

## InterOffice Memorandum

December 3, 2019

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: UPS, IFB No. 2020-071

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I am requesting authorization to advertise for bids, UPS, IFB No. 2020-071.

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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