

Administrative Services

Purchasing Division

Post-it* Fax Note	7671	Date	3-24	# of pages	1
To	Ed Bonnette	From	Shirley Burns		
Co./Dept.		Co.			
Phone #		Phone #	6264		
Fax #	6707	Fax #			

January 8, 2003

Waste-Not Recycling
1205 Hope Avenue
Pierce, CO 80650

Attn: Anita Comer

Re: Bid #5001 Recycling – Office Program

The City of Fort Collins has elected to renew Bid #5001 Recycling – Office Program for the City of Fort Collins with your firm. The terms and conditions of this renewal will be the same as stated in the original bid documents.

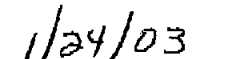
If the renewal is acceptable to your firm, please sign this letter in the space provided and return along with a current copy of your insurance to the City of Fort Collins, Purchasing Division, before January 24, 2003. **If delivered**, please deliver to 215 North Mason Street, 2nd Floor, Fort Collins, 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 John Stephen, CPPB, Senior Buyer, at 970-221-6777.

Sincerely,


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


 Signature


 Date

(Please indicate your desire to renew Bid #5001 by signing this letter and returning it with a current copy of insurance forms to Purchasing Division on or before January 24, 2003.)

From: Ed Bonnette
To: Shirley Bruns
Date: 3/24/03 3:17PM
Subject: Renewal letter from Anita Comer

Hi Shirley,

I was looking in the file for Bid #5001 Office Recycling, and I noticed I had never received a signed renewal letter back from Anita Comer at Waste-Not. I called Anita today, and she said she thought you had a signed copy. If yes, can you please fax it over to me at fax #6707?

If no, Anita says she will sign it again if I fax it to her. I have the spread sheet you sent me back on 12/27 that has the 2003 pricing; I just need the signed letter to go with it.

By the way, the last PO I see in the system for this was for 2001. If there's no 2002 PO, how did we pay them for last year?

Thanks,
Ed

Ed Bonnette, C.P.M., CPIM
Buyer
City of Fort Collins, Colorado
Purchasing Division
215 N. Mason, 2nd Floor
P.O. Box 580
Fort Collins, CO 80522
Phone 970-416-2247
Fax 970-221-6707
email ebonnette@fcgov.com

CC: Ed Bonnette