

InterOffice Memorandum

August 28, 2014

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Change Order #3/IFB No. 05263-12/Supplies: Janitorial, Pyramid School Products

Approval of Change Order #3 to the contract with Pyramid School Products for Supplies: Janitorial, IFB No. 05263-12, to allow for the addition of three (3) products: (1) 05263-12-01-24 Buffer Pads, Floor 19", White, Brand Name - ACS 51-19 @a cost of \$10.99/cs; (2) 05263-12-01-25 Buffer Pads, Floor 19", Black, Brand Name - ACS 72-19 @a cost of \$10.99/cs; and, (3) 05263-12-01-26 Buffer Pads, Floor 20", White, Brand Name – ACS 51-20 @a cost of \$11.89/cs. All terms and conditions of the contract remain in full force and effect and may only be modified in writing signed by both parties. Furthermore, authorize Purchasing Agent to finalize and execute same.

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