



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

September 15, 2014

Harmony Grease Monkey
Attn: Mr. Marcus White gretchenpace@comcast.net
1036 Oakridge Dr
Fort Collins, CO 80525

RE: Renewal, 7157 Oil Change Services

Dear Mr. White:

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

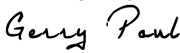
The term will be extended for one (1) additional year, August 1, 2014 through July 31, 2015.

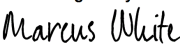
If the renewal is acceptable to your firm, please sign this letter in the space provided, **include a current copy of insurance certificate naming the City as an additional insured for General and Automotive Liability** and return all documents to the City of Fort Collins, Purchasing Division, P.O. Box 580, Fort Collins, CO 80522, within the next fifteen (15) 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 Doug Clapp, CPPB, Senior Buyer at (970)221-6776 if you have any questions regarding this matter.

Sincerely,

DocuSigned by:

A9D0A054C8CB45D...
Gerry S. Paul
Director of Purchasing and Risk Management

DocuSigned by:

2C3FDA4BCF704A1...

Signature

9/22/2014

Date



(Please indicate your desire to renew Agreement for 7157 by signing this letter and returning it to Purchasing Division within the next fifteen (15) days.)

GSP: jg



AAAAAPX7LEX

Cover Page for Faxing Documents to your DocuSign Envelope

Sign Envelope

1. Write the number of pages on the line below.
2. Fax the document and cover page to the appropriate number below:
 U.S. and Canada: 855.845.2581 (US and Canada)
 London: 448449945087
 Singapore: 6565124696

number below:
Canada)

From:	Marcus White
Envelope Subject:	Please DocuSign the attached renewal order for 7157 Oil Change Services.
Attachments to Fax:	Signer Attachment 6
Envelope ID:	06502770-6867-41bf-8606-2068ac9c
Sender Account Name:	City of Fort Collins
Number of Pages: (Including cover page)	<u>2</u>

Blank area for signature or additional information.

DocuSign Customer Support: service@docusign.com | 1.866.219.4318

Note:
Fax transmissions take approximately one minute per page faxed.
This page may only be used once. If you would like to fax again, you must

fax a new cover page.

AAAAAPX7LEX

AAAAAPX7LEX



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RE: Renewal, 7157 Oil Change Services

Dear Mr. White:

The City of Fort Collins wishes to extend the agreement per the existing terms and conditions:

The term will be extended for one (1) additional year,

If the renewal is acceptable to your firm, please sign a current copy of insurance certificate naming the City and Automotive Liability and return all documents to the City of Fort Collins, Purchasing Division, P.O. Box 580, Fort Collins, CO 80522, within

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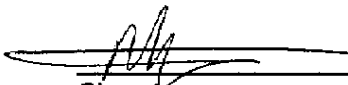
A8DDA0E4C8CB45D...
Gerry S. Paul
Director of Purchasing and Risk Management

term for the above captioned proposal just 1, 2014 through July 31, 2015.

letter in the space provided, include a copy as an additional insured for General Liability to the City of Fort Collins, Purchasing Division, next fifteen (15) days.

that you send us a written notice stating the reason for non-renewal.

(970) 221-6776 if you have any questions



Signature

9.22.14
Date

(Please indicate your desire to renew Agreement for Oil Change Services to Purchasing Division within the next fifteen (15) days

by signing this letter and returning it to the City of Fort Collins, Purchasing Division, P.O. Box 580, Fort Collins, CO 80522.

GSP: jg