



Financial Services
Purchasing Division
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LETTER OF TRANSMITTAL

To: Jody Hurst, Assistant City Attorney
Wanda Nelson, City Clerk

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

A handwritten signature in black ink, appearing to read "James B. O'Neill II". The signature is written over the name in the "From:" field.

Date: January 29, 2013

Re: 7445 Consulting Engineering Services for Stream Restoration & Habitat
Enhancement Capital Improvements

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.

The bidder received the award through the RFP normal process.

Wanda, please call Purchasing, Jim will come over, sign and initial the contracts and have you attest his signature. Thanks.