


**LETTER OF TRANSMITTAL**

To Carrie Daggett Assistant City Attorney  
John Fischbach City Manager  
Wanda Krajicek City Clerk

From James B O'Neill II CPPO   
Director of Purchasing & Risk Management

Date November 2 1998

Re Benefits – National Health Systems Inc

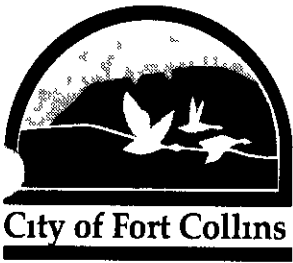
National Health Systems Inc was selected through the RFP process to provide Third Party Claims Administration services for the City Employee Benefits

Attached find four (4) sets of contract documents regarding the above-mentioned matter Would you approve as to form and forward to the City Manager for signature

John please forward to the City Clerk after you sign the agreement

Wanda please call Purchasing Jim will come over sign the contracts and have you attest his signature Would you call Purchasing when that is completed

Thank you



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

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October 23 1998

Kathy Larson  
National Health Systems, Inc  
155 Inverness Drive West Suite 300  
Englewood CO 80112

Re Insurance Requirements

Dear Ms Larson

I have attached the amended insurance requirements for you to insert into the Agreement for TPA Services

Please do not hesitate to call if you have any questions

Sincerely

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

## EXHIBIT D

### INSURANCE REQUIREMENTS

The Service Provider will provide from insurance companies acceptable to the City the insurance coverage designated hereinafter and pay all costs. Before commencing work under this bid the Service Provider shall furnish the City with certificates of insurance showing the type, amount, class of operations covered, effective dates and date of expiration of policies and containing substantially the following statement"

- \* The insurance evidenced by this Certificate will not be canceled or materially altered except after ten (10) days written notice has been received by the City of Fort Collins

In case of the breach of any provision of the Insurance Requirements the City at its option may take out and maintain at the expense of the Service Provider such insurance as the City may deem proper and may deduct the cost of such insurance from any monies which may be due or become due the Service Provider under this Agreement. The City, its officers, agents and employees shall be named as additional insureds on the Service Provider's general liability and automobile liability insurance policies for any claims arising out of work performed under this Agreement.