


Administrative Services
Purchasing Division

LETTER OF TRANSMITTAL

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

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

Date October 26, 2007

Re 6064 Civic Center and Old Town Parking Garages 2007 Restoration and Repairs

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 Bid 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