



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

June 8, 2020

Sapphire Events
Attn: Connie Matsuda
1050 E County Rd 76
Wellington, CO 80549

RE: Renewal, 8297 Concession- Event Beverage Services

Dear Ms. Matsuda:

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, August 1, 2020 through July 31, 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 Beth Diven, Buyer at (970) 221-6216 if you have any questions regarding this matter.

Sincerely,

DocuSigned by:

A9D0A054C8CB45D...
Gerry S. Paul
Director of Purchasing

DocuSigned by:

488F5AA51C774A1...
Signature

6/12/2020
Date

(Please indicate your desire to renew 8297 by signing this letter and returning it to Purchasing Division within the next fifteen days.)

GSP:kr

