



Financial Services  
Purchasing Division  
215 N. Mason St. 2<sup>nd</sup> Floor  
PO Box 580  
Fort Collins, CO 80522  
970.221.6775  
970.221.6707- fax  
[fcgov.com/purchasing](http://fcgov.com/purchasing)

January 12, 2012

Grow Forth!  
Attn: Cynthia Reffler  
124 Fishback Avenue  
Fort Collins, CO 80521

RE: 7216 Community Garden at the Farm

Dear Ms. Reffler:

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

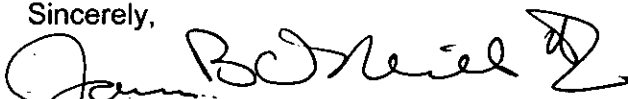
The term will be extended for one (1) additional year, April 1, 2012 through March 31, 2013.

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 Ed Bonnette, CPPB, CPM, Buyer at (970) 416-2247 if you have any questions regarding this matter.

Sincerely,

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

  
Signature

1/16/2012  
Date

(Please indicate your desire to renew 7216 by signing this letter and returning it to Purchasing Division within the next fifteen days.)

JBO: bd