

Administrative Services

Purchasing Division

September 20, 2004

PBS& J
Attn: Dave Millar
5500 Greenwood Plaza Blvd Ste 150
Englewood, CO 80111

RE: Phase II, Task Order II, Non-Route Based Strategies

Dear Mr. Millar:

Please find enclosed two (2) copies of documents regarding the above captioned matter. Please sign the two (2) copies, then return both copies to me. After the signatures have been obtained, a copy will be sent to you.

Please contact me at 970-221-6775, if you have questions.

Sincerely,

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

JBO:cpj

Encl: Notice to Proceed in duplicate

NOTICE TO PROCEED

DESCRIPTION OF WORK: Phase II, Task Order II, Non-Route Based Strategies
TO: PBS & J
5500 Greenwood Plaza Blvd Ste 150
Englewood, CO 80111

TTHIS NOTICE ADVISES YOU:

That the service agreement covering the above described Work has been fully executed by the PROFESSIONAL and the OWNER.

Therefore, as the PROFESSIONAL for the above described Work, you are hereby authorized and directed to proceed within ten (10) calendar days from receipt of this notice as required by the Agreement.

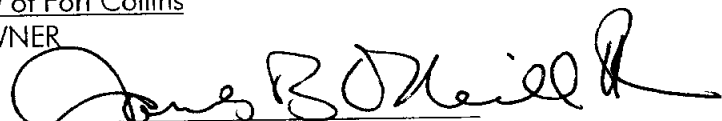
Dated this 20th day of September, 2004.

The date for the task shall be December 31, 2005.

City of Fort Collins

OWNER

By:


James B. O'Neill II, CPPO, FNIGP

Director of Purchasing & Risk Management

ACKNOWLEDGMENT OF NOTICE

Receipt of the above Notice to Proceed is hereby acknowledged this ____ day of _____,
20__.

PROFESSIONAL

By: _____

Title _____

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