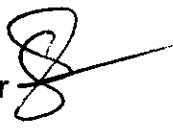




MEMORANDUM

TO: Steve Seefeld, Facilities

FROM: John Stephen, CPPB, Senior Buyer 

DATE: December 18, 2001

RE: Bid #5653 Drywall Contractor Annual Bid

Enclosed for your evaluation and review are documents pertaining to the above Bid opening. Please review and return the results of your decision to me as soon as possible.

If you have any questions, please contact me at 6777.