

InterOffice Memorandum

May 4, 2015

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Supplies, Janitorial IFB No. 2015-148

I am requesting authorization to advertise for bids for Supplies, Janitorial IFB No. 2015-148.

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:advertiseforbidjanitorialsupplies2015