

InterOffice Memorandum

June 3, 2014

To: John Griffin/Contract Administrator

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Commercial Washers, Dryers and
Installation, IFB No. 2014-239

I am requesting authorization to advertise for bids for Commercial Washers, Dryers and Installation, IFB No. 2014-239.

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:advertiseforbidscommercialwashers&dryers