




Administrative Services

Purchasing Division

LETTER OF TRANSMITTAL

To: John Fischbach, City Manager
Wanda Krajicek, City Clerk

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

Date: April 8, 2004

Re: Big Thompson Watershed Forum

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

The agreement has been approved as to form.

John, would you please sign the contract documents and forward them to the City Clerk.

Wanda, please call Purchasing, Jim will come over, sign and initial the contracts and have you attest his signature. Would you call Purchasing when that is completed.