

InterOffice Memorandum

September 27, 2018

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Janitorial Supplies, IFB No. 2018-251

I am requesting authorization to advertise for bids, Janitorial Supplies, IFB No. 2018-251.

I appreciate your consideration of my request. If I can be of further assistance please do not hesitate to contact me at extension 5331.