



COLLIN COUNTY

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

September 2, 2016

Halff Associates, Inc.
1201 North Bowser Road
Richardson, TX 75081

Re:	Contract Name:	Professional Services, Surveying, RFQ 2014-265
	Contract Start Date:	October 20, 2014
	Agreement Renewal Period	October 1, 2016 through September 30, 2017 (renewal 2 of 2)

Dear Mr. Shafer:

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 and set forth in the original award and agreement.

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: Andrew J. Shafer
 Print Name & Title: ANDREW J. SHAFER, SURVEY DEPARTMENT MANAGER
 Date: September 2, 2016

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

Street Address: _____
 City, State, Zip Code: _____