DATE

Jennifer Mathes

Black & McDonald

6001 Front Street

Kansas City, MO 64120

STREET LIGHT REMOVAL REQUESTS

PROJECT NAME

CIP PROJECT NUMBER NUMBER

Dear Jennifer:

On DATE, the Director of Public Works approved the following Work Requests:

Work Request No. NUMBER – STRET NAME (WHERE TO WHERE)

Work Request No. NUMBER – STRET NAME (WHERE TO WHERE)

Work Request No. NUMBER – STRET NAME (WHERE TO WHERE)

Enclosed are signed copies of your proposals and purchase order(s) for your file. Please process this paperwork but **DO NOT RELEASE TO CONSTRUCTION UNTIL SO ADVISED IN WRITING BY THIS DEPARTMENT**.

*We would appreciate at least 48 hours notice prior to removal of any streetlight pole containing traffic control signs (i.e. STOP or YIELD). Please contact Sean Ruis (913-327-6655)if any City traffic control signs need to be removed from your facility prior to removal.*

After completion of the actual work in the field, please invoice the undersigned and reference the applicable Work Request Number(s). Payment will be made from budgeted City funds.

NAME

TITLE

Enclosures

email:

Brian C. Shields, P.E., City Traffic Engineer

Sean Ruis, Supervisor, Public Works Maintenance

Name, Transportation Project Inspector, Sr

Larry Killer, Traffic Engineering Technician, Sr

Project Manager Name & Title (if applicable)