

InterOffice Memorandum

July 19, 2019

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Contract Renewal: Services: Pest Control, Contract No. 2017-217

Request approval to renew the contract for Services: Pest Control with Graham Pest Control, Inc. Contract No. 2017-217, effective October 1, 2019 thru and including September 30, 2020 (Renewal 2 of 4).

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