




Administrative Services

Purchasing Division

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LETTER OF TRANSMITTAL

To: Ingrid Decker, Assistant City Attorney  
Darin Atteberry, City Manager  
Wanda Krajicek, City Clerk

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

Date: May 4, 2006

Re: Bobcat Ridge Trail Parking

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 Manager.

The bidder received the award through the normal process.

Darin, 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.