




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)

LETTER OF TRANSMITTAL

9135293

To: Cyril Videgar, Assistant City Attorney  
Wanda Nelson, City Clerk

From: Gerry S. Paul   
Director of Purchasing & Risk Management

Date: September 17, 2013

Re: 7529 Roof Replacement at Drake Wastewater Treatment Plan

Attached find three (3) sets of contract documents from the awarded bidder, regarding the above-referenced matter. Please approve as to form and forward to the City Clerk.

The bidder received the award through the normal Bid process.

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



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August 29, 2013

Douglass Colony Group Inc  
Attn: Steve Bechtholdt  
5901 E 58<sup>th</sup> Ave  
Commerce City, CO 80022

RE: 7529 Roof Replacement at Drake Wastewater Treatment Plant

Dear Mr. Bechtholdt:

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 on General Liability and Automobile, 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 me at (970) 221-6779 if you have questions.

Sincerely,



Gerry S. Paul  
Director of Purchasing & Risk Management

Encl: Contract Documents

GSP: bd