



Administrative Services
Purchasing Division

LETTER OF TRANSMITTAL

To: Ingrid Decker, Assistant City Attorney
John Fischbach, City Manager
Wanda Krajicek, City Clerk

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

Date: December 5, 2001

Re: Insert Mailing & Courier Services

Attached find four (4) sets of contract documents regarding the above-mentioned matter. Would you approve as to form and forward to the City Manager.

The bidder received the award through the normal bid process.

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

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

Thank you.