



**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: Eileen Scholl, Parks Project Manager

From: John D. Stephen, CPPO, LEED AP, Senior Buyer

A handwritten signature in black ink, appearing to read "JD Stephen", written over the name "Senior Buyer" in the "From:" line.

Date: December 22, 2009

Re: 7091 Pumping Plant Renovation at Greenbriar Park

Enclosed please find your copy of the signed contracts in the above-mentioned matter.

If you have any questions, please call me at X6777.

Encl: Agreement



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December 22, 2009

Equinox Pump and Controls, LLC
Attn: Mr. Wayne L. Cass
10500 Havana Court, Unit C
Brighton, CO 80601

RE: 7091 Pumping Plant Renovation at Greenbriar Park

Dear Mr. Cass:

Enclosed please find your copy of the signed documents and purchase order 9957609 for the above-mentioned matter.

Sincerely,

A handwritten signature in black ink that reads "James B. O'Neill II".

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

Encl: Agreement, Purchase Order

JBO:jkb



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December 9, 2009

Equinox Pump and Controls, LLC
Attn: Mr. Wayne L. Cass
10500 Havana Court, Unit C
Brighton, CO 80601

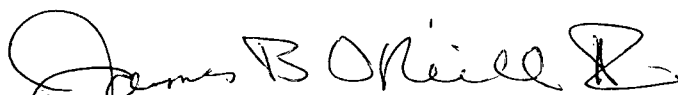
RE: 7091 Pumping Plant Renovation at Greenbriar Park

Dear Mr. Cass:

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, LEED AP, Senior Buyer , if you have questions.

Sincerely,


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

Encl: Contract Documents

JBO:jkb