



Administrative Services
Purchasing Division

September 16, 2005

Ohlison Lavoie Collaborative
Attn: Charlie Snider
1515 Wazee St., Suite 400
Denver, CO 80202-1672

RE: Professional Services Agreement

Dear Charlie Snider:

I have enclosed three (3) sets of contract documents regarding the above captioned matter. Please sign the three copies and return all copies to me along with the requisite insurance certificate naming the City of Fort Collins an additional insured. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact John D. Stephen CPPO, CPPB, Senior Buyer, at (970) 221-6777 if you have questions.

Sincerely,

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

Encl: Contract Documents

JBO:cpj