



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 April 26, 1999

Re Bid #5363 Propane Fuel Supplier

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