




**Financial Services  
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## LETTER OF TRANSMITTAL

To: Carrie Daggett, Assistant City Attorney  
Darin Atteberry, City Manager  
Wanda Krajicek, City Clerk

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

Date: January 21, 2010

Re: 7033 Discovery Museum Facility – Design Build

Attached find four (4) sets each of contract documents regarding the above-mentioned matter. Would you approve as to form and forward to the City Manager.

The bidder received the award through the normal RFP process.

Darin, would you please sign the contract documents and forward them to the City Clerk. I have included one copy of Hensel Phelps' proposal which shows the configuration of the Museum.

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.