

InterOffice Memorandum

May 21, 2015

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Change Order #1/Contract No. 2014-175/Services: Exterminator Pest Control and Termite Prevention/Treatment

Approval of Change Order #1 to the contract with Collin County Pest Services, Contract No. 2014-175, to extend for a period of one (1) year, effective October 1, 2015 through and including September 30, 2016 in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.4 "Term" contract performance period. 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 Purchasing Agent to finalize and execute same.

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