



Financial Services  
Purchasing Division  
215 North Mason Street  
2nd Floor  
PO Box 580  
Fort Collins, CO 80522  
970.221.6775  
970.221.6707 - fax  
[fcgov.com/purchasing](http://fcgov.com/purchasing)

February 15, 2011

The Feet Inc  
Attn: Mr. Larry Dolgin  
622 Sherry Drive  
Fort Collins, CO 80524

RE: 7170 Mail Services

Dear Mr. Dolgin:

Enclosed please find your copy of the signed contract and purchase order 9111022, 9111023 for the above-mentioned matter.

Sincerely,

A handwritten signature in black ink, appearing to read "James B. O'Neill II".

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

Encl: Agreement, Purchase Orders


JBO:ll



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*Dist  
agreement  
w/PO*

LETTER OF TRANSMITTAL

To: <sup>*I.D.*</sup> ~~Steve Mason~~, Assistant City Attorney 

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

Date: 2/9/2011

Re: 7170 Mail Services

Attached find two (2) sets each of contract documents regarding the above-mentioned matter. Would you approve as to form.

The bidder received the award through the normal RFP process.

Once signed, please call Purchasing; Jim or someone from our department will come and pick them up.