

InterOffice Memorandum

July 31, 2012

To: Judy Davis/ Contract Administrator

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Supplies: Janitorial, IFB No. 05263-12

I am requesting authorization to advertise for bids for Supplies: Janitorial, IFB No. 05263-12.

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:advertiseforbidsjanitorialsupplies052632012