

InterOffice Memorandum

October 4, 2019

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Plumbing Contractor Services, IFB
No. 2019-380

I am requesting authorization to advertise for bids, Plumbing Contractor Services, IFB No. 2019-380.

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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