



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

February 21, 2020

Officescapes
Attn: Sharie Grant
4950 S College Ave., Ste A
Fort Collins, CO 80525

RE: Renewal, 8230 Moving Support Services

Dear Ms. Grant:

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, May 1, 2020 through April 30, 2021.
- 2) Revised contract rates and pricing as attached, effective May 1, 2020.

If the renewal is acceptable to your firm, please sign this letter in the space provided and **include a current copy of insurance certificate naming the City as an additional insured for General and Automotive Liability** 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 me at (970) 221-6779 if you have any questions regarding this matter.

Sincerely,

DocuSigned by:

A9D0A054C8CB45D...
Gerry S. Paul
Director of Purchasing

DocuSigned by:

5C573B532B194E6...
Signature

2/21/2020
Date

(Please indicate your desire to renew 8230 by signing this letter and returning it to Purchasing Division within the next fifteen days.)

GSP:kr

Exhibit B Move Services, Rates effective upon May 1, 2020 Renewal

	Regular Time Hourly Rate	Overtime Hourly Rate	Unit Cost	Unit Measure
MAC Project Manager	\$ 50.00	\$ 60.00		
MAC Installation / Move Supervisor	\$ 42.00	\$ 51.00		
MAC Installation / Move Technician	\$ 39.00	\$ 47.00		
MAC Planner / Designer	\$ 56.00	\$ 84.00		
Move Cart Purchase			\$ 357.00	Per Cart
Move Cart Weekly Rental			\$ 10.00	Per Cart
1.5 Cubic Foot Auto-Lock Reusable/Tapeless Box			\$ 188.00	Per 100 Boxes
1.5 Cubic Foot Standard Box (Requires Tape)			\$ 80.00	Per 100 Boxes
Case of (36) Rolls of 2" x 55 Yd Clear Tape			\$ 40.50	Per Case of 36
2.75 Cubic Foot Plastic Crates			\$ 56.25	Per Crate
Dollies for 2.75 Cubic Foot Plastic Crates			\$ 72.50	Per Dolly
Roll of 500 Color-Coded Move Labels			\$ 18.75	Per Roll
16' Semi Trailer Ramp Weekly Rental			\$ 200.00	Per Ramp
Set of Load Bars & Plywood Decking Weekly Rental			\$ 200.00	Per Set
Anti-static 12" x 24" Zip-Lock Keyboard Bag			\$ 170.50	Per Case of 200
24 x 18 Foam Monitor Sleeve			\$ 2.10	Per Sleeve
Stretchwrap			\$ 31.40	Per Roll

Additional Supplies and Services available, as needed

