

## InterOffice Memorandum

April 3, 2012

To: Sara Hoglund/Contract Administrator

From: Dan James/Facilities Director

RE: Change Order #1/Contract No. 02119-11, Maintenance: UPS Repair & Parts Replacement

---

Approval of Change Order #1 to the contract with Critical Systems Services, Inc., Contract No. 02119-11, to allow for the addition/deletion of items per the attached spreadsheet for a total contract increase of \$11,970. The increase is due to replacing several UPS units this budget year coupled with the expiration of existing manufacturers warranties which forces additional equipment to be placed on the contract. Furthermore request approval to extend the contract for a period of one year effective May 1, 2012 through April 30, 2012 at the same terms and conditions and authorize the Purchasing Agent to execute same.

If I can be of further assistance please do not hesitate to contact me at extension 5331.

C:chgorder1UPSRepairReplacement