

InterOffice Memorandum

March 12, 2013

To: Judy Davis/Contract Administrator

From: Dan James/Facilities Director

RE: Change Order #2/Contract No. 02119-11/Maintenance: UPS Repair & Parts Replacement

Approval of Change Order #2 to the Maintenance: UPS Repair and Parts Replacement Contract with Critical Systems Services, Inc. for a renewal period of one (1) year, effective May 1, 2013 thru April 30, 2014 at the same terms and conditions; and to allow the addition of items in the amount of \$4,108.75 per the attached documentation. The new contract total will be \$80,358.75.

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

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