

InterOffice Memorandum

September 28, 2017

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Contract Extension: Services: Janitorial, Contract No. 2013-033

Request approval to extend the contract for Services: Janitorial, Contract No. 2013-033 with James Janitorial Services, LLC, effective October 9, 2017 thru December 1, 2017 at a total cost of \$93,000. Furthermore, authorize the Purchasing Agent to execute same.

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

C:contractextensionjanitorial2018