

InterOffice Memorandum

May 9, 2013

To: Judy Davis/Contracts Administrator

From: Dan James/Facilities Director

RE: Change Order #2/Services: Janitorial, RFP#2013-033

Approval of Change Order #2 to the contract for Services: Janitorial, RFP No. 2013-033, with James Janitorial Services 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 4.5 "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 execute same.

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