

## InterOffice Memorandum

January 13, 2020

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Construction: Door Replacements  
IFB No. 2020-089

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I am requesting authorization to advertise for bids, Construction: Door Replacements at the Adult Detention and Minimum Security Facilities, IFB No. 2020-089.

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