



**Administrative Services**

**Purchasing Division**

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**LETTER OF TRANSMITTAL**

To Kraig Ecton, Assistant City Attorney  
Wanda Krajicek, City Clerk

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

Date October 23, 2007

Re P1079 South College Corridor Plan

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 Clerk?

The bidder received the award through the normal request for proposal process.

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?