



**Administrative Services**  
**Purchasing Division**

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**LETTER OF TRANSMITTAL**

To: Ingrid Decker, Assistant City Attorney  
John Fischbach, City Manager  
Wanda Krajicek, City Clerk

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

Date: December 9, 2003

Re: P887 Compressed Natural Gas Fueling Facility

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 Manager. Please note that the vendor signature on the contract is not attested. Clean Energy is sending us documentation that will show authorization of President's to sign contracts.

The bidder received the award through the normal RFP process.

John, would you please sign the contract documents and forward them to the City Clerk.

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.