

InterOffice Memorandum

March 7, 2014

To: Judy Davis/Contract Administrator

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Maintenance, UPS Repair and Parts Replacement, IFB No. 2014-164

I am requesting authorization to advertise for bids for Maintenance, UPS Repair and Parts Replacement, IFB No. 2014-164.

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:advertiseforbidsUPSmaintenance14