

InterOffice Memorandum

January 27, 2015

To: Sara Hoglund/Assistant Purchasing Agent

From: Dan James/Facilities Director

RE: Change Order #1/Maintenance: Elevators/Escalators, Oracle Elevator,
Contract No. 2014-176

Approval of Change Order #1 to the contract with Oracle Elevator for Maintenance: Elevators/Escalators, Contract No. 2014-176, to make the following changes: (1) Delete Courthouse, 2100 Bloomdale location in its entirety in the amount of \$4,885 per month. All other locations remain for a total monthly cost of \$1,156.50. 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.

C:chgorder1oracleelevator