



**Financial Services
Purchasing Division**
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December 9, 2009

RTN Roofing Systems
Attn: Mr. Jeffrey S. Lozon
5854 Lockheed Avenue
Loveland, CO 80538

RE: 7082 Roofing Services 2009

Dear Mr. Lozon:

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 as an additional insured. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact James R. Hume, CPPO, Senior Buyer (970) 221-6776, if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "James B. O'Neill II". The signature is fluid and cursive, with a large initial "J" and "O".

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

Encl: Contract Documents

JBO:jkb