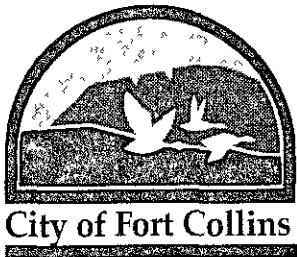


Administrative Services

Purchasing Division



September 2, 1999

Ken Sargent
Porter Industries
P O Box 27
Loveland, CO 80537

Re Renewal, #5300 – Carpet Maintenance

Dear Mr Sargent

The City of Fort Collins wishes to extend the agreement term for the above captioned Bid per the existing terms and conditions. The term will be extended for one (1) additional year, January 1, 2000 through December 31, 2000.

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 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 contract and state the reason for non-renewal.

If you have any questions regarding this matter, please contact John Stephen, CPPB, Buyer at 221-6777.

Sincerely,

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

cc Joan Barrie, Facilities
File

Signature

Date

(Please indicate your desire to renew Bid #5300 by signing this letter and returning it to Purchasing Division within the next fifteen days.)

PJSRENEW CRD

09-01-99 CARPET MAINTENANCE

#5300	P M	Joan Barrie
5 yr	renewal	90 days prior
01-01-99 to 12-31-99		
01-01-00 to 12-31-00		
01-01-01 to 12-31-01		
01-01-02 to 12-31-02		
01-01-03 to 12-31-03		
Ken Sargent		
Porter Industries, Inc		
5202 Granite St		
Loveland, CO 80538	(970)	667-5230