



LETTER OF TRANSMITTAL

To: John Fischbach, City Manager

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

Date: January 31, 2002

Re: Bid #5653 Drywall Contractor Annual Bid

Attached find three (3) sets of contract documents regarding the above-mentioned matter.

The bidder received the award through the normal bid process.

John, would you please sign the contract documents and return them to Purchasing.

Thank you.