

**InterOffice Memorandum**  
September 2, 2016

To: John Griffin/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Security Gate Repair Parts and Services, IFB No. 2016-295

---

I am requesting authorization to advertise for bids for Security Gate Repair Parts and Services, IFB No. 2016-295.

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:advertiseforbidssecuritygatepartsrepairs2017