



**Administrative Services**  
**Purchasing Division**

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**LETTER OF TRANSMITTAL**

To: Jason Stutzman, Civil Engineer

From: John Stephen, CPPO, CPPB, Senior Buyer

Date: January 17, 2006

Re: Bid 5940 Fossil Creek Trail Underpass @ Hwy 287

Enclosed please find your copy of the signed contracts in the above-mentioned matter.

If you have any questions, please call me at X6779.

Encl: Agreement

JBO:cpj



**Administrative Services**  
**Purchasing Division**

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January 17, 2006

Noraa Concrete Construction Company  
Attn: Aaron Kaiser  
39 S. 4<sup>th</sup> Ave #B  
Brighton, CO 80601

RE: Bid 5940 Fossil Creek Trail Underpass @ Hwy 287

Dear Mr. Kaiser:

Enclosed please find your copy of the signed contract and PO 5508707 for the above-mentioned matter.

Sincerely,

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

Encl: Agreement, PO 5508707

JBO:cpj




**Administrative Services**  
**Purchasing Division**

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**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: January 6, 2006

Re: 5940 Fossil Creek Trail Underpass @ Hwy. 287

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.



Administrative Services  
Purchasing Division

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December 14, 2005

Noraa Concrete Construction Corporation  
Attn: Aaron Kaiser  
39 South 4<sup>th</sup> Ave Unit B  
Brighton, CO 80601

RE: Bid 5940 Fossi Creek Trail Underpass @ Hwy. 287

Dear Mr. Kaiser:

I have enclosed three (3) sets of contract documents regarding the above captioned matter. Please sign the three copies and return all copies to me along with the requisite insurance certificate naming the City of Fort Collins an additional insured, and three (3) original copies of the Performance and Payment Bonds. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact John D. Stephen CPPO, CPPB, Senior Buyer, at (970) 221-6777 if you have questions.

Sincerely,

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

Encl: Contract Documents

JBO:cpj