



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](http://fcgov.com/purchasing)

**LETTER OF TRANSMITTAL**

To: Ethan Cozzens, Operation Services

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

Date: March 24, 2011

Re: 7198 Window Replacement at City Hall

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

If you have any questions, please call me at 221-6779.

Encl: Agreement



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March 24, 2011

B & W Glass, Inc.  
Attn: Doug Ludtke  
2200 E. 15<sup>th</sup> Street  
Cheyenne, WY 82001

RE: 7198 Window Replacement at City Hall

Dear Mr. Ludtke:

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Bennett".

*ACING FOR 3/24/11*  
James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing and Risk Management

Encl: Agreement

JBO:bd



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March 2, 2011

B & W Glass, Inc.  
Attn: Doug Ludtke  
2200 E. 15<sup>th</sup> Street  
Cheyenne, WY 82001

RE: 7198 Window Replacement at City Hall

Dear Mr. Ludtke:

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 Stephen, CPPO, LEED AP, Senior Buyer at 970-221-6777 or [jstephen@fcgov.com](mailto:jstephen@fcgov.com) if you have questions.

Sincerely,



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

Encl: Contract Documents

JBO:bd