

InterOffice Memorandum

September 2, 2014

To: John Griffin/Buyer II

From: Dan James/Facilities Director

RE: Contract Amendment #1/RFP No. 2015-052/Fire Alarm/Fire Sprinkler Inspections, Testing, Maintenance and Repairs

Request approval of Contract Amendment #1 to the contract for Fire Alarm/Fire Sprinkler Inspections, Testing, Maintenance and Repairs, RFP No. 2015-052, to extend the contract period for one (1) year in accordance with Section 5.0 "Special Terms and Conditions", paragraph 5.4 "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.