



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

LETTER OF TRANSMITTAL

To: Mike Brunkhardt, Parks Dept.

From: John Stephen, CPPO, LEED AP, Senior Buyer
Purchasing Department

Date: December 3, 2012

Re: Rocky Mountain Hardscapes Contract

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

If you have any questions, please call me at 221-6777.

Encl: Agreement



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December 3, 2012

Rocky Mountain Hardscapes
Attn: JC Coniff
PO Box 1506
Eastlake, CO 80614

RE: 7440 Senior Center Re-Roof of West Wing

Dear Mr. Coniff:

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

Sincerely,

A handwritten signature in black ink, appearing to read "J. O'Neill".

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

Encl: Agreement

JBO:bd




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LETTER OF TRANSMITTAL

9126172

To: Jody Hurst, Assistant City Attorney
Wanda Nelson, City Clerk

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

Date: November 28, 2012

Re: 7440 Senior Center Re-Roof of West Wing

Attached find three (3) sets each of contract documents from the awarded bidder, regarding the above-mentioned matter. Would you approve as to form and forward to the City Clerk.

The bidder received the award through the BID normal process.

Wanda, please call Purchasing, Jim will come over, sign and initial the contracts and have you attest his signature. Thanks.