

InterOffice Memorandum

July 23, 2013

To: Judy David/Contracts Administrator

From: Dan James/Facilities Director

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

Approval of Change Order #4 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, 2013 through September 30, 2014, 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.

C:chgorder4TXIndependentElevator