

## InterOffice Memorandum

July 12, 2012

To: Judy Davis/Contract Administrator

From: Dan James/Facilities Director

RE: Change Order #4/IFB No. 03489-09/Services, Maintenance: Plumbing Contractor

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Approval of Change Order #4 to the contract with Plumb Right Services, Inc. for Services, Maintenance: Plumbing Contractor, IFB No. 03489-09, to extend the contract for a period of one year in accordance with Section 4.0 "Special Terms and Conditions", Paragraph 4.4 "Term" contract performance period, effective October 1, 2012 thru and including September 30, 2013. 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, authorization for the Purchasing Agent to execute same.

This change shall be effective upon approval by Commissioners Court. If I can be of further assistance please do not hesitate to contact me at extension 5331.

C:chgorder4plumbingcontractor