

InterOffice Memorandum

October 21, 2014

To: John Griffin/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Maintenance/Repair/Operations
Parts, Supplies and Related Services, IFB No. 2015-010

I am requesting authorization to advertise for bids for Maintenance/Repair/Operations Parts, Supplies and Related Services, IFB No. 2015-010.

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:advertiseforbidsmaintenance/repair/operationsparts2015010