

InterOffice Memorandum

June 14, 2017

To: Shannon Poe/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Uninterruptible Power Supply (UPS) Systems, IFB No. 2017-182

I am requesting authorization to advertise for bids for Uninterruptible Power Supply (UPS) Systems (year 1 and 2 UPS refresh), IFB No. 2017-182.

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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