



Financial Services
Purchasing Division
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LETTER OF TRANSMITTAL

To: Kraig Ecton, Assistant City Attorney
Wanda Krajcek, City Clerk

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

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

Date: January 8, 2010

Re: 7068 Custodial Services - 2010

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.