

## InterOffice Memorandum

May 22, 2017

To: Shannon Poe/Buyer II

From: Dan James/Facilities Director

RE: Amendment #1/Contract No. 2015-148/Supplies, Janitorial, Pollock Paper Distributors, Inc.

---

Request approval of Amendment #1 to the Supplies, Janitorial, Contract No. 2015-148, with Pollock Paper Distributors, Inc. per the attached document. Furthermore, in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.2 "Term" contract performance period is hereby extended as specified for 1 year 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.

C:amendment#1pollockpaper2018