

InterOffice Memorandum

July 7, 2017

To: Sara Hoglund/Buyer II

From: Dan James/Facilities Director

RE: Contract Renewal: Supplies: Plumbing/Contract No. 2016-113

Request approval to renew the Contract for Supplies: Plumbing, Contract No. 2016-113, with Johnson-Burks Supply Co., Inc. in accordance with Section 4.0 "Special Terms and Conditions", paragraph 4.2 "Term" contract performance period is hereby extended for an additional 12 month period as specified effective October 1, 2017 through September 30, 2018 (Renewal 1 of 3).

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

C:Contractrenewal#1plumbingsupplies2018