

## InterOffice Memorandum

June 5, 2018

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Contract Renewal: Security Gate Repair Parts and Services, IFB 2016-295

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Request approval to renew the Contract for Security Gate Repair Parts and Services, IFB No. 2016-295, with Orion Access Control, Inc., dba Royal Access Control 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, 2018 thru September 30, 2019 (renewal 2 of 3).

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