



Administrative Services
Purchasing Division

LETTER OF TRANSMITTAL

To Kraig Ecton, Assistant City Attorney
Darin Atteberry, City Manager
Wanda Krajicek, City Clerk

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

Date September 26, 2007

Re 6061 Soapstone Prairie Access Road

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?