



Administrative Services

Purchasing Division

November 25, 2003

First Class Direct, Inc.
760 SE Frontage Road
Ft. Collins, CO 80524

Attn: Patty Taylor

Re: Bid #5643 Insert Mailing & Courier Service

The City of Fort Collins has elected to renew Bid #5643 Insert Mailing & Courier Service 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, please refer to Exhibit C.

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 December 10, 2003. **If delivered**, please deliver to 215 North Mason Street, 2nd 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 David Carey, C.P.M., Buyer, at 970-416-2191.

Sincerely,

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

Patty S. Taylor
Signature

12/2/03
Date

(Please indicate your desire to renew Bid #5643 by signing this letter and returning it with a current copy of insurance forms to Purchasing Division on or before December 10, 2003.)

EXHIBIT C

UTILITY BILLING:

REGULAR.
FOLD STATEMENT,
INSERT STATEMENT, REPLY ENVELOPE, NEWSLETTER, AND 1 ADDITIONAL INSERT
SEAL
MAILS ON PERMIT #1

\$ 39.00/M

ELECTRONIC FUNDS TRANSFER.
SAME AS ABOVE WITHOUT RETURN ENVELOPE
SEAL
MUST BE PRESORTED TO QUALIFY FOR AUTOMATED 3 DIGIT RATE.

\$ 92.00/M

FINAL BILLS.
FOLD STATEMENT,
INSERT STATEMENT, REPLY ENVELOPE,
SEAL
MUST BE PRESORTED TO QUALIFY FOR AUTOMATED 3 DIGIT RATE.

\$ 92.00/M

DELINQUENT NOTICE.
FOLD STATEMENT,
INSERT STATEMENT, REPLY ENVELOPE,
SEAL
MUST BE PRESORTED TO QUALIFY FOR AUTOMATED 3 DIGIT RATE.

\$ 32.00/M

PROPERTY OWNER NOTICE.
FOLD STATEMENT,
INSERT STATEMENT,
SEAL
MAILS AT FULL RATE.

\$ 37.00/M

NEW CUSTOMER LETTERS.
FOLD PERSONALIZED LETTER,
INSERT LETTER, WATER & WASTEWATER RATES, RESIDENTIAL ELECTRIC RATE
BROCHURE,
SEAL
MUST BE PRESORTED TO QUALIFY FOR AUTOMATED 3 DIGIT RATE.

\$ 92.00/M

ADDITIONAL INSERT REQUIRING FOLDING

\$ 17.00/M

ADDITIONAL INSERT NOT REQUIRING FOLDING

\$ 5.00/M

COST TO ADDRESS, TAB, SORT LETTER SIZE SELF MAILER.

NOT REQUIRING FOLDING

\$ 87.00M

COST TO ADDRESS, TAB, SORT LETTER SIZE SELF MAILER
REQUIRING FOLDING

\$101.00/M

COURIER SERVICE:

PRPA TO VENDOR

\$ 15.00 /Ea. Trip

PRPA TO UTILITY BILLING

\$ 15.00/Ea. Trip

UTILITY BILLING TO VENDOR

\$ 15.00/Ea. Trip

WAREHOUSING

\$ 17.00/pallet/M

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID B2
FIRST-9

DATE (MM/DD/YY)
12/02/03

PRODUCER
Brown & Brown Inc - Ft Collins
125 S Howes, 5th Floor
P O Box 2226
Fort Collins CO 80522-2226
Phone: 970-482-7747 Fax: 970-484-4165

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
First Class Mailing Service, Inc. dba: First Class Direct, Inc.
Attn: Patty Taylor
760 SE Frontage Road
Ft Collins CO 80524

INSURER A: HARTFORD FIRE INSURANCE CO
INSURER B: REPUBLIC INDEMNITY CO OF
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	34UUVFZ8212	09/24/03	09/24/04	EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 300,000
					MED EXP (Any one person) \$ 10,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COM/PROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	34UUVFZ8212	09/24/03	09/24/04	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN AUTO ONLY: EA ACC \$
A	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	34XHVZF7441	09/24/03	09/24/04	EACH OCCURRENCE \$ 1,000,000
					AGGREGATE \$ 1,000,000
					Retention \$ 10,000
					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	13935806	10/01/03	10/01/04	<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER
					E L EACH ACCIDENT \$ 1,000,000
					E L DISEASE - EA EMPLOYEE \$ 1,000,000
					E L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Re: Bid No. 5643

CERTIFICATE HOLDER N ADDITIONAL INSURED; INSURER LETTER: CITY/ST City of Fort Collins Purchasing P O Box 580 Fort Collins CO 80522	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Shanna Jansay

ACORD 25-S (7/87)

** TOTAL PAGE.02 **