



COLLIN COUNTY

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

September 1, 2016

Half Associates, Inc.
1201 North Bowser Rd.
Richardson, TX 75081-2275

Re: Contract Name:	Professional Services, Engineering, Mechanical, Electrical, and Plumbing (MEP), RFQ 2015-011
Contract Start Date:	February 24, 2015
Agreement Renewal Period	October 1, 2016 through September 30, 2017 (Renewal 2 of 2)

Dear Mr. Applebaum:

The aforementioned contract between Collin County and your company will expire on September 30, 2016. The Collin County Purchasing Department is requesting that your company extend this contract for an additional 12 month period to include terms and conditions set forth in the original solicitation award.

If you are interested in extending the current contract, please complete the form below and return by September 6, 2016. If you desire to extend this contract, we will also need an updated insurance certificate.

Should you have any questions, please feel free to contact me at mdobecka@collincountytx.gov

Sincerely,

Matt Dobecka, CPPO, CPPB, CPCP
Purchasing Functional Analyst

Please check one:

Yes I agree to extend the contract at the terms established in the original solicitation and agreement.
 No I cannot extend the contract.

Signature:

Print Name & Title:

Date:

PHILIP APPLEBAUM . V.P.
9-6-2016

If your address has changed from above please state new address below:

Street Address:

City, State, Zip Code:

