



Administrative Services
Purchasing Division

October 4, 2005

Citizen Printing
 Attn: Denise Martinez, Sales Representative
 1309 Webster Ave.
 Fort Collins, CO 80525

Re: Renewal, #Bid 5745 Printing Utilities Calendar

Dear Denise:

The City of Fort Collins wishes to extend the term for the above captioned bid per the existing terms and conditions. The term will be extended for one (1) additional year, November 8, 2005 through November 7, 2006.

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 (15) 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 bid and state the reason for non-renewal.

If you have any questions regarding this matter, 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

Bid #5745

Denise C. Martinez
 Signature

10/7/2005
 Date

(Please indicate your desire to renew Bid # 5745 by signing this letter and returning it to Purchasing Division within the next fifteen (15) days.)

JBO:dmc