

## InterOffice Memorandum

October 19, 2016

To: John Griffin/Buyer II

From: Dan James/Facilities Director

RE: Award: Security Gate Repair, Parts and Services/Solicitation IFB No.  
2016-295

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Upon evaluation of the submitted bid tabulation packet for Security Gate Repair, Parts and Services (IFB No. 2016-295), I recommend that we award the bid to the sole bidder, Royal Access Control, effective date of award.

If I can be of further assistance please do not hesitate to contact me at extension 5331.