

InterOffice Memorandum

May 21, 2015

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Change Order #1/Contract No. 2014-164/Maintenance: UPS Repair and Parts Replacement

Request approval of Change Order #1 to the contract with Power 4U for Maintenance: UPS Repair and Parts Replacement, Contract No. 2014-164, to extend the contract period for one (1) year in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.2 "Term" contract performance period, effective October 1, 2015 through and including September 30, 2016. 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:chgorder1upsmaintenance2016