

InterOffice Memorandum

May 10, 2016

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Contract Extension: Services, Janitorial, RFP No. 2013-033

Request approval to extend the Services: Janitorial Contract, RFP No. 2013-033 with James Janitorial Services, LLC for an additional 12 month period to include terms, conditions and pricing set forth in the original 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.