

InterOffice Memorandum

August 6, 2013

To: Judy Davis/ Contract Administrator

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Services, Maintenance: Plumbing Contractor, IFB No. 2013-297

I am requesting authorization to advertise for bids for Services, Maintenance: Plumbing Contractor, IFB No. 2013-297.

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:advertiseforbidsplumbingcontractor2014