

InterOffice Memorandum

May 22, 2017

To: Shannon Poe/Buyer II

From: Dan James/Facilities Director

RE: Contract Extension: Services: Vending, 2015-150

Request approval to renew the Contract for Services: Vending, 2015-150, with VendPro 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 (2 of 2).

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