

## InterOffice Memorandum

July 19, 2019

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

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

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Request approval to renew the contract for Supplies: Plumbing with Johnson Burks Supply Co., Inc., Contract No. 2016-113, effective October 1, 2019 thru and including September 30, 2020 (Renewal 3 of 3).

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

C:Contractrenewalplumbingsupplies2020