



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

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

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

Date: September 24, 2013

Re: 7544 Old Town Parking Garage Canopy

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

Classic Contractors Inc  
Attn: Karl Schmidt  
PO Box 2798  
Loveland, CO 80539

RE: 7544 Old Town Parking Garage Canopy

Dear Mr. Schmidt:

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,

A handwritten signature in black ink, appearing to read "Gerry Paul". The signature is written in a cursive, flowing style.

Gerry S. Paul  
Director of Purchasing & Risk Management

Encl: Contract Documents

GSP: bd