

InterOffice Memorandum

May 23, 2019

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Service Agreement: Security Gate Repair, Parts and Services, IFB NO. 2016-295

Request approval to renew a Service Agreement with Orion Access Control, Inc./dba Royal Access Control for security gate repair, parts and services, IFB No. 2016-295, effective October 1, 2019 thru and including September 30, 2020 (Renewal 3 of 3).

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