

## InterOffice Memorandum

February 12, 2016

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Change Order No. 6, Services: Janitorial, Contract No. 2013-033

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Approval of Change Order No. 6 to the contract with James Janitorial Services for Services: Janitorial, Contract No. 2013-033, to allow for the following: Collin County Elections Facility, 2010 Redbud Blvd., Suite 102, McKinney, Texas add 6,220 square feet at a cost of \$0.0508 per square foot/\$315.98 per month, effective upon approval of Commissioners Court. 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.