



Administrative Services
Purchasing Division

March 5, 2009

Stolfus and Associates
Attn: Ms. Michelle R. Hansen, P.E.
5690 DTC Boulevard, Suite 101W
Greenwood Village, CO 80111

RE: P1159 North College Corridor Improvements Phase II

Dear Ms. Hansen:

I have enclosed three (3) sets of contract documents regarding the above captioned matter. Please sign the three copies and return all copies to me along with the requisite insurance certificate naming the City of Fort Collins as an additional insured. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact John D. Stephen CPPO, CPPB, (970) 221-6777, if you have questions.

Sincerely,



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

Encl: Contract Documents

JBO:jkb