

**InterOffice Memorandum**  
May 18, 2012

To: Judy Davis/ Contract Administrator

From: Dan James/Facilities Director

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

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I am requesting authorization to reject all 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:rejectbidsjanitorial2012