

Administrative Services  
Purchasing Division


January 8, 1999

Bret Dalton Plumbing and Heating  
5418 E Highway 14  
Ft Collins, CO 80524

Re Bid #5338 Plumbing Contractor - Annual

Enclosed please find your copy of the signed contracts for the above-mentioned matter

Sincerely,



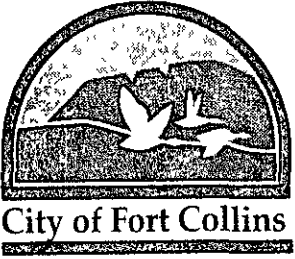
James B. O'Neill II, CPPO  
Director of Purchasing and Risk Management

enc

JBO/jbe

cc

Dept  
File

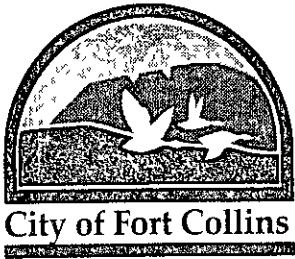


LETTER OF TRANSMITTAL

To John Fischbach, City Manager  
From John Stephen, CPPB, Buyer  
Thru James B O'Neill II, CPPO  
Director of Purchasing & Risk Management  
Date January 5, 1999  
Re Bid #5338 Plumbing Contractor - Annual

Attached find three (3) sets of contract documents regarding the above-mentioned matter. Please sign and return to Purchasing.

Thank you



December 24, 1998

Bret Dalton Plumbing and Heating  
5418 E Highway 14  
Ft Collins, CO 80524

Re Bid #5338 Plumbing Contractor - Annual

I have enclosed 3 copies of documents regarding the above captioned matter. Please sign the three (3) copies, and return all copies to me along with a copy of your current insurance. After the signatures have been obtained, a copy of the agreement will be sent to you.

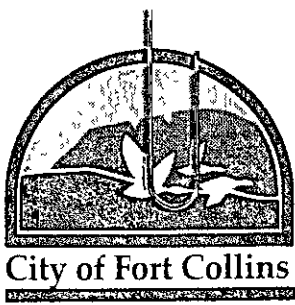
Please contact John Stephen, CPPB, Buyer, 970-221-6777, if you have questions.

Sincerely,

James B. O'Neill II, CPPO  
Director of Purchasing and Risk Management

enc

JBO/jbe



Administrative Services  
Purchasing Division

December 24, 1998

Courtesy Plumbing  
1414 S County Rd 3  
Ft Collins, CO 80524

Attn Rodney Henrichsen

Dear Rod

Thanks for bidding on the City of Fort Collins Annual Plumbing bid. Per our telephone conversation on December 21, 1998, your company, Courtesy Plumbing, who was the apparent low bidder, made a \$1250.00 miscalculation in the material mark-up portion of the bid scenario. With the recalculation and correction to the bid, this moves Courtesy Plumbing to the position as the highest bidder.

The City wants to thank you for submitting a bid and hope that you will participate in future bids with The City.

Sincerely,

James B. O'Neill II, CPPO  
Director of Purchasing and Risk Management

Attachment