

InterOffice Memorandum

April 3, 2012

To: Judy Davis/ Contract Administrator

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Services: Janitorial, RFP No. 04199-12

I am requesting authorization to advertise for bids for Services: Janitorial, RFP No. 04199-12.

I appreciate your consideration of my request. If I can be of further assistance please do not hesitate to contact me at extension 5331.

C:advertiseforbidsjanitorial2012