



Administrative Services

Purchasing Division

August 18, 2008

Mr. Kelly Arnold
Town of Windsor
301 Walnut Street
Windsor, CO 80550

RE: P1116 I-25SH 392 1601 Study

Dear Mr. Arnold:

I have enclosed three (3) sets of contract documents regarding the above captioned matter. Please sign the three copies and return two (2) copies to me. You may keep your signed original and we will forward the vendor's copy to them upon our receipt.

Please contact James B, O'Neill, II, CPPO, FNIGP (970) 221-6779, if you have questions.

Sincerely,


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

Encl: Contract Documents

JBO:jkb