



LETTER OF TRANSMITTAL

To Kraig Ecton Assistant City Attorney
 Wanda Krajicek City Clerk

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

Date July 25 2008

Re P1124 Civil Engineering Annual

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