

**InterOffice Memorandum**  
**April 20, 2012**

To: Judy Davis/Contract Administrator

From: Dan James/Facilities Director

RE: Solicitation IFB No. 04205-12/Advertise: Services:  
Uniform/Miscellaneous Rental and Laundry

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I am requesting approval of specifications and authorization to advertise for bids  
Services: Uniform/Miscellaneous Rental and Laundry, IFB No. 04205-12.

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:advertisemisrentalandlaundry