

InterOffice Memorandum

September 9, 2014

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Change Order #4/Services: Janitorial, Contract #2013-033

Request approval of Change Order #4 to the contract for Services: Janitorial, Contract No. 2013-033, with James Janitorial Services, LLC to extend the contract for a period of one year, effective October 1, 2014 through September 30, 2015 in accordance with paragraph 5.2 "Term" contract performance period; request approval of a price increase in accordance with Section 5.0 "Special Conditions and Specifications", paragraph 5.4 price re-determination, increase of contract square foot pricing from \$0.0495 to \$0.0508 which is a 2.6% increase totaling \$11,488.44 to cover wage and labor costs. Total contract price will be \$448,935.60. Additionally request approval to amend the contract to add pricing for added services that are above and beyond the scope of work not included in the contract as follows: Strip/wax, \$0.18 per square foot; Scrub/wax, \$0.16 per square foot; Carpet extraction, \$0.18 per square foot. 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 the Purchasing Agent to execute same.

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