



COLLIN COUNTY

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

June 27, 2016

DMP BPO
1601 Wallace Drive, Ste 120
Carrollton, TX 75006

RE: Award of IFB 2016-184, Tax Statement Preparation and Mailing Services

Dear Mr. Douglas:

Collin County has awarded the above referenced solicitation to your company per Court Order No (CO#). 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 Tax Statement Preparation and Mailing Services. The contract term begins on September 1, 2016 and continues through August 31, 2017. The County will have the right and position to extend the term of the contract for four (4) additional one (1) years 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, Sandy Cline, at scline@co.collin.tx.us. Please ensure that the appropriate purchase order number is on all invoices.

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Courtney Wilkerson at cwilkerson@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 972-548-4113.

Sincerely,

Courtney Wilkerson
Senior Buyer

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