

## InterOffice Memorandum

June 9, 2015

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Services, Maintenance: HVAC Contractor, IFB 2015-141

---

I am requesting authorization to advertise for bids for Services, Maintenance: HVAC Contractor, IFB 2015-141.

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:advertiseforbidsHVAC2016