



Administrative Services  
Purchasing Division

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October 12, 2005

Waste-Not Recycling  
1065 Poplar Street  
Loveland, CO 80537

Attn: Anita Comer

Re: Bid #5001 Recycling – Office Program

The City of Fort Collins has elected to renew Bid #5001 Recycling – Office Program for the City of Fort Collins with your firm. The terms and conditions of this renewal will be the same as stated in the original bid documents and including any recent increases. Also, please include a Price list for the recycling of computer equipment (monitors, CPUs, printers, scanners, copiers, fax machines), cell phones, and other electronic devices for the next one-year period.

If the renewal is acceptable to your firm, please sign this letter in the space provided and return along with a current copy of your insurance to the City of Fort Collins, Purchasing Division, before November 4 2005. **If delivered**, please deliver to 215 North Mason Street, 2<sup>nd</sup> floor, Fort Collins, CO 80524. **If mailed**, the mailing address is P.O. Box 580, Fort Collins, CO 80522-0580.

If this renewal is not acceptable with your firm, please send us a written notice stating that you do not wish to renew the bid. If you have any questions regarding this renewal, please contact Ed Bonnette, C.P.M., CPPB, Buyer, at 970-416-2247.

Sincerely,

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

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Signature

\_\_\_\_\_  
Date

(Please indicate your desire to renew Bid #5001 by signing this letter and returning it with a current copy of insurance forms to Purchasing Division on or before November 4, 2005.)