

InterOffice Memorandum

May 2, 2013

To: Judy Davis/Contracts Administrator

From: Dan James/Facilities Director

RE: Change Order #3/IFB No. 03225-10/Services, Maintenance, HVAC Contractor

Approval of Change Order #3 to the contract with Gulf Energy Systems for Services, Maintenance, HVAC Contractor, IFB No. 03225-10, to extend the contract for a period of one year, effective October 1, 2013 through September 30, 2014 in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.3 "Term" contract performance period. All terms and conditions of the contract remain in full force and effect and may only be modified in writing signed by both parties. Furthermore authorize the Purchasing Agent to finalize and execute same.

This change shall be effective upon approval by Commissioners Court. If I can be of further assistance please do not hesitate to contact me at extension 5331.