



**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: Joan Barrie, Custodial Contract Administrator

From: James B. O'Neill II, CPPO, FNIGP

A handwritten signature in black ink, appearing to read "JB O'Neill", written over the name in the "From:" field.

Date: January 19, 2010

Re: 7068 Custodial Services 2010

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

If you have any questions, please call me at X6779.

Encl: Agreement