

InterOffice Memorandum

May 22, 2013

To: Judy Davis/ Contract Administrator

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Filters: Heating, Ventilation & Air
Conditioning (HVAC), IFB No. 2013-190

I am requesting authorization to advertise for bids for Filters: Heating, Ventilation & Air Conditioning (HVAC), IFB No. 2013-190.

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:advertiseforbidsfiltersHVAC2014