



**Financial Services
Purchasing Division**
215 North Mason Street
2nd Floor
PO Box 580
Fort Collins, CO 80522
970.221.6775
970.221.6707 - fax
fcgov.com/purchasing

September 8, 2010

American Civil Constructors, Inc.
Attn: Mr. Eric Reger
1601 W. Bellview
Littleton, CO 80120

RE: 7161 College Avenue and Harmony Road Landscape and Urban Design

Dear Mr. Reger:

Enclosed please find your copy of the signed documents and purchase order 9104728 for the above-mentioned matter.

Sincerely,

A handwritten signature in black ink that reads "James B. O'Neill II". The signature is fluid and cursive, with a stylized "W" at the end.

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

Encl: Agreement, Purchase Order

JBO:jkb




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LETTER OF TRANSMITTAL

To: Mark Laken, Civil Engineer I

From: John D. Stephen, CPPO, LEED AP, Senior Buyer 

Date: September 8, 2010

Re: 7161 College Avenue and Harmony Road Landscape & Urban Design

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

If you have any questions, please call me at X6777.

Encl: Agreement



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LETTER OF TRANSMITTAL

9104728

To: Steve Mason, Assistant City Attorney *SM*
Wanda Krajicek, City Clerk

From: James B. O'Neill II, CPPO, FNIGP *JBO*
Director of Purchasing & Risk Management

Date: September 1, 2010

Re: 7161 College Avenue and Harmony Road Landscape and Urban Design

Attached find three (3) sets each of contract documents regarding the above-mentioned matter. Would you approve as to form and forward to the City Clerk.

The bidder received the award through the normal Bid process.

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



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August 24, 2010

American Civil Constructors, Inc.
Attn: Mr. Eric Reger
1601 W. Bellview
Littleton, CO 80120

RE: 7161 College Avenue and Harmony Road Landscape and Urban Design

Dear Mr. Reger:

I have enclosed three (3) sets of contract documents regarding the above captioned matter. Please sign the three copies and return all copies to me along with the requisite insurance certificate naming the City of Fort Collins an additional insured, and three (3) original copies of the Performance and Payment Bonds. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact John D. Stephen, CPPO, LEED AP, Senior Buyer , if you have questions.

Sincerely,



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

Encl: Contract Documents

JBO:jkb