

## InterOffice Memorandum

September 2, 2014

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Change Order #2/Contract No. 05263-12/Supplies: Janitorial/Pollock  
Paper Distributors

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Request approval of Change Order #2 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, 2014 through and including September 30, 2015. Additionally, I am requesting approval to delete the following line items/products from the contract: Line Item 05263-12-01-40, Hand Sanitizer Wipes; Line Item 05263-12-01-24, Buffer Pads, Floor 19", White; Line Item 05263-12-01-25, Buffer Pads, Floor 19", Black; and, Line Item 05263-12-01-26, Buffer Pads, Floor 20", White; and, pricing per the attached documentation. 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.