

InterOffice Memorandum
September 9, 2013

To: Judy Davis/ Contract Administrator

From: Dan James/Facilities Director

RE: Authorization to Reject Bids: Filters, Heating, Ventilation, Air
Conditioning (HVAC), IFB No. 2013-190

I am requesting authorization to reject all bids for Filters, Heating, Ventilation, Air Conditioning (HVAC), IFB No.2013-190.

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:rejectbidsfilters2013