

## InterOffice Memorandum

September 7, 2012

To: Judy Davis/ Contract Administrator

From: Dan James/Facilities Director

RE: Change Order #3/Contract No. 04559-09/Supplies: Electrical, Parts & Materials

---

Approval of Change Order #3 to the contract with C&W Electric for Supplies: Electrical, Parts & Materials, Contract No. 04559-09, to extend for a period of one year in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.3 "Term" contract performance period, effective October 1, 2012 thru and including September 30, 2013.

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