842 COMMERCE STREET • GULFPORT, MISSISSIPPI 39507 (228) 896-0210 / 896-0408 / FAX (228) 896-0059



## **MEMORANDUM**

TO:

MELISSA POPE, PURCHASING AGENT

FROM: ROBERT WEAVER, ROAD MANAGER

DATE:

MAY 3, 2011

RE:

REQUEST PERMISSION TO GO OUT FOR BIDS

We would like to request permission to advertise to receive bids for One or More Mid-Size Rollers for use in the Road Department.

If you should have any questions, please call.

Thank you,

**Bobby**