

## InterOffice Memorandum

December 19, 2018

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Authorization to Advertise for Proposals: Services, Controls Integrator,  
RFP No. 2019-096

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I am requesting authorization to advertise for proposals for Services, Controls Integrator, RFP No. 2019-096.

I appreciate your consideration of my request. If I can be of further assistance please do not hesitate to contact me at extension 5331.

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