

## INTEROFFICE MEMORANDUM



**TO:** Charlie Crockett, Chief Assistant Purchasing Agent  
Felicia Strong-Whitaker, Director  
Department of Purchasing & Contract Compliance

**THROUGH:** Mia Redd, Deputy Director  
Stanley Wilson, Director  
Department of Community Development

**FROM:** Kim Benjamin, Community Development Manager *KB*  
Department of Community Development

**DATE:** November 22, 2022

**SUBJECT:** Meals on Wheels

---

Please be advised that Meals on Wheels, Inc has never done business w/ the Department of Community Development as a Purchasing Contract vendor.

