

InterOffice Memorandum
September 9, 2013

To: John Griffin/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Reject Bids: Supplies: Electrical, Parts and Materials,
IFB No. 2014-216

I am requesting authorization to reject all bids for Supplies: Electrical, Parts and Materials, IFB No. 2014-216.

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:rejectbidselectricalsupplies2014216