

Administrative Services
Purchasing Division

December 11, 1998

Ken Sargent
Porter Industries Inc
5202 Granite Street
Loveland, CO 80538

RE Carpet Maintenance

Dear Mr Sargent

Enclosed please find your copy of the signed contract for the above-mentioned matter.

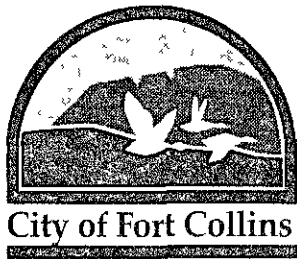
Sincerely,

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

enc

JBO/imv

cc Joan Barrie, Facilities



LETTER OF TRANSMITTAL

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

From John Stephen, CPPB, Buyer

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

Date December 4, 1998

Re Bid # 5300 - Carpet Maintenance

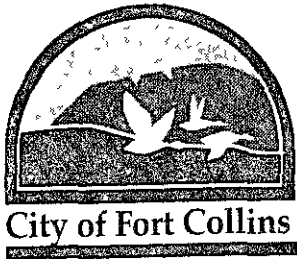
Porter Industries was selected through the bidding process and was the low, responsive, responsible bidder on the above captioned bid. Porter Industries will be providing a workers' compensation certificate for 1999.

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?

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



Administrative Services
Purchasing Division

November 30, 1998

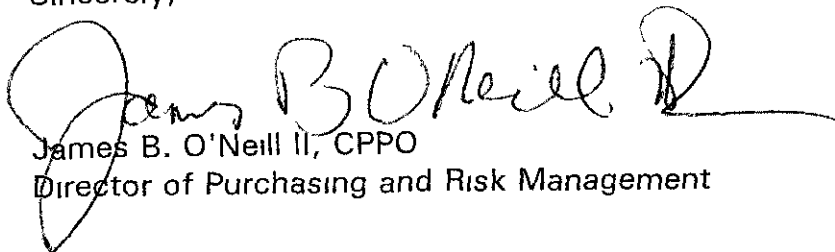
Ken Sargent
Porter Industries, Inc
P. O. Box 27
Loveland, CO 80537

Re. Carpet Maintenance Project

Dear Mr Sargent:

I have enclosed four (4) sets of contract documents regarding the above captioned matter. Please sign the four copies and return all copies to me along with the required insurance certificates naming the project and the City of Fort Collins as an additional insured. Your Workmen's Compensation insurance expires January 1, 1999, therefore we will require a new certificate prior to that date. After the signatures have been obtained, a copy of the agreement will be sent to you.

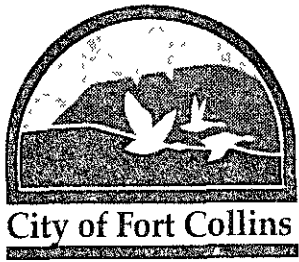
Sincerely,



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

enc

imv



November 18, 1998

John C Robinson
President/Owner
Stanley Steemer
209 Racquette Drive, Suite B
Fort Collins, CO 80524

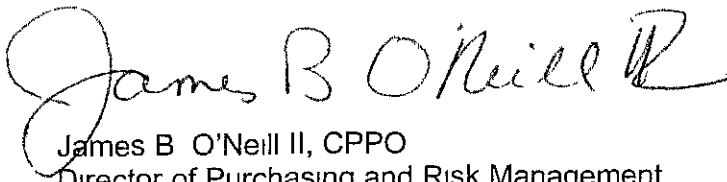
Dear John,

Thank you for your quick response to our letter dated November 16, 1998 for the Carpet Maintenance Project, Bid # 5300. As stated in that letter, the City is rejecting your bid due to being non-responsive to the minimum requirements of the Bidder Qualifications.

The minimum requirements for this project were very clear. The City has to set minimum requirements to insure that the company has the minimum experience needed.

If you have any questions or concerns, please contact John Stephen, CPPB, Buyer at 221-6777.

Sincerely,


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