



Administrative Services

Purchasing Division

May 6, 2004

Haiston Oil Company
Box 1576
Ft. Collins, CO 80521

Re: Bid #5635 Fleet Fuel

The City of Fort Collins has elected to renew Bid #5635 Fleet Fuel for the City of Fort Collins with your firm. The terms and conditions of this renewal will be the same as stated in the original bid documents.

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 May 21, 2004. **If delivered**, please deliver to 215 North Mason Street, 2nd 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 Jim Hume, CPPO, Senior Buyer, at 970-221-6776.

Sincerely,

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

Signature

5-7-04

Date

(Please indicate your desire to renew Bid #5635 by signing this letter and returning it with a current copy of insurance forms to Purchasing Division on or before May 6, 2004.)