Financial Affairs Richard H. Hinds, Chief Financial Officer

SUBJECT: AWARD BID NO. 001-BB04 - ON-SITE SERVICE FOR TELEPHONE EQUIPMENT

The purpose of this bid, opened on August 28, 2001, is to establish a contract, to purchase, at firm unit prices, quantities, as may be required, of on-site service for telephone equipment, for the Office of Information Technology. A recommendation will be presented to the Board prior to its meeting of September 12, 2001.

RHH/ag