



**Administrative Services**

**Purchasing Division**

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September 18, 2002

Monarch Landscape Management, Inc.  
P.O. Box 270915  
Ft. Collins, CO 80527

Re: Bid #5644 Snow and Ice Removal

The City of Fort Collins has elected to renew Bid #5644 Snow and Ice 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.

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 October 3, 2002. **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, Colorado 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 John Stephen, CPPB, Senior Buyer, at 970-221-6777.

Sincerely,

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

  
Signature

9/26/02  
Date

(Please indicate your desire to renew Bid #5644 by signing this letter and returning it with a current copy of insurance forms to Purchasing Division on or before October 3, 2002.)