


Administrative Services
Purchasing Division

LETTER OF TRANSMITTAL

To: Carrie Daggett, Assistant City Attorney ✓
John Fischbach, City Manager
Wanda Krajicek, City Clerk

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

Date: October 12, 1999

Re: Marketing Research Contract

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 for signature.

This contract is an ongoing project for the Utilities Strategic Planning Initiative, R W Beck was the firm selected through the RFP process.

John, please forward to the City Clerk after you sign the agreement.

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.