

InterOffice Memorandum

March 16, 2016

To: Jennifer Turner/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Services, Maintenance: Plumbing Contractor, IFB No. 2016-112

I am requesting authorization to advertise for bids for Services, Maintenance: Plumbing Contractor, IFB No. 2016-112.

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

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