



Administrative Services  
Purchasing Division

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January 11, 2002

Cottonwood Drywall, Inc.  
P.O. Box 423  
Wellington, CO 80549

Re: Bid #5653 Drywall Contractor Annual Bid

I have enclosed 3 copies of documents regarding the above captioned matter. Please sign the three (3) copies, and return all copies to me along with a current copy of your insurance. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact John Stephen, CPPB, Senior Buyer, 970-221-6777, if you have questions.

Sincerely,

James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing and Risk Management

enc

JBO/jbe