



Financial Services
Purchasing Division
215 North Mason Street
2nd Floor
PO Box 580
Fort Collins, CO 80522
970.221.6775
970.221.6707 - fax
fcgov.com/purchasing

April 14, 2011

Lyon and Associates, Inc.
Attn: Mr. Don Lyon
1612 Linden Lake Road
Fort Collins, CO 80524

RE: Renewal, Miscellaneous Services Agreement - Workplace Violence and
Threat and Vulnerability Assessments

Dear Mr. Lyon:

The City of Fort Collins wishes to extend the agreement term for the above captioned proposal per the existing terms and conditions.

The term will be extended for one (1) additional year, January 1, 2011 through December 31, 2011.

If the renewal is acceptable to your firm, please sign this letter in the space provided **include a current copy of insurance naming the City as an additional insured** and return all documents 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.

Please contact me at (970) 221-6779 if you have any questions regarding this matter.

Sincerely,

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

Signature

4/19/2011

Date

(Please indicate your desire to renew Miscellaneous Services Agreement - Workplace Violence and Threat and Vulnerability Assessments by signing this letter and returning it to Purchasing Division within the next fifteen days.)

JBO:bd