



L.B.J.&C. Head Start

A limited Purpose Agency Serving
Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton,
Pickett, Putnam, Smith, Warren and White Counties

1150 Chocolate Drive•Cookeville, Tennessee 38501•Telephone (931) 528-3361•Fax: (931) 528-2409•www.lbjc.org

MEMO

Public Service Announcement

To: Any Interested Office Product Suppliers serving Clay, Cumberland, DeKalb, Fentress, Overton, Jackson, Macon, Pickett, Putnam, Smith, Warren, and White Counties

From: Penny Meadows
Head Start Director

Date: May 6, 2020

Subject: Office Supplies Quote

The L.B.J.& C. Development Corporation Head Start Program will be accepting sealed quotes for Office Supplies until 3:00 p.m. on **May 27, 2020**.

Contact Sharon Swift or Penny Meadows at (931) 528-3361, ext. 236 or ext. 221 for further information. Mark the envelope “*Sealed Quotes for Office Supplies.*”

L.B.J.& C. reserves the right to reject any and all quotes.

L.B.J.& C. Head Start Program is an Equal Opportunity Employer.

PM/ss

AN EQUAL OPPORTUNITY AGENCY

Funded by the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families
L.B.J.&C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-merit reasons
Such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals
With mental and physical handicaps. The 504/ADA/Title VI Contact Person: Barbara Pendergrass (931) 528-3361