



**Administrative Services**  
**Purchasing Division**

November 20, 2002

Porter Industries Inc.  
5202 Granite St.  
Loveland, CO 80538-1622

Attn: Bob Stone  
Ken Sargent

Re: Proposal P-769 Janitorial Services for Streets & Utilities Services

The City of Fort Collins has elected to renew the contract for Proposal P-769 Janitorial Services for Streets & Utilities Services with your firm. The terms and conditions of this renewal will be the same as stated in the original bid documents and including any change orders implemented during the course of the contract. The term will be extended for one (1) additional year, January 1, 2003 through December 31, 2003.

Due to current revenue shortfalls within the City, it is necessary to make budget reductions in accordance with the enclosed Change Order. For Proposal P-769, there is a Budget Reduction of \$2,544.00. Please sign the enclosed Change Order, and return it to:

City of Fort Collins Facilities Department  
P.O. Box 580  
Fort Collins, CO 80522-0580  
Attn: Joan Barrie, Project Manager

If the renewal is acceptable to your firm, please sign this letter in the space provided and return along with a current copy of your insurance to the City of Fort Collins, Purchasing Division, before December 4, 2002. **If delivered**, please deliver to 215 North Mason Street, 2<sup>nd</sup> Floor, Fort Collins, CO 80524. **If mailed**, the mailing address is P.O. Box 580, Fort Collins, Colorado 80522-0580.

If this renewal is not acceptable with your firm, please send us a written notice stating that you do not wish to renew the bid. If you have any questions regarding this renewal, please contact Ed Bonnette, C.P.M., Buyer, at 970-416-2247.

Sincerely,

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

Signature

12-3-02  
Date

(Please indicate your desire to renew Proposal P-769 by signing this letter and returning it with a current copy of insurance forms to Purchasing Division on or before December 4, 2002.)