

InterOffice Memorandum

May 7, 2013

To: Judy Davis/Contract Administrator

From: Dan James/Facilities Director

RE: Change Order #7/Contract No. 03490-09/Services, Exterminator, Pest Control and Termite Prevention/Treatment

Approval of Change Order #7 to the contract with Prime Pest Management, Contract No. 03490-09, to extend the contract for a period of one (1) year, effective October 1, 2013 through September 30, 2014 in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.3 "Term" contract performance period. 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:chgorder7primepestmgmt