


LETTER OF TRANSMITTAL

To: Carrie Daggett, Assistant City Attorney
Wanda Krajicek, City Clerk

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

Date: January 6, 1997

Re: PSA with Vaught-Frye Architects

Attached find four (4) sets of contract documents regarding the above-mentioned matter. Would you approve as to form and forward to the City Clerk.

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.