

InterOffice Memorandum

June 22, 2017

To: Shannon Poe/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Services: Pest Control, IFB No.
2017-217

I am requesting authorization to advertise for bids for Services: Pest Control, IFB No. 2017-217.

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:advertsieforbidspestcontrol2018