




**Administrative Services**

**Purchasing Division**

---

**LETTER OF TRANSMITTAL**

To Kraig Ecton Assistant City Attorney  
Wanda Krajcek City Clerk

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

Date July 21 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 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