



Financial Services
Purchasing Division
215 N. Mason St. 2nd Floor
PO Box 580
Fort Collins, CO 80522
970.221.6775
970.221.6707- fax
fcgov.com/purchasing

LETTER OF TRANSMITTAL

To: Steve Lukowski

From: Elliot Dale, Buyer
Purchasing Department

Date: October 6, 2015

Re: 8131 Median Renovations at Horsetooth & Lemay

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

If you have any questions, please call me at 221-6777.

Encl: Agreement



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LETTER OF TRANSMITTAL

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

From: Gerry Paul *GP*
Purchasing Director

Date: September 30, 2015

Re: 8131 Median Renovation at Horsetooth & Lemay

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.