

## InterOffice Memorandum

September 2, 2014

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Change Order #5/Maintenance: Elevators/Escalators, Contract No. 02360-09

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Approval of Change Order #5 to the contract with Texas Independent Elevator Company for Maintenance: Elevators/Escalators, Contract No. 02360-09, to extend for a period of an additional sixty (60) days, October 1, 2014 through November 30, 2014, based on the existing terms, conditions and pricing set forth and awarded on the contract. 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.