



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: Karen McWilliams, Historic Preservation Planner

From: Ed Bonnette, CPPB, C.P.M. Buyer

A handwritten signature in black ink, appearing to be "EB", located to the right of the "From:" line.

Date: March 14, 2011

Re: 7180 Reconnaissance and Intensive Survey of the N College Campus Area, FC

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

If you have any questions, please call me at X2247.

Encl: Agreement



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February 23, 2011

Empire Carpentry LLC
Attn: Kevin Murray
PO Box 245
Bellvue, CO 80512

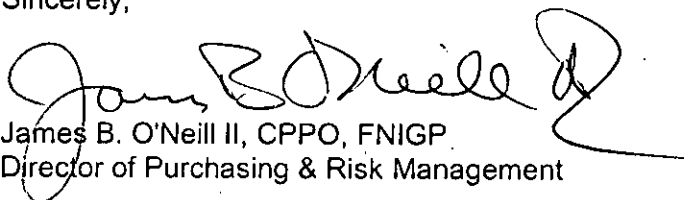
RE: 7180 Reconnaissance & Intensive Survey of the N. College Campus Area, Fort Collins.

Dear Mr. Murray:

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. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact Ed Bonnette, Buyer, at 970-221-2247 or ebonnette@fcgov.com, if you have questions.

Sincerely,


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

Encl: Contract Documents

JBO:bd