



MEMORANDUM

DEC 2

TO: John Stephen, CPPB, Senior Buyer
FROM: Stephen Seefeld, CCCA *SS*
Operation Services
DATE: December 20, 2001
RE: Bid #5653 Annual Drywall Contract

Please accept our recommendation to award the annual contract for drywall work to the low responsive/responsible bidder, Cottonwood Drywall.

Should you have any questions, please contact me at: 6227.