

InterOffice Memorandum

June 14, 2019

To: Michalyn Rains/Purchasing Agent
From: Dan James/Facilities Director
RE: Award: Janitorial Supplies, IFB No. 2018-251

Upon evaluation of the submitted bid tabulation packet for Supplies: Janitorial, IFB No. 2018-251, I recommend that we award the bid items to the various vendors per the attached contract data.

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

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