



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

May 13, 2016

Jayden Graphics
2705 Katie Trail
Melissa, Texas 75454

RE: Award of IFB 2016-188, Supplies: Specialized Printing for Elections

Dear Mr. Ives,

Collin County has awarded a portion of the above referenced solicitation to your company per Court Order No. (CO#). Please see below for a listing of awarded line items. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is an annual fixed price contract for the purchase of Specialized Printing for Elections forms for the County. The contract term begins June 1, 2016 and continues through and including September 30, 2017. The County will have the right and option to extend the term of the contract for three (3) additional one (1) year periods upon the same terms and conditions. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

This is a notification only, purchase orders will be issued on an as needed basis. The delivery address for orders will be printed on each purchase order issued.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at accountspayable@collincountytx.gov and to the department contact, Bruce Sherbet, Elections Administrator, at bsherbet@co.collin.tx.us. Please ensure that the appropriate purchase order number is on all invoices.

Line Items Awarded

LINE ITEM	ESTIMATED ANNUAL USAGE	DESCRIPTION	UNIT COST/EA
#8	10000	FORM# M24, PROVISIONAL ENVELOPE, 11 1/2" X 5 5/8"	\$0.197
#30	100000	FORM# M11, VOTER REGISTRATION CERTIFICATE, 4 1/2" X 6"	\$0.012
#31	20000	FORM# M44, POLL LIST, 8 1/2" X 14"	\$0.082
#34	75000	FORM# M50, DEPUTY VOTER REGISTRATION CARDS, 11" X 6"	\$0.032
#36	1500	FORM# M52, DISTANCE MARKER, 8 1/2" X 11"	\$0.21
#37	1500	FORM# M55, ELECTION OFFICE TELEPHONE INFORMATION, 8 1/2" X 11"	\$0.133

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Judy Davis at judydavis@co.collin.tx.us or fax to 972-548-4694.

NAME

DATE

SIGNATURE

TITLE

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4122.

Sincerely,

Judy Davis
Buyer II

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