

## InterOffice Memorandum

September 12, 2012

To: Sara Hoglund/Contracts Administrator

From: Dan James/Facilities Director

RE: Change Order #4/Maintenance: Elevators/Escalators, Contract No. 02360-09

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Approval of Change Order #4 to the contract with Schindler Elevator Corporation for Maintenance: Elevators/Escalators, Contract No. 02360-09, to allow for the addition of two (2) escalators located in the new Bloomdale Courthouse addition, effective November 1, 2012 at a cost of \$690.00 per month; amend the contract to include callbacks due to escalator safeties being tripped and requiring a technician to reset during normal working hours. If a reset is required after normal working hours the price will be \$450 including travel, expenses and time on site. Pricing for service calls not covered by the contract are as follows: \*Regular Hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays: \$192.60; \*Overtime Hours, Monday through Friday, after 5:00 p.m. and before 8:00 a.m. and Saturdays excluding holidays: \$286.49; \*Double Time Hours, Sundays, Elevator Holidays: \$337.05. Furthermore approval to extend for a period of one (1) year, October 1, 2012 through September 30, 2013, in accordance with Section 4.0 "Special Terms and Conditions", Paragraph 4.2 "Term" contract performance period. Furthermore, authorize the Purchasing Agent to execute same.

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