

InterOffice Memorandum

January 8, 2015

To: John Griffin/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Proposals: Fire Alarm/Fire Sprinkler
Inspections, Testing, Maintenance and Repairs, RFP No. 2015-052

I am requesting authorization to advertise for proposals for: Fire Alarm/Fire Sprinkler Inspections, Testing, Maintenance and Repairs, RFP No. 2015-052.

I appreciate your consideration of my request. If I can be of further assistance please do not hesitate to contact me at extension 5331.

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