

InterOffice Memorandum
September 4, 2012

To: Judy Davis/ Contract Administrator
From: Dan James/Facilities Director
RE: Award of Bid: Janitorial Services, RFP No. 05262-12

Upon evaluation of the submitted bid tabulation packet for Janitorial Services, I recommend that we award the bid to CTJ Maintenance Inc., lowest and most responsive bidder. Total annual cost of this contract will be \$405,001.02 and becomes effective October 1, 2012 with four annual renewals.

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