

InterOffice Memorandum

May 15, 2017

To: J.D. Griffin/Buyer II

From: Dan James/Facilities Director

RE: Contract Extension: Security Gate Repair, Parts and Services, IFB No. 2016-295

Request approval to renew the Contract for Security Gate Repair, Parts and Services, IFB No. 2016-295, with Orion Access Control, Inc., dba Royal Access Control, for an additional 12 month period to include terms, conditions and pricing set forth in the original bid award, effective October 1, 2017 through September 30, 2018.

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