

## InterOffice Memorandum

September 20, 2013

To: Judy Davis/Contracts Administrator

From: Dan James/Facilities Director

RE: Change Order #1/Contract No. 05263-12/Supplies: Janitorial/Pollock Paper Distributors

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Approval of Change Order #1 to the contract for Supplies: Janitorial, with Pollock Paper Distributors, Contract No. 05263-12, to extend the contract period for one (1) year in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.5 "Term" contract performance period, effective October 1, 2013 through and including September 30, 2014. Request approval to delete from the contract the following items: Glit Buffer Pads (discontinued), bid item #05263-12-01-24, buffer pads 19" – white; bid item #05263-12-01-25, buffer pads 19" – black; and, bid item #05263-12-01-26, buffer pads 20" – white; and request approval to add the following items to the contract at the same cost: Radiance buffer pads, bid item #05263-12-01-45, buffer pads 19" – white; bid item #05263-12-01-46, buffer pads 19" – black; and bid item #05263-12-01-47, buffer pads 20" – white. Furthermore authorize the Purchasing Agent to execute same.

This change shall be effective October 1, 2013 through and including September 30, 2014. If I can be of further assistance please do not hesitate to contact me at extension 5331.