

## InterOffice Memorandum

May 24, 2016

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Contract Extension: Supplies: Janitorial, Infinity Supply & Service, Inc.,  
Contract No. IFB 2015-148

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Request approval to renew the Contract for Supplies: Janitorial, Contract No. IFB 2015-148 with Infinity Supply & Service, Inc., 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.

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