

InterOffice Memorandum
August 14, 2014

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Maintenance: Elevators/Escalators,
IFB No. 2014-176

I am requesting authorization to advertise for bids for Services: Maintenance, Elevators/Escalators, IFB No. 2014-176.

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:advertiseforbidselatorsifb2014176