

InterOffice Memorandum

September 30, 2019

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Contract Renewal: Elevators/Escalators Maintenance Agreement, Coop
Contract Region 4 ESC Contract R150801

Request approval to renew the Contract for Elevators/Escalators Maintenance, Contract No. R150801, with ThyssenKrupp 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, 2019 thru September 30, 2020.

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