




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, FNIGR 
Director of Purchasing & Risk Management

Date: August 10, 2009

Re: 7044 Miscellaneous Street Improvements

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 Bid 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.