

## InterOffice Memorandum

December 3, 2012

To: Judy Davis/Contract Administrator  
From: Dan James/Facilities Director  
RE: Award of Bid: Janitorial Services, RFP No. 2013-033

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Upon evaluation of the submitted bid tabulation packet for Janitorial Services, I recommend that we award the bid to James Janitorial Services. Total annual cost of this contract will be \$364,539.29 and becomes effective January 1, 2013 with four annual renewals.

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

C:awardjanitorialservicescontract2013james