

## InterOffice Memorandum

August 28, 2018

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Contract Renewal: Services: Janitorial, Contract #2017-172

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Request approval to renew the Contract for Services: Janitorial, Contract No. 2017-172, with Oriental Building Services, Inc. in accordance with Section 5.0 "Special Terms and Conditions", paragraph 5.2 "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.