

InterOffice Memorandum

March 4, 2013

To: Judy Davis/Contracts Administrator

From: Dan James/Facilities Director

RE: Change Order #1/Services: Janitorial, Contract #2013-033

Approval of Change Order #1 to the contract for Services: Janitorial, Contract No. 2013-033, with James Janitorial Services to allow for the following changes: (1) remove 5,753 square feet from the Health Care Annex Facility, 825 N. McDonald, McKinney; and (2) remove Physicians For Children d/b/a MyChildren's, 900 E. Park Blvd, Suite 100, Plano, Texas, a total of 4,454 square feet. 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:chgorder1janitorial2013