

InterOffice Memorandum
September 18, 2017

To: Shannon Poe/Buyer II
From: Dan James/Facilities Director
RE: Award: Services: Janitorial, RFP No. 2017-172

Upon evaluation of the submitted packet for Services: Janitorial, (RFP No. 2017-172), I recommend that we award to the best evaluated offeror meeting specifications, Oriental Services, effective October 2, 2017.

If I can be of further assistance please do not hesitate to contact me at extension 5331.

C:awardjanitorial2018