



Administrative Services
Purchasing Division

April 18, 2007

Vogel Concrete Inc.
6330 S. College Ave.
Fort Collins, CO 80525

RE: 6046 Concrete Maintenance Project

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, 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:cj



LETTER OF TRANSMITTAL

To: Kraig Ectron, 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: June 13, 2007

Re: 6046 Concrete Maintenance Project

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 Bid 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.

JBO:cj