

Administrative Services
Purchasing Division

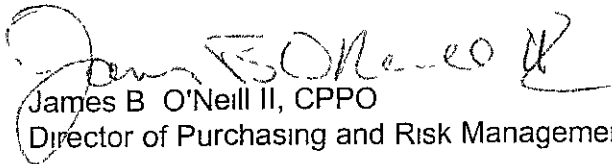
March 16, 1999

ServiceCo, Inc
P O Box 6167
Denver, CO 80206

Re Bid #5352 Transfort Fuel Supplier

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

Sincerely,

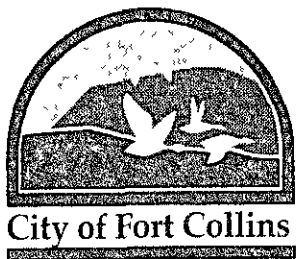

James B. O'Neill II, CPPO
Director of Purchasing and Risk Management

enc

JBO/jbe

cc

Dept
File



LETTER OF TRANSMITTAL

To Carrie Daggett, Assistant City Attorney
John Fischbach, City Manager
Wanda Krajicek, City Clerk

From Jim Hume, CPPB, Buyer *JRH*

Thru James B O'Neill II, CPPO *JBO*
Director of Purchasing & Risk Management

Date March 10, 1999

Re Bid #5352 - Transfort Fuel Supplier

Serviceco,d Inc was selected through the bidding process and was the low, responsive, resonsible bidder on the above captioned bid

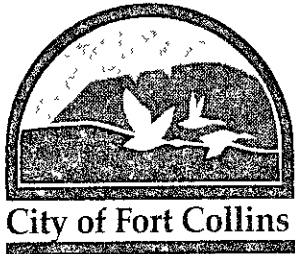
Attached find four (4) sets of contract documents regarding the above-mentioned matter
Would you approve as to form and forward to the City Manager for signature

The lowest bidder received the award through the normal bid process

John, please forward to the City Clerk after you sign the agreement

Wanda, please call Purchasing, Jim will come over, sign the contracts and have you attest his signature Would you call Purchasing when that is completed

Thank you



Administrative Services
Purchasing Division

February 25, 1999

ServiceCo, Inc
P O Box 6167
Denver, CO 80206

Re Bid #53524 Transfort Fuel Supplier

I have enclosed four (4) sets of contract documents regarding the above captioned matter. Please sign the four (4) copies, and return all copies to me. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact Jim Hume, CPPB, Buyer, 970-221-6776, if you have questions.

Sincerely,

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

enc

JBO/jbe