



Administrative Services  
Purchasing Division

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December 14, 2007

Terry Palmer Stage Services  
Attn Terry Palmer  
7429 West County Road 12  
Loveland, CO 80537

RE 6073 Northside Atzlan PA Sound System

Dear Mr Palmer

I have enclosed three (3) sets of contract documents regarding the above captioned matter. Please sign the three copies and return all copies to me along with the requisite insurance certificate naming the City of Fort Collins an additional insured. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact John D. Stephen, CPPO, CPPB, (970) 221-6777, if you have questions.

Sincerely,

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

Encl Contract Documents

JBO mar