

Administrative Services
Purchasing Division

June 13 2008

Proctor Engineering Group
Attn John Proctor
418 Mission Avenue
San Rafael CA 94901

RE P1111 Air Conditioning Tune Up and Quality Installation Program

Dear Mr Proctor

Enclosed please find your copy of the signed contract for the above-mentioned matter

Sincerely

James B O'Neill II CPPO FNIGP
Director of Purchasing and Risk Management

Encl Agreement

JBO mar



LETTER OF TRANSMITTAL

To Doug Swartz Energy Services Engineer

From James B O'Neill II CPPO FNIGP

Date June 13 2008

Re P1111 Air Conditioning Tune Up and Quality Installation Program

Enclosed please find your copy of the signed contracts in the above-mentioned matter


If you have any questions please call me at X6779

Encl Agreement



LETTER OF TRANSMITTAL

To Kraig Ecton Assistant City Attorney
 Wanda Krajicek City Clerk

From James B O Neill II CPPO FNIGF 
 Director of Purchasing & Risk Management

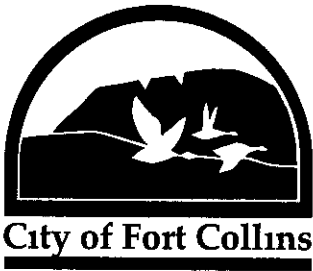
Date June 4 2008

Re P1111 Air Conditioning Tune Up and Quality Installation Program

Attached find two (2)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 RFP 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



Administrative Services

Purchasing Division

March 21 2008

Proctor Engineering Group
Attn John Proctor
418 Mission Avenue
San Rafael CA 94901

Re P1111 Air Conditioning Tune Up and Quality Installation Program

The City of Fort Collins Purchasing Division would like to thank you for your written proposal for P1111 Air Conditioning Tune Up and Quality Installation Program

Your firm has been selected as the professional service provider for this project subject to contract negotiations Please contact the project manager Doug Swartz (970) 221-6719 to finalize the Scope of Work

We appreciate the time you expended in preparing your proposal and look forward to working with you

Sincerely

Opal F. Dick for

James B. O'Neill II CPPO FNIGP
Director of Purchasing and Risk Management

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