



**Administrative Services**  
**Purchasing Division**

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November 22, 2005

Vision Graphics, Inc.  
First Class Direct Division  
Attn: Vannah Martin  
5610 Boeing Drive  
Loveland, CO 80538

**Re: Renewal of Bid #5643-Insert Mailing & Courier Service**

The City of Fort Collins wishes to extend the agreement term for the above captioned bid per the existing terms and conditions, with no increase in rates for 2006 per your message dated November 8, 2005. The term will be extended for one (1) additional year, January 1, 2006 thru December 31, 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 days.

If not acceptable, we ask that you send us a written notice stating that you do not wish to renew the contract and 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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Indicate your desire to renew by signing this letter and returning it, along with a current Certificate of Liability Insurance, to the Purchasing Division within the next fifteen days.)