



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)

October 7, 2015

Select Roofing Contractors LLC  
Attn: Zach Stanevich  
2614 S Timberline Road, Unit 109182  
Fort Collins, CO 80525

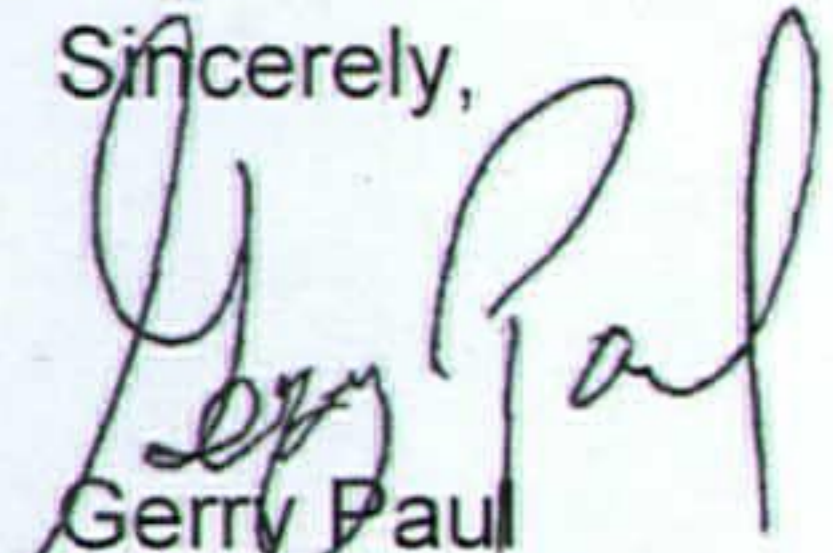
RE: 8135 Roof Replacement at 281 N College

Dear Mr. Stanevich:

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

We have submitted a payment request to our Accounts Payable Department to refund your Bid Surety funds. They should mail your check within the next week. If you would prefer to pick up your check, please call 970-221-6770,

Sincerely,



Gerry Paul  
Purchasing Director

Encl: Agreement

GP: bd



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## LETTER OF TRANSMITTAL

To: Robin Cochran, Senior Assistant City Attorney  
Wanda Winkelmann, City Clerk

From: Gerry Paul   
Purchasing Director

Date: September 25, 2015

Re: 8135 Roof Replacement at 281 N College

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.