


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

---

**LETTER OF TRANSMITTAL**

To: Ingrid Decker, Assistant City Attorney ✓  
Wanda Krajicek, City Clerk

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

Date: February 2, 2005

Re: P875 Mail Ballot Election

Attached find two (2) 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 normal proposal 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.