

InterOffice Memorandum

July 12, 2012

To: Judy Davis/Contracts Administrator

From: Dan James/Facilities Director

RE: Change Order #2/Filters: Heating, Ventilation & Air Conditioning (HVAC), Contract No. 02174-10

Approval of Change Order #2 to the contract for Filters: Heating, Ventilation & Air Conditioning (HVAC), Contract No. 02174-10, with Mustang Light & Supply to extend the contract for a period of one (1) year, October 1, 2012 through September 30, 2013, in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.2 "Term" contract performance period. All terms and conditions of the contract remain in full force and effect and may only be modified in writing signed by both parties. Furthermore 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:chgorder2hvacfilters