



Administrative Services
Purchasing Division

December 7, 2005

Western Waterproofing Company, Inc.
5055 North Washington St.
Denver, CO 80216


RE: Services Agreement

Dear Sirs:

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. 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