

**Administrative Services**  
**Purchasing Division**

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April 21, 2003

Scotchies Cleaners  
1827 E. Mulberry  
Fort Collins, CO 80524

Attn: Barbara Knappe, Owner  
Re: Renewal, #Bid 5398 Dry Cleaning Services

Dear Ms. Knappe:

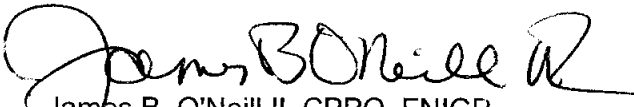
The City of Fort Collins has elected to renew Bid #5398 Dry Cleaning Services for the City of Fort Collins Police Services with your firm. The terms and conditions of this renewal will be the same as stated in the original bid documents.

If the renewal is acceptable to your firm, please sign this letter in the space provided and return it to the City of Fort Collins, Purchasing Division, P. O. Box 580, Fort Collins, CO 80522-0580, within the next fifteen days. If delivered, please deliver to 215 North Mason Street, 2<sup>nd</sup> Floor, Fort Collins, CO 80524.

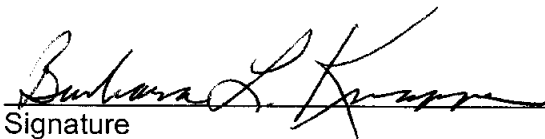
If this extension is not agreeable with your firm, we ask that you send us a written notice stating that you do not wish to renew the contract and state the reason for non-renewal.

If you have any questions regarding this matter, please contact Ed Bonnette, C.P.M., CPIM, Buyer at 970-416-2247.

Sincerely,

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

Bid #5398

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Signature 4-28-03  
Date

(Please indicate your desire to renew Bid #5398 by signing this letter and returning it to Purchasing Division within the next fifteen days.)