



Administrative Services  
Purchasing Division

885-7483

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: *for acting* December 9, 2008

Re: 6119 Pumping Plant Renovation

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.