

InterOffice Memorandum

March 1, 2013

To: Sara Hoglund/Contract Manager

From: Dan James/Facilities Director

RE: Change Order #4/Maintenance: Elevators/Escalators, Contract No. 02360-09

Approval of Change Order #4 to the contract with Texas Independent Elevator Co. for Maintenance: Elevators/Escalators, Contract No. 02360-09, Item No. 02360-09-1-03, to allow for the removal of five (5) elevators located in the University Drive Courts Facility, effective immediately. 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:chgorder4txindependenteelevator