




**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

LETTER OF TRANSMITTAL

To: Norm Weaver, Energy Services Engineer
From: James B. O'Neill II, CPPO, FNIGP 
Date: October 15, 2010
Re: Symbiotic Engineering Miscellaneous Services Agreement

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

If you have any questions, please call me at X6779.


Encl: Agreement



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LETTER OF TRANSMITTAL

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

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

Date: September 30, 2010

Re: Miscellaneous Services Agreement, Symbiotic Engineering

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.

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.