

InterOffice Memorandum

December 4, 2012

To: Judy David/Contract Administrator

From: Dan James/Facilities Director

RE: Solicitation IFB No. 05263-12/Supplies: Janitorial

Upon evaluation of the submitted bid tabulation packet for Supplies: Janitorial (IFB No. 05263-12), I recommend that we award the bid items as per the attached documentation, effective date of award.

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

C:awardjanitorialsupplies2013