

InterOffice Memorandum
April 24, 2018

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: HVAC Contractor, IFB No. 2018-233

I am requesting authorization to advertise for bids for a HVAC Contractor, IFB No. 2018-233.

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:advertiseforbidshvaccontractor19