



# CITY OF ORLANDO

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## MEMORANDUM

**Date:** April 15, 2014

**To:** David Billingsley, Chief Procurement Officer  
City Purchasing Department

**Thru:** David Dunn, Fleet & Facilities Division Manager  
Office of Business & Financial Services

**From:** Jim Peters, Assistant Construction Manager  
Fleet & Facilities Management Division

*For David Dunn*

*JP*

**SUBJECT: ELEVATOR MAINT. CONTRACT of Denver PC94002 / Orlando C10-0159**

Facilities Management requests to enter into a Annual Contract Agreement with KONE INC. for elevator maintenance and repair services. Our intent is to piggyback the U. S. Communities Contract #201414653-00. We will furnish a FIS, so the council preparation can be completed. Please consider this message a official request from Facilities Management.

J.P.

Please contact me at 321-231-1756 if you have any questions regarding this proposal.