

## InterOffice Memorandum

February 26, 2014

To: Judy Davis/Contracts Administrator

From: Dan James/Facilities Director

RE: Change Order #3/Services: Janitorial, Contract #2013-033

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Approval of Change Order #3 to the contract for Services: Janitorial, Contract No. 2013-033, with James Janitorial Services to add 5,753 square feet, previously removed from contract due to the renovation project, located in the Health Care Annex Facility, 825 N. McDonald, McKinney at a monthly cost of \$284.77. Funds were budgeted for FY14 and available in account #001-4019-560-7402. 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:chgorder3janitorial2014