

## InterOffice Memorandum

September 12, 2012

To: Sara Hoglund/Contracts Administrator

From: Dan James/Facilities Director

RE: Change Order #3/Maintenance: Elevators/Escalators, Contract No.  
02360-09

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Approval of Change Order #3 to the contract with Texas Independent Elevator Company for Maintenance: Elevators/Escalators, Contract No. 02360-09, 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.