

**InterOffice Memorandum**  
May 10, 2016

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Contract Extension: Maintenance: UPS, IFB No. 2014-164

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Request approval to extend the Maintenance Contract: UPS, IFB No. 2014-164 with Power 4U for an additional 12 month period to include terms, conditions and pricing set forth in the original bid award, effective October 1, 2016 through September 30, 2017.

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