

InterOffice Memorandum

May 24, 2016

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Contract Extension: Supplies: Janitorial, Pollock Paper Distributors,
Contract No. IFB 2015-148

Request approval to renew the Contract for Supplies: Janitorial, Contract No. IFB 2015-148 with Pollock Paper Distributors for an additional 12 month period to include terms, conditions and pricing set forth in the original bid award, effective October 1, 2016 through September 30, 2017.

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