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To: Board of Education  
From: Catherine Chang  
Date: November 9, 2017  
Re: Review of Cleaning Services Contract

As is the District's practice, our services contracts are reviewed by our school attorney on a rotating annual basis. This year, the cleaning service contract is on schedule to be reviewed by our attorney.

The District retained cleaning services from GCA Services since 1998/1999. The original bid document and subsequent addendum were reviewed by attorney James Levi of Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP, in May 2014. The necessary revisions were subsequently implemented in the following year's "Amendment to the Services Agreement".

It is management's recommendation that since no changes to the bid document or addendum has been made since the review in 2014, we will obtain legal review only when changes are made.