



LETTER OF TRANSMITTAL

To: Carrie Daggett, Assistant City Attorney ✓
John Fischbach, City Manager
Wanda Krajicek, City Clerk

From: Opal F. Dick, CPPO, Senior Buyer *of*

Thru: James B. O'Neill II, CPPO *JB*
Director of Purchasing & Risk Management

Date: July 12, 1999

Re: West Vine Master Drainageway Study *4885*

Attached find four (4) sets of contract documents regarding the above-mentioned matter. Would you approve as to form and forward to the City Manager for signature.

Carrie, the Y-2K Exhibit has been reviewed by the Purchasing Office. We do not see any significant Y-2K issues surrounding this contract. If your review reveals any concerns, please call Opal at 221-6778.

URS Greiner Woodward-Clyde was selected through the RFP process.

John, please forward to the City Clerk after you sign the agreement.

Wanda, please call Purchasing, Jim will come over, sign the contracts and have you attest his signature. Would you call Purchasing when that is completed.

Thank you.