

InterOffice Memorandum

May 21, 2015

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Change Order #5/Services: Janitorial, Contract #2013-033

Approval of Change Order #5 to the contract with James Janitorial Services, LLC. for Services: Janitorial, Contract No. 2013-033, to extend for a period of one (1) year effective October 1, 2015 through and including September 30, 2016 in accordance with Section 5.0 "Special Conditions and Specifications", paragraph 5.2 "Term" contract performance period is hereby extended as specified. Also, requesting authorization to add a full time Dayporter at the HealthCare Annex Facility for a cost of \$2,600 per month, effective October 1, 2015. 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.