

Administrative Services
Purchasing Division

November 30 2004

First Class Direct Inc
Attn: Patty Coldwater
760 SE Frontage Road
Ft Collins CO 80524

Re: Bid #5643 Insert Mailing & Courier Service

The City of Fort Collins wishes to extend the agreement term for the above captioned proposal per the existing terms and conditions with an increase in rates detailed in Exhibit C (attached). The term will be extended for one (1) additional year: January 1, 2005 through December 31, 2005.

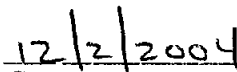
If the renewal is acceptable to your firm, please sign this letter in the space provided and return it to the City of Fort Collins, Purchasing Division, P.O. Box 580, Fort Collins, CO 80522, within the next fifteen days. **If delivered**, please deliver to 215 North Mason Street, 2nd Floor, Fort Collins,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


Signature


Date

(Please indicate your desire to renew Bid #5643 by signing this letter and returning it with a current copy of insurance forms within 15 days to the Purchasing Division.)

EXHIBIT C
UTILITY BILLING

REGULAR
FOLD STATEMENT
INSERT STATEMENT REPLY ENVELOPE NEWSLETTER AND 1 ADDITIONAL INSERT
SEAL
MAILS ON PERMIT #1 ~~\$ 30 00/M~~ 44 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~~ 54 00/M

FINAL BILLS
FOLD STATEMENT
INSERT STATEMENT REPLY ENVELOPE
SEAL
MUST BE PRESORTED TO QUALIFY FOR AUTOMATED 3 DIGIT RATE ~~\$ 92 00/M~~ 54 00/M

DELINQUENT NOTICE
FOLD STATEMENT
INSERT STATEMENT REPLY ENVELOPE
SEAL
MUST BE PRESORTED TO QUALIFY FOR AUTOMATED 3 DIGIT RATE ~~\$ 92 00/M~~ 54 00/M

PROPERTY OWNER NOTICE
FOLD STATEMENT
INSERT STATEMENT
SEAL
MAILS AT FULL RATE ~~\$ 37 00/M~~ 54.00/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~~ 5400/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