

InterOffice Memorandum

October 18, 2012

To: Judy Davis/ Contract Administrator

From: Dan James/Facilities Director

RE: Authorization to Re-Advertise for Bids: Services: Janitorial, RFP No.
2013-033

I am requesting authorization to re-advertise for bids for Services: Janitorial, RFP No. 2013-033.

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:readvertsieforbidsjanitorial2013-033