



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

May 1, 2014

Swingle Lawn, Tree & Landscape
Attn: Tom Lynch
1805 E Lincoln Ave, A-3
Fort Collins, CO 80524

RE: Renewal, 7342 Tree Pruning, Removal & Miscellaneous Tree Work

Dear Mr. Lynch:

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

1. The term will be extended for one (1) additional year, April 15, 2014 through April 14, 2015.
2. An increase of 2% for Normal Rates as follows:
 - Hourly rate for a four (4) person crew w/ equipment: \$ 324.36
 - Hourly rate for a three (3) person crew w/ equipment: \$ 247.86
 - Hourly rate for a two (2) person crew w/ equipment: \$ 171.36

All other hourly rates will remain the same per the 2012 agreement.

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 John D. Stephen, CPPO, LEED AP, Senior Buyer at (970) 221-6777 if you have any questions regarding this matter.

Sincerely,
DocuSigned by:

Gerry Paul

A9D9A054C8CB45D...
Gerry S. Paul

Director of Purchasing and Risk Management

DocuSigned by:

Tom Lynch

73E9A3100E8A45A...

Signature

5/1/2014

Date



(Please indicate your desire to renew 7342 by signing this letter and returning it to Purchasing Division within the next fifteen days.)

GSP: jw

