



Administrative Services
Purchasing Division

LETTER OF TRANSMITTAL

To: John Fischbach, City Manager

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

Date: August 20, 2003

Re: Swingle Tree and Landscape Care Services Agreement

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

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

Thank you.