

InterOffice Memorandum
September 18, 2017

To: Shannon Poe/Buyer II

From: Dan James/Facilities Director

RE: Award: Services: Pest Control, IFB No. 2017-217

Upon evaluation of the submitted bid tabulation packet for Services: Pest Control, (IFB No. 2017-217), I recommend that we award the bid to the lowest bidder meeting specifications, Graham Pest Control, Inc., effective October 2, 2017.

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

C:awardpestcontrol2018