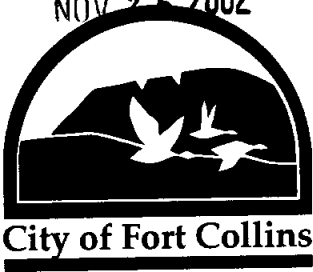


NOV 26 2002



Administrative Services

Purchasing Division

November 22, 2002

First Class Direct  
Attn: Patty Taylor  
1409 E. Olive Ct. Unit E  
Fort Collins, CO 80524

Re: Renewal, #5643, Insert Mailing & Courier Service

Dear Ms. Taylor


The City of Fort Collins wishes to extend the agreement term for the above captioned bid per the Agreement signed December 10, 2001. Please find Exhibit "C" cost breakdown attached. The term will be extended from January 1, 2003 through December 31, 2003.

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. 85022, within the next fifteen days.

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.

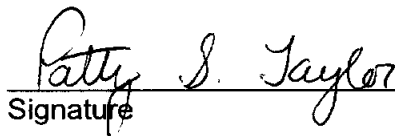
If you have any questions regarding this matter, please contact James B. O'Neill II, CPPO, FNIGP Director of Purchasing and Risk Management.

Sincerely,

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

Encl: Exhibit "C" Bid 5643 agreement dated 12/10/01

Bid #5643

  
Signature

11/25/02  
Date

(Please indicate your desire to renew Bid # 5643 by signing this letter and returning it to Purchasing Division within the next fifteen days.)

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