



Administrative Services  
Purchasing Division

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December 22, 2004

Haiston Oil Company  
Box 1576  
Ft. Collins, CO 80521

Re: Bid #5635 Fleet Fuel

Enclosed please find Change Order No. 1 that reflects the addition of biodiesel to the fuel to be delivered per Bid #5635 Fleet Fuel. Please sign the Change Order and return it to the City of Fort Collins, Purchasing Division, before December 2, 2004. **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 you have any questions 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

JBO/jbe

CHANGE ORDER NO. 1


PROJECT TITLE: Fleet Fuel

CONTRACTOR: Haiston Oil Company

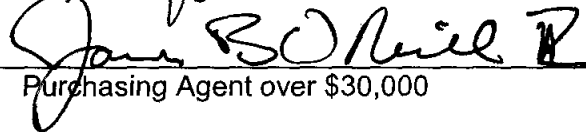
DESCRIPTION: Contract Sum will now read:

The City shall pay the service provider for the performance of this contract, subject to additions and deletions provided herein, rack price for fuel, as set forth in Exhibit A, plus a markup and delivery fee of \$0.025 per gallon of unleaded fuel, premium diesel fuel or biodiesel fuel delivered via transport load and \$0.07 per gallon of unleaded fuel, premium diesel or biodiesel fuel delivered via tankwagon load.

1. Reason for Change: Addition of biodiesel to the fuel to be delivered.

ACCEPTED BY:  DATE: 12-30-04  
Contractor's Representative

ACCEPTED BY:  DATE: 1-11-05  
Project Manager

APPROVED BY:  DATE: 1/3/05  
Purchasing Agent over \$30,000

cc: Purchasing