

## InterOffice Memorandum

July 12, 2012

To: Judy Davis/Contracts Administrator

From: Dan James/Facilities Director

RE: Change Order #2/IFB No. 03200-10/Services, Maintenance, Electrical Contractor

---

Approval of Change Order #2 to the contract with Boyd Electric, Ltd. for Services, Maintenance, Electrical Contractor, IFB No. 03200-10, to extend for a period of one (1) year, effective October 1, 2012 through and including September 30, 2013 in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.5 "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 Purchasing Agent to finalize and execute same.

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

C:chgorder2electricalcontractorBoyd