



**Financial Services
Purchasing Division**
215 North Mason Street
2nd Floor
PO Box 580
Fort Collins, CO 80522
970.221.6775
970.221.6707 - fax
fcgov.com/purchasing

November 2, 2009

Colorado Constructors, Inc.
Attn: Mr. Craig Long
6800 N. Broadway, Suite 112
Denver, CO 80221

RE: 7078 Power Trail Keenland Drive to Trilby Road

Dear Mr. Long:

Enclosed please find your copy of the signed documents and purchase order 9956547 for the above-mentioned matter.

Sincerely,

A handwritten signature in black ink, appearing to read "James B. O'Neill II".

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

Encl: Agreement, Purchase Order

JBO:jkb



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LETTER OF TRANSMITTAL

To: Craig Kisling, Apprentice Landscape Architect
From: John D. Stephen, CPPO, LEED AP, Senior Buyer
Date: November 2, 2009
Re: 7078 Power Trail Keenland Drive to Trilby Road

A handwritten signature in black ink, appearing to be "John D. Stephen", is written over the "From:" line of the letterhead.

Enclosed please find your copy of the signed contracts in the above-mentioned matter.

If you have any questions, please call me at X6777.


Encl: Agreement



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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: October 26, 2009

Re: 7078 Power Trail Keenland Drive to Trilby Road

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.