



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

May 7, 2020

Tolin Mechanical Systems Company
Attn: Mike Clement
12005 East 45th Avenue
Denver, CO 80239

RE: Contract Renewal, 8909 - HVAC On-Call Services - Tolin Mechancial Systems

Dear Mr. Clement:

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, July 24, 2020 through July 23, 2021.

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 Jake Rector, Senior Buyer at (970) 221-6776 if you have any questions regarding this matter.

Sincerely,

DocuSigned by:

A9D0A054C8CB45D...
Gerry S. Paul
Director of Purchasing

DocuSigned by:

A19817EEFF164D9...
Signature

5/8/2020
Date

(Please indicate your desire to renew 8909 by signing this letter and returning it to Purchasing Division within the next fifteen days.)

GSP:kr

