




**Financial Services
Purchasing Division**
215 North Mason Street
2nd Floor
PO Box 580
Fort Collins, CO 80522
970.221.6775
970.221.6707 - fax
fcgov.com/purchasing

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: January 29, 2010

Re: 7084 Consulting Engineering Services 2010 – Anderson Consulting Engineers, Inc.

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 RFP 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.