




**Financial Services
Purchasing Division**
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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: February 10, 2010

Re: 7074 Contractor Training and Certification Services – Lightly Treading

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. NOTE: Lightly Treading does not attest or put a corporate seal on contracts.

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.