

Administrative Services
Purchasing Division

November 22, 1999

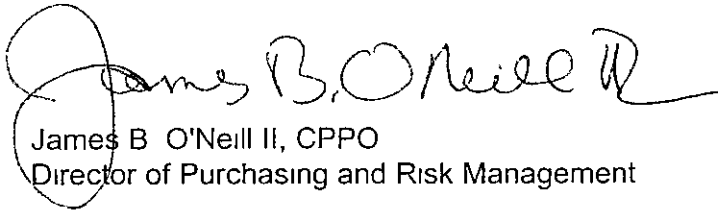
Landtek Specialties, LLC
419 E Douglas Rd
Ft Collins, CO 80524

Re Bid #5337 Snow and Ice Removal

I have enclosed 3 copies of documents regarding the above captioned matter. Please sign the three (3) copies, and return all copies to me along with a current copy of your insurance. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact John Stephen, CPPB, Buyer, 970-221-6777, if you have questions.

Sincerely,



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

enc

JBO/jbe