

InterOffice Memorandum
April 10, 2018

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Contract Renewal: Services: Pest Control, IFB 2017-217

Request approval to renew the Contract for Services: Pest Control, IFB No. 2017-217, with Graham Pest Control, Inc. 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 October 1, 2018 thru September 30, 2019 (Renewal 1 of 4).

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