

## InterOffice Memorandum

May 2, 2017

To: Shannon Poe/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Services: Janitorial, IFB No. 2017-172

---

I am requesting authorization to advertise for bids for Services: Janitorial, IFB No. 2017-172.

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:advertsieforbidsjanitorialservices2018