





Financial Services  
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[fcgov.com/purchasing](http://fcgov.com/purchasing)

**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 9, 2011

Re: Building Air Tightness Code Adoption Services Agreement with PIE Forensics

Attached find three (3) sets each of contract documents from the awarded bidder, 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. Thanks.