

## InterOffice Memorandum

January 23, 2018

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Contract Renewal: Elevators/Escalators Maintenance Agreement,  
Contract #2016-134

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Request approval to renew the Contract for Elevators/Escalators Maintenance, Contract No. 2016-134, with ThyssenKrupp in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.2 "Term." Contract performance period is hereby extended for an additional 12 month period as specified effective April 1, 2018 thru March 31, 2019 (Renewal 2 of 2).

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