

InterOffice Memorandum

May 31, 2017

To: Shannon Poe/Buyer II

From: Dan James/Facilities Director

RE: Contract Renewal: Supplies: Janitorial, Eagle Brush/Contract No. 2015-148

Request approval to renew the Contract for Supplies: Janitorial, Contract No. 2015-148, with Eagle Brush 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 (2 of 2).

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