
  
James F. Russell  
(Printed Name)  
  
Director, Purchasing  
(Title)  
  
1/11/2022  
(Date)

**Brooke Rental Center, Inc.**

A handwritten signature in cursive script that reads "James C. Brooke".  
(Signature)  
  
JAMES C BROOKE  
(Printed Name)  
  
PRESIDENT  
(Title)  
  
1 / 11 / 22  
(Date)