

InterOffice Memorandum

May 14, 2014

To: Judy Davis/Contract Administrator

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Services: Exterminator, Pest Control, Termite Prevention/Treatment Solicitation, IFB No. 2014-175

I am requesting authorization to advertise for bids for Services: Exterminator, Pest Control, Termite Prevention/Treatment Solicitation, IFB No. 2014-175.

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:advertiseforbidsExtermination2014175