

InterOffice Memorandum

May 16, 2017

To: Shannon Poe/Buyer II

From: Dan James/Facilities Director

RE: Contract Extension: HVAC Contractor, IFB No. 2015-141

Request approval to renew the Contract, HVAC Contractor, IFB No. 2015-141, with 3D Mechanical for an additional 12 month period (last renewal) 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.