

InterOffice Memorandum

April 20, 2017

To: Shannon Poe/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Maintenance, Repair and Parts
Replacement: UPS, IFB No. 2017-178

I am requesting authorization to advertise for bids for Maintenance, Repair and Parts Replacement: UPS, IFB No. 2017-178.

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:advertsieforbidsUPSrepairreplacement