

InterOffice Memorandum

September 7, 2012

To: Matt Dobecka/Contracts Administrator

From: Dan James/Facilities Director

RE: Change Order #3/Services: Mowing, Contract No. 07723-09

I request approval of Change Order #3 to extend the contract for Services: Mowing, Contract No. 07723-09, in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.2 "Term" contract performance period is hereby extended as specified for one (1) year effective October 1, 2012 through September 30, 2013. Furthermore, authorization for the Purchasing Agent to execute same.

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

C:chgorder3mowing