

InterOffice Memorandum

May 21, 2013

To: Judy Davis/ Contract Administrator

From: Dan James/Facilities Director

RE: Change Order #4/Contract No. 04559-09/Supplies: Electrical, Parts & Materials

Approval of Change Order #4 to the contract with C&W Electric for Supplies: Electrical, Parts & Materials, Contract No. 04559-09, to extend for a period of one year in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.3 "Term" contract performance period, effective October 1, 2013 thru and including September 30, 2014. 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.

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