



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