


MEMORANDUM

TO:       Joanne Agens, Utilities

FROM:     Jim O'Neill II, CPPO, FNIGP, Director of Purchasing and Risk Mgmt. 

DATE:     November 1, 2001

RE:       Bid #5643 Insert Mailing & Courier Service

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

If you have any questions, please contact me at 6775.