




Administrative Services
Purchasing Division

LETTER OF TRANSMITTAL

To: Ingrid Decker, Assistant City Attorney
Wanda Krajicek, City Clerk

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

Date: July 22, 2004

Re: P947 Sleepy Willow Capital Improvements and Rental Strategy Reports

Attached find three (3) sets each of contract documents regarding the above-mentioned matter. Would you approve as to form and forward to the City Clerk.

The bidder received the award through the normal bid process.

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.