



Financial Services  
Purchasing Division  
215 N. Mason St. 2<sup>nd</sup> Floor  
PO Box 580  
Fort Collins, CO 80522  
970.221.6775  
970.221.6707- fax  
[fcgov.com/purchasing](http://fcgov.com/purchasing)

September 29, 2011

Ford Audio-Video Systems Inc  
Attn: Donald Gattoni  
4665 Paris Street, Suite 300  
Denver, CO 80239

RE: Sound System - Canyon West Room at the Lincoln Center

Dear Mr. Gattoni:

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

Sincerely,

A handwritten signature in black ink that reads "James B. O'Neill II". The signature is written in a cursive style with a large, stylized initial "J".

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

Encl: Agreement

JBO:bd



LETTER OF TRANSMITTAL

4800 West I-40, Oklahoma City, OK 73128 405-946-9966 fax 405-946-9991 www.fordav.com

Project: Lincoln Center Canyon West Event Room
To: City of Fort Collins
215 N. Mason St., 2nd Floor
Fort Collins, CO 80524-4402

Project No: N/A
Date: 09/26/11
Copies To: Job File #1104361

Attention: John Stephen

WE TRANSMIT:

- HEREWITH UNDER SEPARATE COVER VIA:
IN ACCORDANCE WITH YOUR REQUEST.

FOR YOUR:

- APPROVAL CORRECTION INFORMATION REVIEW & COMMENT QUOTATION ACTION
FILE

Handwritten notes: 9115666, DATE Agreement, 9-29-11

Table with 5 columns: COPIES, NO., DATE, DESCRIPTION, \*CODE. Contains entries for Services Agreement and Certificate of Liability Insurance.

IF ENCLOSURES ARE NOT AS NOTED, PLEASE INFORM US IMMEDIATELY
\* CODE A - Action indicated on item transmitted. B - No action required. C - For signature and return to this office. D - For signature and forwarding as noted below under REMARKS. E - See REMARKS below.

REMARKS:

Please return one (1) fully-executed copy to:
Ford AV
Attn: John Paul Drummond
4800 W. I-40 Service Rd.
Oklahoma City, OK 73128-1208

Thank you!

BY: [Signature]
John Paul Drummond, Job Accounting Coordinator

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