



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

December 7, 2023

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 (4) of 4**

Dear Mr. Brooke:

As you are probably aware, our current subject will expire on January 12, 2024. 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, 2024, to January 12, 2025. There will be no renewal option 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,

Sandra Magnani  
Senior Buyer

**George Mason University**

DocuSigned by:  
  
2F61E006C77E4DC...  
\_\_\_\_\_  
(Signature)

James F. Russell  
\_\_\_\_\_  
(Printed Name)

Director, Purchasing  
\_\_\_\_\_  
(Title)

1/23/2024  
\_\_\_\_\_  
(Date)

**Brooke Rental Center, Inc.**

DocuSigned by:  
  
2A89D435EA434F0...  
\_\_\_\_\_  
(Signature)

Mr. James C. Brooke  
\_\_\_\_\_  
(Printed Name)

President  
\_\_\_\_\_  
(Title)

1/25/2024  
\_\_\_\_\_  
(Date)