

Administrative Services  
Purchasing Division

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July 22, 2009

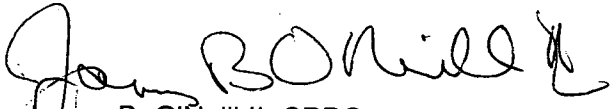
Don Kehn Construction  
Attn: Dan Kehn  
6550 South County Road 5  
Fort Collins, CO 80528

RE: 7043 Poudre Trail Relocation at Kingfisher Point Natural Area.

Dear Mr. Kehn:

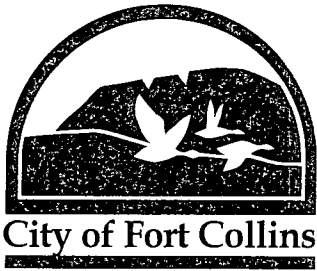
Enclosed please find your copy of the signed documents and purchase order 9954466 for the above-mentioned matter.

Sincerely,

  
James B. O'Neill II, CPPO  
Director of Purchasing and Risk Management

Encl: Agreement, Purchase Order

JBO:jkb



Administrative 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: July 17, 2009

Re: 7043 Poudre Trail Relocation at Kingfisher Point Natural Area

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.



Administrative Services  
Purchasing Division


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35814

0954466

**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: July 17, 2009

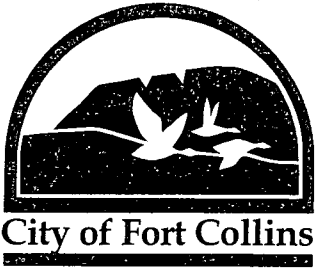
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Wanda, please call Purchasing, Jim will come over, sign and initial the contracts and have you attest his signature. Would you call Purchasing when that is completed.

102629



Administrative Services  
Purchasing Division

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July 14, 2009

Don Kehn Construction  
Attn: Dan Kehn  
6550 South County Road 5  
Fort Collins, CO 80528

RE: 7043 Poudre Trail Relocation at Kingfisher Point Natural Area.

Dear Mr. Kehn:

I have enclosed three (3) sets of contract documents regarding the above captioned matter. Please sign the three copies and return all copies to me along with the requisite insurance certificate naming the City of Fort Collins an additional insured, and three (3) original copies of the Performance and Payment Bonds. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact John D. Stephen CPPO, CPPB, (970) 221-6777, if you have questions.

Sincerely,



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

Encl: Contract Documents

JBO:mar